



**CITY OF VAUGHAN
COMMITTEE OF THE WHOLE (2)
AGENDA**

If you wish to speak to an item listed on the Agenda, please pre-register by completing a Request to Speak Form online, emailing clerks@vaughan.ca, or contacting Service Vaughan at 905-832-2281, by 12 noon on the last business day before the meeting.

Tuesday, November 12, 2024

1:00 p.m.

Council Chamber

2nd Floor, Vaughan City Hall

2141 Major Mackenzie Dr., Vaughan, ON

and Online via Electronic Participation

Indigenous Land Acknowledgement (prior to the commencement of the meeting)

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- 5. PRESENTATIONS**
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ALL APPENDICES ARE AVAILABLE FROM THE CITY CLERK'S OFFICE
PLEASE NOTE THAT THIS MEETING WILL BE AUDIO RECORDED
AND VIDEO BROADCAST

www.vaughan.ca (Agendas, Minutes and Live Council Broadcast)

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: DEVELOPMENT REIMBURSEMENT AND CREDIT POLICY - REFERRED

FROM:

Michael Coroneos, Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer

ACTION: DECISION

Purpose

Staff were directed to bring back to Council a policy to address development charge (DC) reimbursement and/or credits for growth related works constructed by developers, inclusive of interest and/or indexing payment eligibility. Staff were also directed to report on *Development Charge Act, 1997* (DC Act) policies and regulations that may address interest payment on DC eligible works.

Report Highlights

- A policy is proposed to formalize the current long-standing practice of reimbursing developers who construct DC eligible works on the City's behalf.
- The proposed policy introduces an interest payment component relating to new Area Specific DC funded projects.
- The interest rate would be set in the development agreement and interest payments would be funded by the same Area Specific DC reserve used to fund the works.
- Specific criteria are to be met to be eligible for interest payment on the reimbursement.

Recommendations

1. That Council approve the Development Charges Reimbursement and Credit Policy (12.C.18), substantially in the form of Attachment 1, to administer development charge reimbursements and/or credits.

Background

On September 19, 2023, staff brought forward to the Committee a draft policy to formalize the current process with respect to the reimbursement or credit of developer-built growth-related works that have been included in the City's DC background study. The policy was referred to staff to address comments from Council members regarding the introduction and applicability of interest payments and/or indexing for DC related works. This would allow the City to provide interest payments to compensate the developer for delayed reimbursement payments resulting from delayed development for certain projects. The current process for DC related works reimbursements has been, and continues to be, captured in the various development agreements executed by the City and the applicable landowner.

Previous Reports/Authority

[DEVELOPMENT REIMBURSEMENT AND CREDIT POLICY, Item 1, Report 37, Committee of the Whole \(2\), September 26, 2023](#)

Analysis and Options

Proposed Policy Structure

A *DC reimbursement* is the process through which the City repays development charges to a developer for growth-related DC eligible works that have been undertaken on behalf of the City.

A *DC Credit* is when, in the case of an Area Specific DC (ASDC), the developer that is constructing the works on behalf of the City is provided a credit (in lieu of reimbursement) for the work was initially undertaken at their cost.

The proposed DC Reimbursement and Credit Policy establishes a series of eligibility requirements and conditions to determine if a project would be considered eligible for a DC reimbursement or credit.

The City's current practice of entering into an agreement which provides for DC reimbursements or credits is proposed to continue. More specifically, when the City agrees to the design and construction of works by a developer on behalf of the City, the works, including their parameters, the upset limit for DC reimbursement and/or credit,

and requirements of the City prior to repayment, are included as a part of a development agreement (or other agreement).

Staff also acknowledge that some projects take longer to reimburse, especially those funded by ASDCs, as these are limited by the funds collected from benefitting lands as they proceed through the development process and receive building permits. In those instances, staff propose to incorporate an interest payment for ASDC works subject to certain conditions:

- The works have been deemed substantially complete by the developer's consulting engineer;
- The payment submission package (including an invoice, as per the applicable agreement requirements for the works) has been submitted to the City by the developer, verified and accepted by Development Engineering; and
- The City has determined that the reimbursement cannot be made in a single payment installment.

It is proposed that the applicable interest rate shall be identified in the applicable agreement and shall be the lower of the City's current City-Wide DC Background Study interest rate on positive balances, or the City's 4 year rolling weighted average return on the City's investment funds. This proposed interest rate will not create additional pressures on the ASDC reserves nor will it prolong the reimbursement period as it is in line with the interest earned on reserve balances. Also, any interest component will be funded from the same ASDC reserve relating to the works to avoid placing any financial burden on property taxation. Staff propose that the policy is only applicable to ASDC funded projects as the ASDC reserves balance are based on the collection of the ASDC through the permit issuance process, which may occur over a longer period of time, reducing the City's ability to make a full payment for front ended works.

Development Charge Act, 1997 and Regulations

The DC Act and its regulations do not provide details with respect to the reimbursement/credit agreement being used by the City and the interest rate being proposed.

By way of comparison, sections 44 and 45 of the DC Act detail the requirements for front ending agreements between the City and the landowner. These provisions require certain details such as the description of the works and the estimated costs to be included in the agreement. These sections do not prescribe any interest rate to be used for the payment of DC eligible works.

Section 26.3, "Maximum Interest rate" of the DC Act, prescribes an interest rate to be used in conjunction with Sections 26.1 and 26.2, which deal with phased payments and

the locking in of DC rates at the time of a site plan application or a zoning by-law amendment application. These provisions are not applicable to the reimbursement of works.

Within the DC Act regulations, O. Reg. 82/98, Section 11 speaks to the minimum interest rate a municipality shall use when dealing with refunds as a result of an appeal or DC complaint, or the borrowing from DC reserve funds. This regulation does not apply to the reimbursement of front-ended works.

Financial Impact

There would be no additional financial impact to the City, as any reimbursement inclusive of interest would be contained within the respective ASDC reserve fund balances.

Operational Impact

Legal Services and Development Engineering would be required to update the wording in the development agreement template to revise the applicable DC reimbursement clauses to reflect the proposed policy.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

Staff propose a policy to formalize a long-standing practice of reimbursing DC eligible works constructed by a developer. In recognition that certain projects take a long time to complete the total reimbursement payment, Staff propose incorporating an interest component relating to area specific DC eligible projects. This policy would apply to projects funded by new ASDC by-laws in order to prevent adding pressure on existing ASDC reserves.

For more information, please contact: Nelson Pereira, Manager Development Finance.

Attachments

1. 12.C.18 – Development Charges Reimbursement and Credit Policy

Prepared by

Nelson Pereira, Manager Development Finance
Effie Lidakis, Deputy City Solicitor - Planning

THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: **DEVELOPMENT CHARGES REIMBURSEMENT AND CREDIT**

POLICY NO.: **12.C.18**

Section:	Finance & Budgets		
Effective Date:	December 1, 2024	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Corporate Services, City Treasurer & Chief Financial Officer		

POLICY STATEMENT
A policy governing development charge credits and/or reimbursements to a Developer with respect to eligible infrastructure being designed and constructed on the City’s behalf in advance of the City’s timing to deliver.
PURPOSE
This Policy sets out the City’s guidelines for the efficient application and administration of development charge credits and/or reimbursements related to certain eligible City infrastructure that is front-ended by a Developer [“Works” or “Project(s)”]. The terms, conditions, and restrictions governing development charge credits and/or reimbursements detailed herein are implemented through agreements with the City and seek to mitigate the City’s exposure to potential risks and liabilities arising from such arrangements.
SCOPE
This Policy applies to landowners, builders, developers and developer groups carrying out private development within the City of Vaughan which require certain City infrastructure to be designed and constructed in advance of the City’s timing to deliver same to permit the private development to proceed. All City staff facilitating agreements between the City and aforementioned parties must adhere to this Policy.
LEGISLATIVE REQUIREMENTS
1. <i>Development Charges Act, 1997, S.O. 1997, c.27, as amended.</i>

POLICY TITLE: DEVELOPMENT CHARGES REIMBURSEMENT AND CREDIT

POLICY NO.: 12.C.18

DEFINITIONS

- 1) **Act:** *The Development Charges Act, 1997, S.O. 1997, c.27*, as amended, revised, re-enacted, or consolidated from time to time, and any successor statute.
- 2) **Area Specific Development Charges (ASDC):** A charge imposed with respect to growth-related net capital costs against a defined land area or per unit for specified services under the applicable by-law.
- 3) **Developer:** A person, corporation, group of persons and/or corporations, or trustee that has submitted an application pursuant to the *Planning Act* to the City of Vaughan for approval.
- 4) **Development:** The construction, erection or placing of one or more buildings or structures on land, or the making of an addition or alteration to a building or a structure that has the effect of substantially increasing the size or usability thereof and includes redevelopment.
- 5) **Development Charges (DC):** A charge imposed against land with respect to growth-related net capital costs under the City's Development Charges By-Law.
- 6) **Development Charges By-Law:** Municipal by-law under the Act that imposes development charges against land to pay for increased capital costs required because of increased needs for services arising from the development of the area to which the by-law applies.
- 7) **DCM/CFO:** Deputy City Manager of Corporate Services, City Treasurer and Chief Financial Officer.
- 8) **Planning Act:** *The Planning Act, R.S.O. 1990, c. P.13*, as amended.

POLICY

1) REQUIREMENTS

City staff are required to use the following criteria in considering the eligibility of development charge credits and/or reimbursements for Projects that have been identified in the City-Wide DC or ASDC By-laws:

- a) The subject Development and Works must comply with the Local Service Policy 12.C.01 and/or the Developer Build Parks Policy 07.2.05, as amended from time to time, where applicable.
- b) This Policy shall neither override nor substitute any requirements, restrictions, or guidelines set out in the Local Service Policy 12.C.01 and the Developer

Build Parks Policy 07.2.05, as amended from time to time, or any conditions set out in an agreement between the City and a Developer.

- c) To receive a credit or reimbursement pursuant to this Policy, the Developer shall carry out the following steps prior to commencement of the design and construction of any Works seeking reimbursement and/or credit pursuant to this Policy:
 - i) Submit a request to the City's Infrastructure Development Department, unless the City initiates a request that the Developer undertakes Works on behalf of the City as a part of a Development application; and
 - ii) Enter into an agreement with the City, which contains provisions regarding the details of the Works, amount and process of credit and/or reimbursement, and to establish the Developer's obligations regarding the front-ending of design, construction, maintenance and delivery of the Works, to the satisfaction of the City.
- d) Credit and/or reimbursement is subject to the terms of an agreement to be entered into between the Developer and the City pursuant to section 1.c.ii. of this Policy, and there is no entitlement to a credit and/or reimbursement prior to such agreement.

2) CONDITIONS

Credit and/or reimbursement is subject to the following conditions:

- a) The Developer shall assume all risks, including those associated with any changes to provincial legislation specific to Development Charges, when entering into an agreement with the City.
- b) Any indirect costs incurred by the Developer in relation to entering into an agreement with the City which are not directly capital costs required because of growth-related need for services in the area to which the DC or ASDC By-law applies (e.g., legal, consultation, study fees, etc.) shall not be reimbursed by the City.
- c) Payment by the Developer of the City's fees and charges as provided for in the Fees and Charges by-law, as amended from time to time.
- d) Temporary infrastructure is not reimbursable and shall not be included in a credit and/or reimbursement amount.
- e) Any expenditures incurred after the approved Project is deemed to be complete shall not be eligible for credit and/or reimbursement.

- f) All Works eligible for credit and/or reimbursement shall be constructed to the City's standards and satisfaction and in accordance with the latest municipal and provincial standards, specifications, applicable policies, approved engineering plans, and priorities identified in the City's Official Plan, Transportation Master Plan, and Integrated Urban Water Master Plan.
- g) The Developer shall be required to design and construct the Works to a standard as determined by and to the satisfaction of the City, acting reasonably, regardless of what has been detailed in the City's DC or ASDC Background Study and By-law.
- h) Prior to the issuance of a credit and/or reimbursement, the Developer shall provide, to the satisfaction of the City, all supporting documentation, including but not limited to, invoices verifying as-built construction costs.
- i) Any other and further conditions as deemed appropriate by City Council.

3) DEVELOPER REIMBURSEMENT OR CREDIT

- a) Reimbursements or credits are only eligible if the Works are within the City's DC or ASDC By-laws and approved capital program.
- b) Reimbursements or credits may only be issued after all Works have been substantially completed, as defined in the agreement, to the City's satisfaction.
- c) The reimbursement or credit amount shall be the lesser of:
 - i) The estimated Project cost, included in the DC or ASDC By-law; and
 - ii) The Developer's actual total Project costs, having an upset limit of the approved estimated Project cost as stipulated in the related agreement.

4) REIMBURSEMENT PAYMENT PROCESS

- a) A reimbursement payment will be issued by the City to a Developer as follows:
 - i) For Works that are City-wide infrastructure Projects: A reimbursement payment will be made to the Developer only when the Project is both complete and included in an approved capital budget. The reimbursement payment shall adhere to the restrictions set in section 3.b. of this Policy. The City in its sole discretion may provide either installment payments in amounts and intervals which shall be at the City's sole discretion, acting reasonably, or alternatively a lump sum payment.

POLICY TITLE: DEVELOPMENT CHARGES REIMBURSEMENT AND CREDIT

POLICY NO.: 12.C.18

- ii) For Works that are City ASDC infrastructure Projects: A reimbursement payment will be made once the City confirms that there are sufficient funds collected through the related ASDCs and when the Project is included in an approved capital budget. The reimbursement payment amount will adhere to the restrictions set out in section 3.b. of this Policy. The City in its sole discretion may provide either installment payments in amounts and intervals which shall be at the City's sole discretion, acting reasonably, or alternatively a lump sum payment.
- iii) If there is more than one Developer who is seeking reimbursement for the same DC eligible capital project, the first Developer to submit the completed submission package pursuant to the terms of the agreement will be paid first. All other Developers will be placed in queue based on when their complete request is received by the City.
- iv) The City will use reasonable efforts to make payments to the Developer every year on the anniversary of the first installment payment date and until the approved reimbursement amount is paid in full.
- v) In a year with no related ASDC collections, payment shall not be made by the City to the Developer.
- vi) Under no circumstance shall the City be obligated to make fixed-yearly reimbursement payments to the Developer.
- vii) At the sole discretion of the City, the City may agree to pay the Developer a specific percentage of the total approved reimbursement amount at certain development/design milestones to facilitate the construction of more expensive City-wide infrastructure Projects. This shall only apply to City-wide infrastructure Projects included in the approved capital budget.
- b) If the Project cost exceeds the amount estimated within the DC or ASDC background study, then the City shall not be obligated in any way to reimburse the Developer for any portion or all of the excess cost. Notwithstanding, the City may use reasonable efforts to update future DC or ASDC background studies to include the difference and reimburse the Developer at a later date, subject to approval and requirements set in section 1.b. of this Policy.
- c) The reimbursement amount shall not be indexed for City wide DC projects, and the City shall not be responsible for compensating the Developer any interest.
 - i) Notwithstanding section 4.c, the City may apply interest on reimbursement payments for ASDC related works, subject to 3.c.iii., where:

- (1) The works have been deemed substantially complete by the Developers consulting engineer;
 - (2) The payment submission package, including an invoice, as per the applicable agreement requirements for the works has been submitted to and accepted by the City; and;
 - (3) The City has determined that the payment cannot be made in a single payment installment.
 - (4) The applicable interest rate shall be identified in the applicable agreement and shall be the lower of the City's Current City-Wide DC Background Study interest rate on positive balances, or the City's four year rolling weighted average return on the City's investment funds.
- ii) Interest shall only be applicable on future new ASDC by-laws for Works contemplated after the effective date of this Policy. Interest shall not apply to any of the following Works:
- [Rainbow Creek Drainage Work \(D8\)](#)
 - [Pressure District 5 West \(Woodbridge Watermain\) \(D15\)](#)
 - [Zenway/Huntington Road Sanitary Sub-trunk \(D25\)](#)
 - [Highway 27 South Servicing Works \(D26\)](#)
 - [Huntington Road Sanitary Sewer \(Trade Valley to Rutherford\) \(D27\)](#)
 - [Edgeley Pond and Park and Black Creek Channel Works \(D28\)](#)
 - [VMC-Interchange SWM Pond Retrofit Works \(D30\)](#)
 - [Steeles West Sanitary Sewer Improvement Works \(D31\)](#)
 - [Steeles West SWM Works \(D32\)](#)
 - [Woodbridge Avenue Sanitary Sewer Improvements \(D33\)](#)
 - [VMC West Interchange Sanitary Sewer Improvements \(D34\)](#)
 - [VMC SE Doughton Sanitary Sewer Improvements \(D35\)](#)
 - [VMC Jane Street Sanitary Trunk Sewer Improvements \(D37\)](#)
 - [Rainbow Creek Sanitary Sub-Trunk \(D36\)](#)
- iii) The interest amounts shall be limited to amounts within the same ASDC reserve. Any portion exceeding the reserve balance will be ineligible for reimbursement and interest, to avoid placing any financial burden on property taxation.
- iv) Interest applied to the reimbursement amount, will accrue from the date the ASDC works are deemed substantially complete and will be limited to a maximum of 15 years from that date.
- v) Any amount outstanding once the ASDC developable lands are fully developed shall not be eligible for reimbursement and the City shall not be

obligated to fund this amount. To clarify, the City will be released from the obligation to provide any outstanding reimbursement payment once all ASDC developable lands are deemed to be fully developed, at the City's discretion, and the Developer shall acknowledge same in an agreement with the City with respect to an ASDC reimbursement. The City may attempt to include any outstanding amount in a future ASDC background study.

- vi) This Policy shall not apply to agreements entered into prior to the effective date of this Policy. Such agreements shall remain in effect and the terms of that agreement shall continue to apply.
- d) Agreements containing reimbursement or credit clauses which have been entered into following the effective date of this Policy shall be subject to the terms and conditions of this Policy.

5) ROLES AND RESPONSIBILITIES

- a) The role and responsibility for reviewing and approving reimbursement payments shall be pursuant to the City's signing authority framework set out in the Supplier Master File Policy 12.A.20.
- b) DCM Corporate Services, City Treasurer and Chief Financial Officer
 - i) Maintains administrative authority and responsibility for the implementation of this Policy.
- c) Director, Financial Planning and Development Finance
 - i) Approves department operating procedures and processes under this Policy.
- d) Manager, Development Finance, Financial Planning and Development Finance and Designates
 - i) Leads updates or revisions to this Policy.
 - ii) Prepares reimbursement payments as requested by the City's Development Engineering department.
- e) Director of Infrastructure Planning and Capital Asset Management and Designates

POLICY TITLE: DEVELOPMENT CHARGES REIMBURSEMENT AND CREDIT

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- i) Reviews Development agreements including provisions identifying eligible development charge Works and reimbursement or credit provisions associated with eligible development charge Works.
- f) Director of Development Engineering and Designates
 - i) Prepares Development agreements containing provisions related to eligible development charge Works and reimbursement or credit provisions.
 - ii) Signs off on reimbursements or credits after the completion of review, verification of inspections and as-built construction costs.
 - iii) Reviews as-builts and prepares reimbursement payment memos.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	December 1, 2029
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Related Policy(ies):	12.C.01 – Local Service, 07.2.05 – Developer Build Parks 12.A.20 – Supplier Master File
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Related By-Law(s):

Procedural Document:

Revision History

Date:	Description:
Click or tap to enter a date.	
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Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

**TITLE: DEVELOPMENT AGREEMENT SURETY BOND POLICY PILOT
AND LETTER OF CREDIT POLICY UPDATE**

FROM:

Michael Coroneos, Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer

ACTION: DECISION

Purpose

To seek Council approval for a new Surety Bond policy for a two (2) year pilot program, as an alternative to requiring letters of credit from developers when securing for works under various forms of development agreements.

Report Highlights

- Request from the development industry to consider pay on demand surety bonds as an alternative to letters of credit, to help free up cash to expedite developments.
- Two (2) year pilot program to accept surety bonds for development agreements (subdivision, site plan) only.
- Proposed policy wording such that risk to the City is minimized and the administrative processes are similar to current letter of credit processes.
- Current Letter of Credit policy to be updated to include surety bonds as an alternative form of security.

Recommendations

1. That Council adopt 12.C.21 *Development Agreement Pay on Demand Surety* policy (“Surety Bond Policy”) regarding the use of on-demand surety bonds, which will be effective for a two-year pilot period, substantially in the form of Attachment “1” to this report;

2. That Council adopt 12.C.04 *Letter of Credit* policy, as updated to include surety bonds as an alternative form of security, substantially in the form of Attachment “2” to this report.
3. That Council direct staff to update the language used in development agreement templates to permit surety bonds that conform to the Surety Bond Policy as an acceptable form of security;
4. That Council direct staff to report back on the uptake and any challenges encountered with surety bonds within two years of accepting the first on-demand surety bond under the Surety Bond Policy; and
5. That Council direct staff to take all necessary actions, including the execution of all necessary documentation, to give effect to the two-year pilot of the Surety Bond Policy.

Background

In March 2022, the Province proposed through Bill 109, More Homes for Everyone Act, 2022, that surety bonds could be accepted as an alternative form of security, if a municipality required an obligation to be secured as a condition to an approval in connection with land use planning.

Staff have not received a site specific request from the development industry to implement pay-on-demand surety bonds, however the City has been approached over the last few years to discuss the benefits of surety bonds. Municipalities have been slow to accept such bonds as a form of security and as an alternative to letters of credit. This is largely because the security for such bonds derives from private companies, as opposed to banks as in the case of letters of credit. In addition, the process of calling on bonds may not be as straightforward.

Developers favour the implementation of this alternative form of security to achieve greater liquidity and accelerate their development project. A few municipalities in Ontario have started to accept this form of security. For example, on June 3, 2021, the City of Hamilton implemented a policy for the use of on-demand surety bonds as a form of security in development agreements. This policy was implemented after consulting with surety providers, the developer community, and other municipalities. The City of Niagara Falls and the Region of Durham have also followed with a similar approach.

The intention behind such initiatives is that the risk involved in this alternative form of security may be worth bearing and managing in order to accelerate development and ultimately provide greater benefits to the municipality. Accordingly, it is recommended that Council consider the acceptance of on-demand surety bonds as an alternative form of security as part of a two-year pilot. During such a pilot, the use of and experience

with such bonds would be monitored, and staff would report back to Council with the results. The language recommended for the actual terms of the bond within the proposed policy, as well as the condition that only top-tier sureties be used, may assist with mitigating the risk associated with this type of alternative security.

Previous Reports/Authority

Not Applicable

Analysis and Options

Benefits of Pay-on-Demand Surety Bonds

The benefits of implementing pay-on-demand surety bonds using the conditions specified within the proposed Surety Bond Policy include the following:

- As a method of security, on-demand surety bonds do not restrict a developer's capital in the same way that a letter of credit or cash security does. In turn, this may help developers use their capital more efficiently to develop more and faster than is currently possible with other accepted forms of security. This ensures more growth and development within the City.
- For the City, this form of security represents greater liquidity. An on-demand surety bond is payable on demand. Accordingly, in the event of default, the City can make a demand on the bond and be in possession of funds to correct the default. Through specifying the language of the bond and the conditions which must exist for payment to be triggered (which, for this type of bond, would be simply a demand), the City has the ability to ensure that the on-demand security truly serves its purpose in the event that it is needed. Through the Surety Bond Policy, the City has the ability to customize the terms of the bond to ensure that risk is managed, mitigated, and transferred appropriately.
- The Surety Bond Policy would also specify that the developer has to pre-qualify financially to obtain an on-demand surety bond from a top-tier surety. In addition, if the surety has to pay the City in the event of a default, the developer would be obligated to repay all amounts to the surety. Similar terms and conditions exist in the current policies on on-demand surety bonds of other municipalities.

These conditions ensure that the developers have the financial commitment for the project and that the City is protected in the risk of default.

Below is a summary of the benefits of surety bonds as a security to the municipality and the development community:

City of Vaughan	Development Community
Liquid	Off-Balance Sheet security
Responsive	Access to unproductive cash
Prequalification Requirement	Great credit availability
Promotes Growth	

Concerns of Pay-on-Demand Surety Bonds

A number of concerns associated with the use of on-demand surety bonds may ultimately be mitigated by the language set for the terms of the bonds as well as other conditions within the proposed Surety Bond Policy, such as specifying the tier of the surety and other responsibilities that the developer must assume in exchange for the benefit of this type of security.

The most common concern that staff heard throughout researching surety bonds was a concern that payment would not be disbursed or that the municipality would need to spend extended amounts of time proving default prior to accessing funds through a surety bond. The surety industry has also heard those concerns and have adapted bonds accordingly. The proposed surety bond template language ensures that the City, in its absolute and sole discretion, can determine that the developer is in default and the payment will be made within 10 business days.

The concerns identified above can be addressed through the wording of the on-demand bonds. The wording provides the conditions that must exist for the security to be accessed. This wording can specify that the surety bonds function on-demand and, for all intents and purposes, like a letter of credit. For example, the language of the bonds can specify that:

- the City, in its sole and absolute discretion, can determine that the developer is in default;
- the surety shall pay the City within 10 days of receiving the City’s demand; and
- the City is not required to provide proof of default in order to make a demand under the bond.

These conditions are similar to what is used by other municipalities for these types of bonds.

If the amount of the security is to be reduced because of the accomplishment of project milestones, the City would have the ability and sole discretion to determine that the milestone has been reached and would call on the release or reduction of the security

by providing the surety with a notice in writing, similar to our current letter of credit processes.

Top-tier sureties

Surety providers are subject to oversight by the Office of Superintendent Financial Institutions (OSFI) and staff recommends, through the Surety Bond Policy, that in order for the City to accept a bond, the company must have a minimum credit rating of “A-“ or higher as assessed by S&P or an equivalent rating from Dominion Bond Rating Service Limited (“A”), Fitch Ratings (“A-“) or Moody’s Investors Services Inc.(A3).

Proposed Surety Bond Policy

The terms of the proposed policy were also prepared after reviewing and considering the terms of the letter of credit process as well as the language of the Construction Act. The Policy wording was also compared to current policies with other municipalities to ensure consistency and their experience was factored into the policy.

Below is a comparison of surety bonds and letters of credit.

Features	Surety Bond	Letter of Credit
Issued by	Licensed insurance company	Banking institution
Collateral	Unsecured	Secured
Provider has assessed ability of developer to complete the development project	Yes	No
Provider has an interest in having the security released (project completed)	Yes	No
Borrowing ability of developer	Unchanged	Decreased
Restriction of capital	Non-restrictive	Restrictive
Payable “on-demand”	Yes	Yes
Administrative burden	Same	Same
Length of time to access funds	10 business days (can be set by municipality)	Upon written demand
Automatic renewal provisions	Yes	Yes
Ability to make multiple demands	Yes	Yes
Notice required to cancel instrument	90 days	1 month

Should Council accept the first recommendation, the language of the development agreements should also be amended to include on-demand surety bonds that conform to the proposed Surety Bond Policy as a form of acceptable security. The City's current Letter of credit policy would also need to be updated to allow for surety bonds to be used as an alternative form of security. The revised letter of credit policy is included as an attachment to the report.

Financial Impact

There are no additional costs that the City would incur related to accepting surety bonds. No staffing implications are anticipated, as the administrative process for the on-demand surety bonds is understood to mirror the process for letters of credit. As surety bonds are considered an insurance instrument and therefore are significantly different from letters of credit. From a legal perspective, in order to address the risk associated with a private insurer providing the security, the language of the bonds, and the triggering conditions for demand, as well as other conditions and processes within the Surety Bond Policy are proposed to reduce and transfer potential risk to the City. For example, the proposed language makes it so that the bond issuer cannot oppose payment of the claim where the City makes a demand. In addition, the fact that this proposal is a pilot, with the direction to staff to report back on the experience of using this form of security as an alternative to traditional letters of credit, allows the City to assess and inform itself on whether risk is sufficiently mitigated through this process, and whether the anticipated benefits of using this form of security are being realized for the community.

Operational Impact

Development Engineering and Development Planning will need to adjust some of the language in their respective agreements to incorporate the use of surety bonds instead of only referring to letters of credit and other alternative forms.

Broader Regional Impacts/Considerations

There is no regional impact, as this policy is only applicable to City development agreements. The Region is not obligated to use surety bonds for their own development agreements.

Conclusion

To assist the development industry to expedite their development projects, staff are proposing to allow pay on demand surety bonds as an alternative form of security relating to various forms of development agreements. The proposed policy language has been drafted using the experience of other municipalities, to mitigate any inherent risk

typically associated with the use of construction bonds. The Province has also incorporated language into the Planning Act, allowing municipalities to use surety bonds in lieu of letters of credit. This policy would take the form of a two-year pilot program to allow the City to gain further insights and experience on this form of security.

For more information, please contact: Nelson Pereira, Manager Development Finance, extension 8393

Attachments

1. 12.C.21 Development Agreement Surety Bond Policy
2. 12.C.04 Letter of Credit Policy

Prepared by

Nelson Pereira, Manager Development Finance
Louise Vrebosch, Deputy City Solicitor



THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

Section:	Finance & Budgets		
Effective Date:	December 1, 2024	Date of Last Review:	Click or tap to enter a date.
Approval Authority: Council	Policy Owner: DCM, Corporate Services, City Treasurer & Chief Financial Officer		

POLICY STATEMENT
This Development Agreement Pay on Demand (“ DAPOD ”) Surety Bond Policy (the “Policy”) outlines the requirements, and the acceptable form, of a DAPOD Surety Bond to be issued to the City of Vaughan (the “City”) as a financial guarantee for Development Agreements (as defined below) in Vaughan.
PURPOSE
<p>The purpose of this Policy is to establish the criteria for the requirement, issuance, and management of DAPOD Surety Bonds from landowners and/or developers pursuant to Development Agreements with the City. This ensures that land development projects meet the standards and legal requirements of the City, thereby protecting the interests of the City and its stakeholders. This policy ensures the equitable and transparent administration of the use of DAPOD Surety Bonds for Development Agreements.</p> <p>Among other things, this Policy defines the requirements for a DAPOD Surety Bond, including:</p> <ul style="list-style-type: none"> • acceptable DAPOD Surety Bond terms and conditions; • issuing institution requirements; and • City staff responsibilities and approval authorities. <p>A DAPOD Surety Bond may be required either for: (a) the full amount of the securities required to be posted with the City in respect of a land development project; or (b) for a portion of the security required, as a supplement to a Letter of Credit or cash security.</p>

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

SCOPE

This Policy applies, in all cases, where a DAPOD Surety Bond is provided as security further to a Development Agreement with the City executed either:

- 1) On or after the Effective Date of this Policy; or
- 2) Before the Effective Date of this Policy where the Security Amount is equal to or greater than One Million Dollars (\$1,000,000.00).

It is applicable to all internal departments of the City that are involved in the drafting, approval, and monitoring of Development Agreements and DAPOD Surety Bonds further to those Development Agreements.

This policy should be read together with the City's Letter of Credit Policy, 12.C.04, as amended.

LEGISLATIVE REQUIREMENTS

The requirement for DAPOD Surety Bonds is included in the City's Development Agreements in order to ensure compliance with City approvals, policies, technical specifications and by-laws, as well as applicable legislation, such as the *Planning Act*, 1990, as amended, as may be applicable.

DEFINITIONS

- 1) **Bond Amount:** The amount secured under the Bond Agreement.
- 2) **Development Agreement:** The formal contract made between the City and a landowner or developer outlining the terms and conditions for land development, and regulating the provision of on-site and municipal works required to service the land under development applications, including, but not limited to, Subdivision, Site Plan, Pre-Servicing, Spine Services and External Servicing Agreement.
- 3) **Security Amount:** An amount required to be provided under a Development Agreement and used to secure the obligations of a landowner or developer, often in the form of cash, letter of credit, or other acceptable financial guarantees, such as a Surety Bond.
- 4) **DAPOD Surety Bond:** A bond which guarantees the assumption of responsibility for payment of security in the event of a default of the Development Agreement.
- 5) **Surety Provider:** A company or other legal entity that is constituted, licensed, authorized, and capable of providing suretyship services.

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

POLICY

1) BOND AMOUNT

- a) The minimum Security Amount, inclusive of the Bond Amount, shall not be less than 100 per cent of the estimated cost of the works being secured.
- b) The Bond Amount may be either:
 - i) The full Security Amount; or
 - ii) A portion of the Security Amount, as a supplement to a Letter of Credit or cash security.
 - iii) But in no case shall the total Security Amount, inclusive of the Bond Amount, be less than 100% of the total estimated costs of the works being secured.
- c) The required Bond Amount shall be determined by Development Engineering, in consultation with Financial Planning and Development Finance, based on the scope, scale, and risk profile of the land development project. The Bond Amount should cover potential costs for completion, compliance, and any other contingencies as assessed by each, and all, relevant department(s) of the City.

2) TERMS OF BOND AGREEMENT

- a) The DAPOD Surety Bond shall be irrevocable, and shall conform to the format and terms of the “Development Agreement DAPOD Surety Bond” template, which form is to be approved by DCM Corporate Services, Chief Financial Officer and City Treasurer.
- b) Upon written request of the landowner or developer, and the payment of applicable non-refundable fees in accordance with the Fees By-Law (as may be amended from time to time).
 - i) For Development Agreements executed prior to the Effective Date of this Policy where the Security Amount is equal to or greater than One Million Dollars (\$1,000,000.00), an existing form of security may be exchanged for a DAPOD Surety Bond, if:
 - (1) The ownership of the lands affected by the Development Agreement has not changed since it was executed;

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

(2) The Development Agreement is not in default; and

(3) The landowner or developer is not currently a party to litigation in relation to the Development Agreement where, in the opinion of Legal Services, the landowner or developer is adverse in interest to the City.

ii) For all other Development Agreements, the DAPOD Surety Bond may be exchanged for an alternate Security subject to the alternate security conforming to the Letter of Credit Policy as determined by the Manager, Development Finance, and by each, and all, relevant department/s of the City.

c) In the event of an exchange of security under section 2.b., the alternate security shall be issued to the City prior to the release of the previous security, and the previous security shall be released only if the alternate security is acceptable to the City.

d) In addition to any fees payable under section 2.b., the landowner and/or the developer shall be solely responsible for any third-party costs related to the DAPOD Surety Bond (ie. legal fees, registration fees, title searches, etc.).

e) Any approval for the reduction of the amount of the DAPOD Surety Bond shall follow, and be compliant with, the Letter of Credit Policy.

f) Notwithstanding anything in this Policy, the City may, in its sole and absolute discretion, decline a DAPOD Surety Bond, including a request to exchange security under section 2.b., for any reason, or for no reason.

3) BOND ISSUER

a) The DAPOD Surety Bond shall be issued by a Surety Provider that:

i) Is an active institution monitored by the Office of the Superintendent of Financial Institutions (OSFI);

ii) Has a minimum credit rating of:

(1) "A" or higher as assessed by Dominion Bond Rating Service Limited;

(2) "A-" or higher as assessed by Fitch Ratings;

(3) "A3" or higher as assessed by Moody's Investors Services Inc.; or

(4) "A-" or higher as assessed by S&P; and

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

- iii) Is incorporated in Canada for no less than 10 years prior to the date of issue of the Surety Bond, and having the capability to issue a Surety Bond in Canadian dollars.
- iv) Notwithstanding the above, where the credit rating or other qualification of a Surety Provider does not meet the criteria set out in this Policy, the DCM Corporate Services, Chief Financial Officer and City Treasurer shall review the matter so as to make an appropriate determination that protects the interests of the City and its stakeholders.
- v) If a Surety Provider, at any time, ceases to meet any of the requirements of this Policy, the City may, in its sole and absolute discretion, require a new DAPOD Surety Bond or other form of Security, to its satisfaction, to be issued within 10 days of its demand for same, and the original DAPOD surety bond will be returned and/or exchanged for the replacement security. In the event the new security is not received as required, the City may draw upon the original DAPOD Surety Bond.

4) BOND DURATION

- a) The DAPOD Surety Bond shall remain in effect until all obligations under the Development Agreement have been fulfilled, or until such time as specified in the Development Agreement. The DAPOD Surety Bond may be required to be extended if project timelines are adjusted.

5) BOND ISSUANCE AND APPROVAL PROCESS

- a) Bond Proposal
 - i) The landowner or developer must submit a bond proposal to the City for review. This proposal should include details about the type of bond, the issuing entity, the bond amount, and duration.
 - ii) The proposal will be reviewed and approved by the City's Financial Planning & Development Finance department, in consultation with all relevant departments before the bond can be accepted.
 - iii) Upon receipt of an executed Development Agreement POD Surety Bond Agreement, the Financial Planning & Development Finance department shall be responsible for ensuring that the agreement has been duly executed and that the Surety Provider has applied their corporate seal.

6) ROLES AND RESPONSIBILITIES

POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

- a) DCM Corporate Services, Chief Financial Officer and City Treasurer
 - i) Maintains administrative authority and responsibility for this Policy; Approves any DAPOD Surety Bond form of agreement; and
 - ii) Responsible for approving departmental operating procedures and processes under this Policy.
- b) Director, Financial Planning & Development Finance and Deputy City Treasurer
 - i) Responsible for the implementation of, and adherence to, this Policy;
 - ii) Responsible for drafting, reviewing and maintaining departmental operating procedures and processes under this Policy;
 - iii) Reviews and, if deemed appropriate, makes recommendations to the DCM Corporate Services, Chief Financial Officer and City Treasurer, and the City Solicitor with respect to the form of any DAPOD Surety Bond form of agreement.
- c) Legal Services
 - i) At the request and discretion of the DCM Corporate Services, Chief Financial Officer and City Treasurer, review and interpret any Development Agreements where securities are required to secure obligations to protect the legal interest of the City pertaining to the administration, custody, and use of DAPOD Surety Bonds and provide advice on the collection, reduction or release of same; and
 - ii) Draft any necessary amendments to Development Agreements to reflect an exchange of Security and take any steps necessary to ensure that same are registered on title.
- d)

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) 2 years	Next Review Date:	December 1, 2026
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POLICY TITLE: DEVELOPMENT AGREEMENT PAY ON DEMAND SURETY BOND

POLICY NO.: 12.C.21

Related Policy(ies):	12.C.04 Letter of Credit
Related By-Law(s):	
Procedural Document:	
Revision History	
Date:	Description:
Click or tap to enter a date.	



THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

Section:	Finance & Budgets		
Effective Date:	November 12, 2019	Date of Last Review:	April 29, 2024
Approval Authority: Council	Policy Owner: DCM, Corporate Services, City Treasurer & Chief Financial Officer		

POLICY STATEMENT

The City of Vaughan (hereinafter referred to as the “City”) may require securities to be submitted to secure financial and/or performance obligations through various approval processes and agreements between the City and an outside party seeking approval from the City. This policy establishes the minimum standards for the acceptance, custody, and administration of Letters of Credit and other acceptable forms of security to protect the financial interest of the City.

PURPOSE

To define the requirements for the use of a Letter of Credit, including:

- 1) Acceptable Letter of Credit format;
- 2) Issuing financial institution requirements;
- 3) Acceptable security alternatives;
- 4) City staff responsibilities and approval authorities; and
- 5) Process and treatment of Unclaimed Securities.

SCOPE

This policy applies to all Letters of Credit and other allowable forms of security received by the City, with the exception of securities required and collected by Recreation Services, bid bonds collected by Procurement Services and bonds related to City procured construction projects.

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

This policy should be read together with the City's Development Agreement Pay on Demand Surety Bond Policy (12.C.21), as amended.

LEGISLATIVE REQUIREMENTS

The requirement for securities is included in the City's various by-laws and agreements in order to ensure compliance with City approvals, policies, technical specifications and by-laws, as well as applicable legislation, such as the *Building Code Act*, the *Municipal Act, 2001*, and the *Planning Act, 1990*, as amended, as may be applicable.

DEFINITIONS

- 1) Applicant:** The party that has tendered a Letter of Credit or Cash Security to the City to secure the obligations with the City. The Applicant should be the same as the Counterparty of an Agreement.
- 2) Automatic Renewal:** The condition which states that the Letter of Credit will be automatically extended without formal amendment for a specified period beyond the stated expiry date. Written notification must be received by the City prior to the expiration if automatic renewal is terminated.
- 3) Beneficiary:** The party to whom the proceeds of the Letter of Credit will be paid in the event of a Draw. For the purpose of this Policy, the City is always the Beneficiary.
- 4) Cash Security:** Allowable forms of securities as provided in this Policy other than a Letter of Credit or a Pay on Demand Surety Bond.
- 5) City:** The Corporation of the City of Vaughan.
- 6) Counterparty:** Other party or parties to a Legal Instrument with the City. The counterparty should be the same as the Applicant of a Letter of Credit or Cash Security.
- 7) Department Head:** The Director of a department responsible for the secured works requiring a Letter of Credit, or his/her designate.
- 8) Director:** The Director responsible for Financial Planning and Development Finance, or his/her designate.
- 9) Draw:** When the Beneficiary (the City) makes a written demand to an issuing bank to release all or part of a Letter of Credit due to default fully or in part by an Applicant on their contractual obligations to the Beneficiary.

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

- 10)Irrevocable:** That the Letter of Credit may not be revoked or amended without the mutual consent of the issuing financial institution and the Beneficiary (the City).
- 11)Legal Instrument:** Any type of legal document creating an obligation on a third party to provide securities, such as a Letter of Credit or other allowable form of security, to secure financial and/or performance obligations, including but not limited to all types of development agreements, letters of undertaking, permits, licenses or other agreements.
- 12)Letter of Credit:** A form of financial security issued by a financial institution on behalf of their client (the Applicant) that guarantees payment from the Applicant to the beneficiary (the City).
- 13)Reviewer:** The staff member responsible for reviewing and approving the use, reduction or release of security.
- 14)Schedule I Banks:** Domestic banks and are authorized under the *Bank Act* to accept deposits.
- 15)Schedule II Banks:** Foreign bank branches of foreign institutions that have been authorized under the *Bank Act* to do banking business in Canada.
- 16)Security Amount:** An amount required to be provided under a Legal Instrument.
- 17)Standby:** A form of Letter of Credit that guarantees payment or performance by one or more counterparties to the Beneficiary (the City) enabling the Beneficiary to draw upon the security up to the specified total in the event of default or non-delivery provided the presentation of payment request complies with the terms of the Letter of Credit.
- 18)Treasurer:** The Treasurer of the City of Vaughan, or his/her designate.
- 19)Unclaimed Cash Security:** Cash Securities that are no longer required by the City, but which have not been released by the City because the owner cannot be located, or which are outstanding where the owner has not come forward to request release.
- 20)Unconditional:** The Letter of Credit is payable on demand to the Beneficiary (the City) without further documentary evidence of obligation, without enquiry by the issuing financial institution as to the Beneficiary's right to make the demand, and without recognizing any claim of the Applicant.

POLICY

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

1) SECURITY AMOUNT

- a) The minimum Security Amount shall not be less than 100 per cent of the estimated cost of the works.

2) TERMS OF THE LETTER OF CREDIT

- a) A copy of the City's Standard Letter of Credit Format is included in Appendix A of this policy and is also available on the City's website. The submitted Letter of Credit must:
 - i) Be printed on letterhead from the issuing financial institution;
 - ii) Comply with the International Standby Practices (ISP98) or its successor as published by the International Chamber of Commerce;
 - iii) Be issued in Canadian dollars in the amount requested by the City;
 - iv) Be issued in favour of The Corporation of the City of Vaughan at the address as it appears on the standard format in Appendix A. No department name or person's name can be added;
 - v) State the date of issue;
 - vi) State that it is unconditional and irrevocable;
 - vii) Describe the purpose for which the Letter of Credit is being provided i.e. agreement, property, legal description, City file number or building permit number;
 - viii) Include the clause "partial drawings are permitted";
 - ix) State the expiration date which must be at least one year from date of issue;
 - x) Include an automatic renewal clause for the expiry;
 - xi) Indicate that the City will be given 30 days' notice by registered mail or courier if the Letter of Credit is not intended to be renewed; and,
 - xii) Conform to the intent of the standard format provided in Appendix A. Any deviation from the standard format will be subject to review by the City and may be refused for non-compliance.

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

- b) At the time of the passing of this policy, any Letters of Credit currently held by the City and not meeting the standard Letter of Credit format requirements will continue to be held and automatically renewed annually. If any of these Letters of Credit are being reduced or exchanged, the City shall review and require amendment to bring them into compliance with this Policy.

3) FINANCIAL INSTITUTIONS

- a) Letters of Credit conforming to the standard format requirements provided in Appendix A shall only be accepted by the City from any of the following Schedule 1 Canadian Chartered Banks having a credit rating of a R-1 (Mid) or higher as provided by Dominion Bond Rating Service (DBRS), or an equivalent rating by the rating agencies Moody's Investor Service (Moody's) or Standard and Poor's (S&P):
- i) Bank of Montreal;
 - ii) Bank of Nova Scotia;
 - iii) Canadian Imperial Bank of Commerce;
 - iv) Royal Bank of Canada;
 - v) TD Canada Trust;
 - vi) National Bank.
- b) Schedule II Banks and other Schedule I Banks to the *Bank Act (Canada)* having a credit rating of a R-1 (Mid) or higher as provided by DBRS, or an equivalent rating by the rating agencies Moody's or S&P may only be accepted on the approval of the Director of Financial Planning and Development Finance.
- c) Where an eligible financial institution fails to maintain the minimum credit rating described in this policy, the City shall forward a replacement request to the Applicant and Counterparty, where different, to provide a substitute Letter of Credit from a financial institution that meets the minimum requirement as set out in this Policy. If a replacement Letter of Credit is not provided within 30 days of such demand, the City reserves the right to draw upon the original Letter of Credit and hold the non-interest-bearing Cash Security in the same manner as the Letter of Credit. The financial institution issuing the Letter of Credit will not be party to the terms of any Legal Instrument(s) that are related to the provision of the security.

3. OTHER ALLOWABLE FORMS OF SECURITY

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

a) Cash Security in an equal amount to the Letter of Credit may be accepted, to the satisfaction of the Manager, Development Finance, in the form of:

- i) Certified cheque;
- ii) Money order; or
- iii) Bank draft.

to be deposited to the City's bank account and no interest shall accrue to the benefit of the Applicant.

b) When the financial and/or performance obligations have been met pursuant to this Policy and to the satisfaction of the City, the City will return the Cash Security deposit to the Applicant without any interest.

c) A Letter of Guarantee shall not be accepted in lieu of a Letter of Credit, since Letters of Guarantee are less liquid and do not provide the same advantages as Letters of Credit.

d) Development Agreement Pay On Demand Surety Bonds, in an equal amount to the Letter of Credit may be accepted, as per the City's Development Agreement Pay on Demand Surety Bond Policy (12.C.21),

21) EXCHANGES OF LETTERS OF CREDIT AND OTHER CASH SECURITIES

a) At any time, upon written request from the Applicant and the payment of the applicable fees in accordance with the City's Fees By-Law, as amended from time to time, the City may exchange a Letter of Credit or other allowable form of security for an alternate financial security, provided the replacement conforms to this Policy, to the satisfaction of the Manager, Development Finance.

b) The Applicant shall provide the satisfactory replacement security prior to the release of the previous security. The City will review the replacement security for conformity to this Policy and release the previous security only if the replacement security has been deemed acceptable.

c) For the exchange of a Surety Bond, the provisions of the City's Development Agreement Surety Bond Policy (12.C.21) shall apply.

22) DRAWING UPON A LETTER OF CREDIT

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

- a) In the event that an Applicant defaults on their contractual obligation to the City, the City retains the right to draw upon the associated Letter of Credit fully or partially, at any time, after providing written demand to the financial institution from which the Letter of Credit was issued.

23)APPROVAL AUTHORITY FOR THE REDUCTION OR RELEASE OF SECURITIES

- a) All requests for reduction or release of securities will be directed to the appropriate department(s) responsible for the secured works for:
- i) Confirmation that all applicable obligations pursuant to the Legal Instrument have been met; and
 - ii) Authorization that the securities may be reduced or released.
- b) Authority to release, reduce, or draw on a Letter of Credit or Cash Security is governed by the terms of the applicable Legal Instrument. The Reviewer will examine all documentation to ensure that all prerequisites under the Legal Instrument have been met. The Reviewers by department are as follows:

Building Inspections	Under \$15,000.00	Inspector
	\$15,000.00 and over	Manager
Grading Inspections	Under \$10,000.00	Supervisor
	\$10,000.00 and over	Manager
By-Law Inspections	Inspecting By-Law Officer	
Parks and Forestry Inspections	Manager	
Tree Protection Securities	Urban Design Manager or Urban Forestry Manager	
Site Plan Securities	Urban Design and Engineering Managers	
Conditional Permit Securities	Building Standards Technical Manager	
Subdivision Securities	Development Engineering Director	
All Other Securities	Director or equivalent of a department responsible for the secured works, or their designate.	

24)UNCLAIMED LETTERS OF CREDIT AND CASH SECURITIES

- a) On an annual basis, the Development Finance Development Clerk shall prepare and/or update a schedule identifying all outstanding securities that are five or more years old.
- b) This schedule shall be forwarded to the departments requesting whether all or portion of the securities should be:
- i) Continued to be held to secure obligations;

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

- ii) Drawn against to fund deficiencies and the money treated as liquidated damages for the obligations secured under the Legal Instrument or by-law; or,
- iii) Release the securities in whole or in part.
- c) Where securities are to be released, the City shall release the securities to the Applicant to their last known address.
- d) In the event that the Applicant cannot be found, and the securities continue to be unclaimed, they shall be added to the annual list of Unclaimed Cash Securities.
- e) Unclaimed Cash Securities that are five or more years old may be deemed forfeited to the City after a 90 day public notice period to invite all eligible Applicants to request a claim of security deposits being held for works included in Legal Instruments with the City.
- f) After the public notice period has expired, a report will be brought to Council to authorize the transfer of forfeited Cash Securities into tax-funded reserves as recommended at the time of the report. A minimum of 10% of the forfeited Cash Securities must be transferred into the Tax Rate Stabilization Reserve.
- g) A record of forfeited Cash Securities will be retained in the event that subsequent claims are made by the Applicant and the conditions of the original Legal Instrument have been satisfied.
- h) The Treasurer is authorized to withdraw monies from the Tax Rate Stabilization Reserve to satisfy eligible refunds.

25) ROLES AND RESPONSIBILITIES

- a) Chief Financial Officer and City Treasurer
 - i) Maintains administrative authority and responsibility for the Letter of Credit Policy; and,
 - ii) Approves departmental operating procedures and processes under this Policy.
- b) Director, Financial Planning & Development Finance and Deputy City Treasurer
 - i) Responsible for the implementation of, and adherence to, this Policy; and,

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

ii) Reviews and, if deemed appropriate, approves deviations or exceptions to this Policy, including Letters of Credit submitted from financial institutions that do not meet the minimum requirements described herein.

c) Legal Services

i) At the request and discretion of the Chief Financial Officer and City Treasurer, review and interpret any Legal Instruments where securities are required to secure obligations to protect the legal interest of the City pertaining to the administration, custody, and use of Letters of Credit or other securities and provide advice on the collection, reduction or release of same.

d) All staff involved in the acceptance, evaluation and administration of Letters of Credit

i) Read and abide by the requirements set out in this Policy; and,

ii) Forward any Letters of Credit received or retained at the department level to the Director of Financial Planning and Development Finance and/or designate.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	March 15, 2029
Related Policy(ies):			
Related By-Law(s):			
Procedural Document:	Appendix A – Standard Format for Letters of Credit, Appendix B – Lottery License Letter of Credit		
Revision History			
Date:	Description:		
19-Nov-19	Approved at Council. Report No. 35 Item No. 3		
<small>Click or tap to enter a date.</small>			

POLICY TITLE: LETTER OF CREDIT

POLICY NO.: 12.C.04

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: ACQUISITION OF BANKING SERVICES

FROM:

Michael Coroneos, Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer

ACTION: DECISION

Purpose

To authorize the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer to enter into agreements for the City's banking services and services related to payment processing as further described in this report.

Report Highlights

- Banking charges are exempt under the City's Corporate Procurement Policy.
- Staff are renewing our service agreement with TD Merchant Services who provide credit card services to the City.
- Staff have identified the need to delegate administrative authority to staff regarding agreements related to the City's banking services.

Recommendations

1. That the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer be authorized to enter into, renew, amend and terminate agreements, in a form satisfactory to Legal Services, for the City's banking services and services related to payment processing; and
2. That all necessary by-laws be enacted.

Background

The City's Corporate Procurement Policy exempts banking charges and services from its purview in order to allow for efficient business operations. Finance staff are currently

renegotiating rates with TD Merchant Services, the City's credit card provider. Our volume of credit card transactions has increased post-COVID as the City modernizes systems allowing for on-line payment for transactions. The City has been advised by TD Merchant Services that our increased transaction volume reduces our per unit cost. Negotiating a new agreement will allow for savings on bank charges of between \$35,000 and \$40,000.

Previous Reports/Authority

N/A

Analysis and Options

Section 23.1 of the *Municipal Act, 2001* provides that a municipality may delegate certain powers and duties to staff. Staff are recommending that it be delegated authority for the execution of agreements related to the City's banking services, a common practice in other municipalities. Banking services agreements could include agreements relating to overdraft terms, point of sale merchant service agreements, and EFT services.

The proposed authority for banking service agreements would be delegated to the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer. The conditions on this authority would be that sufficient funds are available within approved budgets.

Financial Impact

None

Operational Impact

Delegation of authority for these transactional agreements improves business efficiency. Staff from all affected departments have reviewed and provided input for this report.

Broader Regional Impacts/Considerations

N/A

Conclusion

Staff are recommending that the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer be authorized to enter into agreements for the City's banking services and services related to payment processing for the reasons provided above.

For more information, please contact: Nancy Yates, Director of Financial Services & Deputy City Treasurer, Ext. 8984

Attachments

N/A

Prepared by

Nancy Yates, Director of Financial Services & Deputy City Treasurer

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: ACQUISITION OF TRAINING SERVICES

FROM:

Michael Coroneos, Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer

ACTION: DECISION

Purpose

To provide administrative authority to staff regarding agreements and subscriptions related to staff training.

Report Highlights

- Staff training not only helps improve employee skills and abilities but improves overall productivity and increases job satisfaction. Providing relevant resources through subscriptions and learning opportunities keeps staff aligned with industry practices.
- Management routinely enters into agreements and subscriptions related to staff training and resources.
- In line with industry practice and in order to improve business efficiencies, staff are recommending that they be provided authority to enter into agreements for training and subscriptions.

Recommendations

1. That the Deputy City Manager of the relevant department, together with the Chief Human Resources Officer be authorized to enter into, renew, amend and terminate agreements for the registration or purchase of professional development training materials, courses, seminars, conferences;
2. That the City Manager or the Deputy City Manager of the relevant portfolio be authorized to enter into, renew, amend and terminate agreements for the purchase of periodicals, journals or other similar subscriptions; and

3. That all necessary by-laws be enacted.

Background

From time-to-time, staff enter into agreements for the registration or purchase of professional development training materials, courses, seminars, conferences, subscriptions, etc. for the development of City employees. Staff training develops our talent for the future and contributes to the City of Vaughan's success. Delegating the administrative authority to staff regarding agreements and subscriptions related to staff training will enable the delivery of high-impact learning opportunities to create a learning organization that is inclusive and progressive.

Previous Reports/Authority

N/A

Analysis and Options

Staff training improves employees' skills, ensuring they stay up to date with the latest tools and techniques, leading to higher productivity.

These agreements and subscriptions could include agreements relating to the registration or purchase of professional development training materials, courses, seminars, conferences, periodicals, journals or other similar subscriptions. etc. for City staff. Agreements typically include training services agreements, where a trainer or training provider seeks to outline the scope of their duties, content, duration and cost, or enrollment agreements, where the agreement may provide terms of enrollment, including fees and compliance with course policies. Agreements may also be required in order to send staff to other professional development activities, such as attendance at conferences, seminars and workshops.

Subscriptions to online and paper-based resources help in ensuring that staff are up to date on industry trends and learning.

Subscription agreements often include terms related to payment terms, duration and renewal, data protection and privacy and user restrictions.

These agreements are outside the scope of the City's Procurement Policy.

Similar to other municipalities, such as the City of Mississauga, the City of Oshawa and the City of Brampton, the City of Vaughan's Procurement Policy exempts the procurement of professional development training, periodicals, journals, subscription expenses, including membership and committee fees. Section 23.1 of the *Municipal Act*, 2001 provides that a municipality may delegate certain powers and duties to staff. Staff are recommending that it be delegated authority for the execution of agreements and subscriptions related to staff training. Staff are proposing authority be granted to the Deputy City Manager of the relevant department, together with the Chief Human

Resources Officer for the execution of agreements related to staff training. The proposed authority for the execution of agreements for the purchase of periodicals, journals or other similar subscriptions would be City Manager or the Deputy City Manager of the relevant department, or their delegate. The conditions on these authorities would be that sufficient funds are available within approved budgets.

Financial Impact

None

Operational Impact

Delegation of authority for these agreements improves business efficiency.

Broader Regional Impacts/Considerations

N/A

Conclusion

Staff are recommending that they be authorized to enter into various agreements and subscriptions related to staff training for the reasons provided above.

For more information, please contact: Mark Bond, Chief Human Resources Officer

Attachments

N/A

Prepared by

Mark Bond, Chief Human Resources Officer, 8327

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: VAUGHAN PILOT DESIGNATED HERITAGE PROPERTY
GRANT PROGRAM – REVISED

FROM:

Haiqing Xu, Deputy City Manager, Planning and Growth Management

ACTION: DECISION

Purpose

To seek Council Support to implement a pilot designated heritage property grant program to assist heritage property owners in the maintenance and restoration of their heritage properties as per the attached guidelines (Attachment 1).

Report Highlights

- The proposed Vaughan pilot designated heritage property grant program would work with a grant amount of \$100,000 per year.
- The pilot program would be implemented for two (2) years.
- Applicants can submit proposals for a one-time per year grant funding of up to \$10,000 covering 50% of the cost of eligible work.
- Grant to be awarded based on first-come first-served, but prioritizing structural work and first-time applicants.
- Staff will provide a report to Council annually detailing the results of the program, the lessons learned and seek Council direction regarding the potential continuation and/or modification of the program.

Recommendations

1. THAT Council approve the Vaughan Pilot Designated Heritage Property Grant Program and associated Guidelines;

2. THAT Council direct staff to prepare a By-law in accordance with Council's approval of the recommendations in the report;
3. THAT Council approve a reserve fund for the program with an initial \$200,000 from tax revenue plus possible donations to the heritage grant program and any potential Letter of Credit posted for Heritage Preservation, Rehabilitation, or Relocation that the City would draw on if the obligations were not met; and
4. THAT all grants to be approved by Council.

Background

On October 9, 2024, Staff took the Pilot Designated Heritage Property Grant Program to Committee of the Whole Working Session to seek direction on details of the Program.

Council provided comments with regards to the amount, creating different categories for commercial properties and residential properties, potential donations vs fines under municipal by law, and delegation authority.

Staff have revised the following in the program in response to Council comments:

1. Amount of Assistance was increased from \$8,000 to \$10,000 covering 50% of the eligible costs with the following breakdown:
 - Structural repairs: Up to a max \$10,000 for both commercial and residential properties
 - Non-Structural/Aesthetic:
 - Commercial/Industrial properties up to a max \$5,000
 - Residential properties up to a max \$10,000
2. A recommendation to accept donations to preserve the City's cultural heritage resources was added.
3. Language was added in the guidelines regarding dispute resolution between the City and the Applicant:
 - In case of a conflict between city staff and the applicant after initial approval, the application will be escalated to Council for the final decision.
4. Process was revised as per the following
 - The review of all grant applications will be undertaken by Cultural Heritage staff in consultation with Heritage Vaughan Committee.
 - The submissions will be reviewed against the Guidelines, and grants will be recommended for the projects based on the criteria stated in the Guidelines.
 - Cultural Heritage staff will provide a report on applications that are recommended for approval to Council, together with a list of all applications received.

5. Staff will provide an annual update to Council to outline the success/ challenges of the program and to receive further direction.

Previous Reports/Authority

[Vaughan Pilot Designated Heritage Property Grant Program](#)

October 09, 2024, Committee of the Whole (Working Session) (Item 2)

Analysis and Options

Based on the review of heritage grant programs in 10 municipalities, the average maximum granted amount was \$6,900 typically covering up to 50% of the cost (one municipality covered only up to 25% of the cost). There were no municipalities that offered a 100% of the cost.

The research showed grant amounts ranging from \$11,000 to \$150,000 and dependent on specifics of the program –ie. some municipalities have two sub-programs which allow applicants to specifically apply for rebates on foundation work.

This Heritage Grant fund is drawn from a reserved pool of money determined by Council. In all cases, the Heritage Grant is applied for a specific project on a property that must be approved through the Heritage Permit process and payment is provided as a lump sum after the approved works have been completed and the property owner has submitted their final invoice of eligible costs to the satisfaction of the Manager of Urban Design and Cultural Heritage.

The economic impact of this tool can be easily measured, from a finite pool of money that can be set aside annually.

Details of the Program

The Guidelines (Attachment 1) present the full details of the Program, which include the following highlights:

a) Amount of Assistance:

Support to the owner is in the form of a grant up to a max \$10,000 per application covering 50% of eligible costs

- Structural repairs: Up to a max \$10,000 for both commercial and residential properties
- Non-Structural/Aesthetic:
 - Commercial/Industrial properties up to a max \$5,000
 - Residential properties up to a max \$10,000

b) Heritage Property Eligibility: Properties must be designated under Parts IV or V of the Ontario Heritage Act. In the case of Part V (Heritage Conservation Districts), only properties identified in a district plan as being ‘contributing’ to the

cultural heritage value or interest of the HCD (as identified in the HCD Inventory) are eligible.

- c) Eligible Projects: Work that primarily involves the repair, restoration or re-creation of heritage features or components including, but not limited to cornices, parapets, doors, windows, masonry, siding, woodwork, and verandas.
- d) Ineligible Projects:
- The property is subject of a contravention including offences under a municipal by-law, work order or outstanding municipal requirements.
 - Existing use is not in conformity with applicable zoning by law regulations and other relevant planning controls.
 - The work that is not related to heritage attributes of the property.
- e) Timing and Number of Grants:
- Grants are to be awarded on an annual cycle following a request for applications with an established deadline.
 - Only one grant per calendar year per property. An owner of multiple heritage properties can apply for an application for each property.
 - First time applicants and structural restoration will receive priority each year. Repeat applicants will be considered only if the annual cap is not reached by first time recipients.
- f) Eligible Costs: The cost of materials, equipment and contracted labour, but not donated labour or materials or labour performed by the applicant.
- g) Cost Estimates: Two separate estimates of work (due to the specialized nature of the work) are to be provided by a licensed contractor (other than the owner) for consideration.
- h) Review Process: Applications are reviewed by City (Heritage Section) staff in consultation with Heritage Vaughan Committee, and recommended submissions are forwarded to Council for approval, together with a list of all applications received.
- i) Timeframe for Completion of Work: Grant commitments are valid for one year and expire if the work is not completed within that time period (an extension of one year may be granted at the discretion of the Manager of Urban Design and Cultural Heritage).
- j) Written Agreement: Approved applicants will be required to enter into a Letter of Understanding with the City.

Financial Impact

The program requires an initial fund of \$200,000 from tax revenue.

Operational Impact

There are no additional Operational Regional impacts or considerations.

Broader Regional Impacts/Considerations

There are no broader Regional impacts or considerations.

Conclusion

This program provides much needed assistance to heritage property homeowners to maintain and restore the property and aligns with the Council's Strategic Priorities by working to preserve resources and features of cultural heritage value in order to foster community well-being.

For more information, please contact Shahrzad Davoudi-Strike, Manager of Urban Design and Cultural Heritage, at extension 8653.

Attachments

1. City of Vaughan Designated Heritage Property Grant Program Guidelines
2. Comparison of Heritage Incentive Programs in Ontario
3. List of Part IV Heritage Designated Properties that can potentially be eligible for Program

Prepared by

Nick Borcescu, Senior Heritage Planner, ext. 8191

Shahrzad Davoudi-Strike, Manager of Urban Design and Cultural Heritage, ext. 8653

Nancy Tuckett, Director of Development Planning, ext. 8529



**DESIGNATED HERITAGE PROPERTY
GRANT PROGRAM**

**GUIDELINES
2025-2026**

DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

Development Planning Department

Urban Design and Cultural Heritage

1.0 Purpose of the Program

The purpose of the Designated Heritage Property Grant Program is to offer financial assistance on a cost sharing basis to owners of properties of cultural heritage significance towards the conservation and restoration of property's heritage attributes.

2.0 Definitions

Act means the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended from time to time.

Applicant means the owner of the property applying for a grant, or their agent, if such agent is authorized in writing by the owner to act as agent for making the application.

Eligible Heritage Property means real property, including all buildings and structures thereon, located within the City of Vaughan, that has either been Designated under Part IV Section 29 of the *Ontario Heritage Act* (OHA), or is within the boundary of a Heritage Conservation District (HCD) designated under Part V of the OHA and which has been identified as being a 'contributing' property within the HCD.

Eligible Conservation Work means that which is described in section 5.1 of this document.

Eligible Property means that which is described in section 3.0 of this document.

Guidelines means the City's Designated Heritage Property Grant Program Guidelines, as may be amended from time to time.

Heritage Attributes means the principal exterior architectural and aesthetic features, characteristics, context and appearance that contribute to the cultural heritage significance of an eligible property.

Heritage Vaughan means the City's municipal heritage advisory committee.

Manager means the Manager, Urban Design and Cultural Heritage, part of the Development Planning Department for the City of Vaughan, also including delegates.

3.0 Eligibility

3.1 Eligibility Requirements

- a. Only **Eligible Heritage Properties**, as defined herein, are eligible for this program.
- b. The **Eligible Heritage Property** must not be in arrears or default of any municipal taxes, local improvements charges or any other monies owed to the City (fees or penalties).
- c. The **Eligible Heritage Property** must not be the subject of a contravention, work order or outstanding municipal requirements, unless the consent of the Deputy City Manager of Community Services is obtained. A contravention includes offences under a municipal by-law, Act or regulation for which enforcement proceedings have been commenced, but not necessarily finalized, that relates specifically to the building or land for which a grant is sought or given.
- d. Existing use of property must be in conformity with applicable zoning by-law regulations and other relevant planning controls.

3.2 Eligible Applicants

Owners and tenants of an **Eligible Heritage Property** may apply for assistance. Tenants are required to provide documentation of the property owner's consent to the improvements. Written consent may be either in the form of a lease indicating the lessee's authority for property renovation and repair, or written documentation of the property owner's agreement to the proposed alterations.

Heritage resources owned by any level of government are not eligible except in the following cases:

- a. where the property is under long term lease to an individual and the tenant or lessee is the applicant; or
- b. where a non-profit community group has assumed, by long-term lease or legal agreement, responsibility for the building and the non-profit community group is the applicant.

4.0 Grant Information

4.1 Amount of Grant Assistance

The amount of a grant is calculated as a maximum of fifty percent (50%) of the eligible cost of the **Eligible Conservation Work**,

- Structural repairs: Up to a max \$10,000 for both commercial and residential
- Non-Structural/Aesthetic:
 - Commercial/Industrial up to a max \$5000
 - Residential up to a max \$10,000

The owner of the property must pay the remaining fifty percent (50%) of the eligible costs as part of its contribution to the **Eligible Conservation Work**.

The costs of labour, materials and equipment related to the **Eligible Conservation Work** may be considered part of the cost of the **Eligible Conservation Work** provided proof of such costs are verified by invoices. Donated labour and materials are not considered part of the eligible costs or part of the owner's matching contribution.

Two cost estimates for the **Eligible Conservation Work** are to be provided by independent professional/licensed contractors other than the owner. The grant will not necessarily be calculated based upon the lowest estimate but will be based on the most appropriate quote for the proposed work as determined by Cultural Heritage staff, taking into consideration the cost quoted, the scope of work described and the capabilities of the contractor to complete the work. The grant will not address cost increases or over-runs.

4.2 Frequency of Grant

Subject to approval, an **Eligible Heritage Property** may receive one grant per calendar year. If a grant is provided, the work must be completed and inspected before another grant application may be submitted to the municipality.

First-time applicants will get priority each year and repeat applicants will be considered only if the annual cap is not reached by first-time applicants.

4.3 Completion of Work

Grant commitments are valid for one (1) year and expire if the work is not completed within that time period. This timeframe may be extended at the discretion of the **Manager**.

5.0 Eligible Projects

5.1 Eligible Conservation Work

For the proposed work to be eligible for a grant, it must be **Eligible Conservation Work**, which means the following:

- a. any conservation work which directly and appropriately preserves, restores or enhances specific **Heritage Attributes** and does not detract from or diminish the cultural heritage value of the property or the district including:
 - (i) preservation or conservation of existing exterior architectural elements or features which are significant (i.e. repair of deteriorated original elements such as doors and windows, siding and roofing materials, architectural trims, verandas, historic chimneys, fences and other significant features; repointing and cleaning of masonry only if the materials and methods will not cause harm to the historic masonry);
 - (ii) re-construction of significant exterior architectural elements or features which still exist, but are beyond conservation or repair (including accurate reconstructions of original features using materials, sizes and configurations which match the original);
 - (iii) restoration or re-introduction of significant exterior architectural elements or features which have been lost, but for which the appearance can be clearly determined from archival or documentary sources, or physical evidence that supports the existence of the missing feature (i.e. removal of modern material such as vinyl, PVC, fiberglass and aluminum siding and replacement with original material).
 - (iv) introduction or repair of protective elements to protect original features (i.e. wooden storm windows).
- b. any work necessary to restore the building to structural integrity including the correction of serious structural faults which threaten the building's survival (i.e. introduction of supporting beam, alterations to correct failing foundations), but not routine maintenance;
- c. any work which directly and appropriately preserves, restores or enhances specific **Heritage Attributes** associated with historic cemeteries and their features such as mausolea, dead houses, stone walls, wrought iron gates and fences which are part of the original design, but not specific grave markers, tombs or monuments;
- d. other alterations which, at the sole discretion the **Manager**, determines are important to the cultural heritage significance of the property.

Where an **Eligible Heritage Property** contains non-heritage additions or elements, or the proposed work involves new additions, only the **Heritage**

Attributes of the property will be subject to grant assistance.

The final determination of what constitutes **Eligible Conservation Work** is at the discretion of the **Manager**, with reference to the Guidelines, and the final decision is made by the Council of the City of Vaughan.

5.2 Ineligible Work/Projects

Ineligible work includes, but is not limited to, the following:

- a. Interior work, unless related to structural issues;
- b. Short term, routine maintenance;
- c. Work on modern additions or work to accommodate modern renovations to a building of cultural heritage value;
- d. Landscaping;
- e. Paving;
- f. Lighting, unless repair or restoration of a Heritage Attribute;
- g. Signs and commemorative plaques;
- h. Eaves-trough, unless considered significant architectural features of the building such as those with decorative elements or those made from long-lasting materials such as copper and lead;
- i. Mechanical systems and insulation;
- j. Skylights;
- k. Poor or defective work;
- l. Non-permanent fixtures.

5.3 Eligible Costs

Eligible costs shall be the cost of materials, equipment and contracted labour to complete eligible conservation, restoration or preservation work, documented by invoices to the satisfaction of the **Manager**. Labour provided by the applicant or tenant of the building will not be an eligible cost.

The grant is paid upon completion of the previously approved work, subject to compliance with these **Guidelines**.

5.4 Approval Considerations

All works must be pre-approved by Cultural Heritage staff, reviewed and recommended to Council for approval, and must receive a building permit if deemed necessary under the Ontario Building Code. All works completed will be verified by Cultural Heritage staff and kept on record. The City may pre-qualify contractors to undertake the work.

The following considerations will apply when reviewing all applications for grant assistance:

- a. Preference will be given to applications where the integrity of the **Eligible Heritage Property** may be threatened if the proposed conservation work is not undertaken
- b. Preference will be given to applications proposing work visible to the general public;
- c. The project should generally comply with acknowledged heritage conservation principles, policies and guidelines including, but not limited to, a specific Vaughan HCD Plan, policies of the Ontario Ministry of Citizenship and Multiculturalism (or its successor), and the Standards and Guidelines for the Conservation of Historic Places in Canada;
- d. The scope of the work is clear, logical and demonstrates the maximum retention of the historic fabric and **Heritage Attributes**;
- e. Grant assistance can only be obtained for projects which have received municipal approval prior to work being initiated.
- f. The grant program should not reward poor stewardship.

6.0 Application Details

6.1 Application Deadline

Grants are to be awarded on an annual cycle following a request for applications within a deadline established by the **Manager**, and published from time to time on the City's website and in other media, at the discretion of the **Manager**.

6.2 Application Requirements

a. Application Form

The **Applicant** is required to complete an application form available from the Development Planning Department (Vaughan City Hall) or from the City's website. The **Applicant** is encouraged to engage a professional (architect, engineer or designer) to assist with decisions on alterations and provide the necessary drawings.

b. Information to Accompany Application

The application must include all the details necessary for a full understanding of the proposed work, and shall include:

- (i) A professionally prepared and scaled drawing of the proposed work, including any specific details as may be required by the **Manager**. Depending on the nature and extent of the work, a building permit and the required drawings may be required.
- (ii) Samples of proposed materials or colours, and any

product information.

- (iii) the cost estimates required by clause 4.1 hereof.

6.3 Application Process

The Designated Heritage Property Grant Program will be administered by Vaughan's Development Planning Department. The Cultural Heritage Section will co-ordinate the program. Applications will be considered on the basis of first-come first-served in conjunction with the outlined criteria whilst funds are still available.

Step 1. Determine if you are eligible

Prior to submitting a formal application for financial assistance, it is recommended that the following steps be undertaken:

- a. Determine if the property is eligible to receive funding. Contact the Cultural Heritage Section.
- b. Discuss any restoration or rehabilitation proposal with the Building Department to determine any zoning or other building regulations.
- c. Discuss any restoration or rehabilitation proposal with a Heritage Section staff member
- d. When an application is deemed eligible by Cultural Heritage staff, a report with recommendation of approval by City Council will be prepared; a Building Permit may be deemed necessary under the *Ontario Building Code*.
- e. Secure a grant application form from the Development Planning Counter or from the City's website and complete and return it with the necessary documentation.

This consultation stage should help to avoid ineligible proposals.

Step 2. Submit your application

Submit a completed application with all required materials before the deadline date.

Step 3. Staff Review

The application will be reviewed by City Staff to ensure that it meets all the eligibility requirements, including confirmation that no municipal requirements are outstanding.

Step 4. Grant Review Committee

The review of all grant applications will be undertaken by Cultural Heritage staff in consultation with Heritage Vaughan Committee. The submissions will be reviewed against the **Guidelines**, and grants will be recommended for the projects that are most deserving based on the outlined criteria in this

document.

Cultural Heritage staff will report on applications that are recommended for approval to Council together with a list of all applications received.

Step 5. Approval by Council

All grants will require approval by Council, or Council's delegate Authority.

Step 6. Notification/ Legal Agreement

Applicants who secure grant approval will be notified and required to enter into a Letter of Understanding with the municipality. This document establishes a formal arrangement between the **Applicant** and the City and outlines the amount of the grant and the project completion date. The Letter of Understanding must be signed and returned to the City.

If an application is unsuccessful, a letter will be sent confirming that a grant will not be issued.

Step 7. Undertaking the Improvements

Nothing contained in the grant application procedures or approval relieves the applicant from obtaining all necessary municipal planning and building department approvals. All work must be carried out in accordance with the requirements of the Ontario Building Code and municipal by-laws.

The applicant is required to obtain the consent of the **Manager** for any changes to the project which are proposed during the course of the work.

Step 8. Issuing the Grant

Before a grant will be paid by the City, the following must occur:

- (a) the **Eligible Conservation Work** must be completed within one (1) year from the date of approval of the grant by Council or Councils delegate Authority and be completed to the satisfaction of the **Manager**.

In exceptional cases, the timeframe for project completion may be extended. In such cases, a written request, stating the reasons for required for the extension, must be submitted by the applicant for review and approval at the discretion of the **Manager**;

- (b) The **Eligible Conservation Work** must be completely paid for by the owner with documentation to verify such payment (i.e. copies of paid invoices), and the work completed to the satisfaction of the **Manager**;
- (c) the **Manager** must be in receipt of all required documentation as identified in the **Guidelines** (i.e. paid invoices), and any other documentation reasonably required by the **Manager**;

- (d) the completed **Eligible Conservation Work** must reflect the **Eligible Conservation Work** that was approved by Council or as amended by the **Manager**. Heritage Section is responsible for the inspection to ensure that works have been completed as proposed.
- (e) The City reserves the right to withhold the payment of all or a portion of the grant if the work has not been substantially completed in accordance with the approved plans and specifications, or payment documentation, such as invoices, are incomplete, unclear or have not been submitted. In case of a conflict between city staff and the applicant after initial approval, the application will be escalated to Council for decision and applicant must agree that Council decision would be final on the matter.
- (f) If the cost of the completed work is less than the original amount upon which the grant was calculated, the grant will be revised to reflect fifty percent (50%) of the new cost.

7.0 General Information

7.1 Funding Availability

Funding for this grant program will be considered on a biennial basis by Vaughan City Council as part of its overall budget process. Individual grants are approved subject to the availability of funding.

7.2 Continuation of the Program

The City, in its sole discretion, may change or discontinue this program at any time.

7.3 By-law

This program has been created by municipal by-law.

For further information, please contact:

Cultural Heritage Section
Urban Design and Cultural Heritage
Development Planning Department
City of Vaughan
2141 Major Mackenzie Drive
Vaughan ON, L6A 1T1
CulturalHeritage@vaughan.ca

Heritage Incentive Programs in Ontario

ATTACHMENT 2

Municipality	Type of Program	Eligibility	Annual Cost
<p>Mississauga Population: 712,000</p>	<p>Heritage Grants – from \$500 to \$10,000 (up to 50% of estimated cost) on work pertaining to heritage attributes and structural work. Competition for grants, dependent on grant funding from municipality.</p>	<p>All designated properties (Part IV and V, except non-contributing buildings in HCD's)</p>	<p>\$75,000</p>
<p>Peterborough Population: 75,000</p>	<p>Heritage Tax Relief – 40% tax rebate for single-unit residential property owners, 20% tax rebate for commercial and multi-unit residential. Easement required.</p>	<p>Designated properties within Schedule J of the City's Official Plan (Downtown Revitalization Area). Designated properties outside Schedule J are considered individually by Council for acceptance into the program. Re-application required after 5 years.</p>	<p>\$110,000 - \$150,000</p>

Heritage Incentive Programs in Ontario

<p>Hamilton (City only) Population: 330,000</p>	<p>Commercial Heritage Improvement and Restoration Program – provides up to \$20,000 in matching grants for conservation or restoration of heritage elements.</p> <p>Hamilton Community Heritage Fund – interest free loan program up to \$20,000. 5 year term.</p>	<p>Commercial and industrial zoned designated or easement properties.</p> <p>Any designated property.</p>	<p>\$130,000 - \$1,000,000</p>
<p>Markham Population: 300,000</p>	<p>Heritage Tax Relief – 30% (minus Regional share of taxes) for all properties. Easement required.</p> <p>Heritage Loan Fund – up to \$15,000 at an interest rate of 5% (or 5% below prime), 5 years to repay, lien against title of the property.</p> <p>Commercial Façade Improvement Program – 50/50 matching grant program paid upon completion of work, limit of \$10,000. Easement agreement required.</p> <p>Commercial Signage Replacement Program – 50/50 matching grant program paid upon completion of work, limit of \$1,000.</p>	<p>Any Group 1 or 2 designated property (Part IV and V).</p> <p>Any designated property owner.</p> <p>Commercial property owners in HCD's.</p> <p>Commercial property owners in HCD's.</p>	<p>\$38,000</p> <p>\$200,000</p> <p>\$50,000 (for Façade program and Signage Programs)</p> <p>\$50,000 (for Façade program and Signage Programs)</p>

Heritage Incentive Programs in Ontario

	Residential Heritage Grant Program 50/50 matching grant program paid upon completion of work, limit of \$5,000.	Residential Part IV or Part V property owners	\$25,000
Kitchener Population: 205,000	Designated Heritage Property Grant Program – matching funds, 50/50 up to \$3,000. Priority given to properties that require structural work.	All designated properties (Part IV and V)	\$15,000 - \$20,000
Cambridge Population: 125,000	Designated Heritage Property Grant Program – matching funds, 50/50 up to \$5,000.	All designated properties (Part IV and V).	\$30,000
Brampton Population: 500,000	Designated Heritage Property Incentive Grant Program [non-commercial] matching funds, 50/50 up to \$5,000	Designated properties	\$15,000
London Population: 355,000	Heritage Grant Program Municipal contribution of 20% of projects, maximum \$20,000, minimum \$500	Designated properties	\$75,000
Niagara-on-the-Lake Population: 15,000	Heritage Restoration and Improvement Grant Program – Industrial/Commercial properties eligible for \$20,000 or 50% of cost (whichever is less). Residential properties eligible for up	Part IV designated properties.	\$45,000

Heritage Incentive Programs in Ontario

	to \$5,000 or 50% of cost (whichever is less).		
St. Catharines Population: 132,000	Heritage Grant Program Matching fund 50/50, maximum \$1,000.	Part IV and Part V designated properties	\$18,000
Aurora Population: 62,000	<p>Heritage Grant Program Currently under review</p> <p>Community Improvement Program Tax Relief - Promenade Area, includes:</p> <ol style="list-style-type: none"> 1. Heritage Property Tax Relief Program: Maximum assistance will amount to 10%-40% of taxes for Municipal and Education purposes levied on eligible heritage properties over a 5-year period 2. Building Restoration, Renovation & Improvement Program: Secured forgivable loan equivalent to a proportion of eligible costs on a matching funds basis to a maximum of 50% of eligible costs up to \$40,000/property, with a minimum grant of \$15,000 	Part IV and Part V designated properties	<ol style="list-style-type: none"> 1. Foregone revenue dependent on property specifics 2. \$100,000 3. \$100,000

Heritage Incentive Programs in Ontario

ATTACHMENT 2

	<p>required.</p> <p>3. Façade & Signage Improvement Grant: 50% of eligible costs up to \$15,000/property, with a minimum grant of \$5000 required.</p>		
<p>East Gwillimbury Population: 34,600</p>	<p>Heritage Grant: In Development</p> <p>Heritage Tax Rebate: In Development</p> <p>Mount Albert Downtown Revitalization: In Development (will include funding for heritage)</p>	N/A	N/A
<p>Georgina Population: 47,600</p>	<p>Heritage Building Improvement Grant Program: \$5,000 or 50% of the cost of the renovation, whichever is less.</p> <p>Façade Improvement Grant Program: \$5,000 or 50% of the cost of the renovation, whichever is less.</p>	<p>Part IV and Part V designated properties</p> <p>Part IV and Part V designated properties</p>	<p>\$40,000</p> <p>\$40,000</p>
<p>King Population: 27,300</p>	<p>Heritage Grant Program: minimum of \$500 to a maximum of \$6,000</p>	<p>Part IV and Part V designated properties</p>	N/A

Heritage Incentive Programs in Ontario

ATTACHMENT 2

<p>Newmarket Population: 97,900</p>	<p>Heritage Tax Rebate Program: tax rebate to heritage properties, subject to designation or registration of a heritage easement agreement.</p> <p>Façade Improvement and Restoration Program: 50% of eligible costs to a maximum of \$15,000.00 per property, except for corner and laneway properties which shall be eligible to receive a matching grant of up to 50% of eligible costs to a maximum of \$20,000.00 per property.</p> <p>Façade Improvement and Restoration Loan: 50% of eligible costs to a maximum of \$100,000.00 per property.</p>	<p>Part IV and Part V designated properties</p> <p>Part IV and Part V designated properties</p> <p>Part IV and Part V designated properties</p>	<p>N/A</p> <p>The budget available to the Façade Improvement and Restoration Program shall be determined annually by the Council of the Corporation of the Town of Newmarket.</p> <p>The budget available to the Façade Improvement and Restoration Program shall be determined annually by the Council of the Corporation of the Town of Newmarket.</p>
<p>Richmond Hill Population: 202,000</p>	<p>Heritage Grant Program: 50% of the project cost, up to a maximum of \$5,000 (not restricted to residential)</p> <p>Community Improvement Program: designed to promote the adaptive re-use of existing structures (industrial, commercial or other) for office use. \$100,000 per property and the grant minimum is \$10,000 per property; and The grant is provided on a matching funds basis, to a maximum of 50% of eligible costs</p>	<p>Part IV and Part V designated properties</p>	<p>\$30,000</p>

Heritage Incentive Programs in Ontario

ATTACHMENT 2

Whitechurch -Stouffville Population: 49,800	Heritage Grant Program: In Development Heritage Tax Rebate: In Development Community Improvement Plan: In Development	N/A	N/A
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List Part IV Heritage Designated Properties Eligible for Grant

NO.	ADDRESS	NAME
10090	Bathurst Street	Georg Munshaw House and Bassingthwaite House
51	Belmont Crescent	The Peter Rupert House
1	Brooke Street	Gallanough Resource Centre
140	Brooke Street	Holy Trinity Church
117	Clarence Street	John Abell House
8682	Highway 27	John Lawrie House
11960	Highway 27	Locust Lawn Farm
7231	Huntington Road	
8700	Huntington Road	Robert Agar House
11300	Huntington Road	John McDonough House
10072	Islington Avenue	Joseph Capner House / The Abermoray
10483	Islington Avenue	Kleinburg General Store & Post Office
10535	Islington Avenue	Thomas White House
10384	Islington Avenue	Redcroft (aka Martin Smith House)
10499	Islington Avenue	Arthur McNeil House
7100	Jane Street	James Dalziel Home
9520	Jane Street	Snider House
10933	Jane Street	Lund's General Store
12021	Jane Street	Archibald McDougald House
9854	Keele Street	St. Andrew's Presbyterian Church
9860	Keele Street	
10111	Keele Street	St. Stephen's Anglican Church
10533	Keele Street	
7985	Kipling Avenue	William Farr House
8161	Kipling Avenue	Thomas Wright House
8173	Kipling Avenue	McGillivray-Shore House
8177	Kipling Avenue	McGillivray-Shore House
8399	Kipling Avenue	
5970	Kirby Road	Mount Lebanon Public School (S. S. No. 20)
1350	Langstaff Road	Isaac Baker Homestead
1078	Major Mackenzie Drive	Peter Patterson House
2000	Major Mackenzie Drive	Maple Cemetery and Vault
2600	Major Mackenzie Drive	Jacob Rupert House
46	Monsheen Drive	
82	Monsheen Drive	Stanley Bennett Barclay House
21	Nashville Road	Doctor's House and Livery
7230	Nashville Road	James Dalziel House
12	Ontario Street	

10150	Pine Valley Drive	St. Paul's Presbyterian Church
10180	Pine Valley Drive	St. Paul's Presbyterian Church Manse
1040	Rutherford Road	Carrville Mill Dam
1050	Rutherford Road	Carrville Post Office
6241	Rutherford Road	Richard Jeffrey House
300	Trowers Road	Jacob Fisher Oak Tree
271	Valley Vista	
10	Valleyview Court	The New Dalziel-Witherspoon House
11511	Weston Road	
268	Woodbridge Avenue	Donald Grant House
7780	Yonge Street	Robert West House
7788	Yonge Street	The Old Presbyterian Church
8038	Yonge Street	Soules Inn

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): 2

TITLE: CULTURAL HERITAGE LANDSCAPE STUDY – PINE GROVE COMMUNITY

FROM:

Haiqing Xu, Deputy City Manager, Planning and Growth Management

ACTION: DECISION

Purpose

To provide members of the Council with a preliminary overview of Cultural Heritage Landscape (CHL) policies in Vaughan and provide a preliminary assessment of the Pine Grove community. This is in response to the October 8th, 2024, presentation of Franca Porretta to the Committee of the Whole and Council’s request for staff to report back by the end of November 2024, on the feasibility of conducting Cultural Heritage Landscape and Impact Assessment studies of the Hamlet of Pine Grove.

Report Highlights

- The feasibility of a Cultural Heritage Landscape Study
- The implications of the Cultural Heritage Landscape designation

Recommendations

1. THAT staff be directed to undertake a “Cultural Heritage Landscape Study – Pine Grove Community”.

Background

On October 8, 2024, at the Committee of the Whole meeting, Cultural Heritage staff was directed to investigate the possibility of a Cultural Heritage Landscape (CHL) study for the Pine Grove Community area (as shown in Attachment 1). A CHL study identifies, evaluates, inventories, and maps significant CHLs located within a specific study area.

Cultural Heritage Landscape Plans are a comprehensive, non-statutory Planning process. Once a CHL plan is completed and adopted by a municipality, it helps inform future decisions related to development applications, infrastructure projects, and community planning efforts. CHLs can also lead to heritage designations under the *Ontario Heritage Act*.

Provincial Policy Statement (PPS)

The protection and integration of significant cultural heritage landscapes into the land use planning process is recognized through new definitions and policy statements contained in the 2024 Provincial Planning Statement (PPS). Although some types of cultural heritage landscapes have been conserved for years in various municipalities through designation of heritage conservation districts under Part V of the Ontario Heritage Act, the 2024 PPS defines cultural heritage landscapes much more broadly and provides municipalities with a clear mandate to develop programs for identifying, evaluating, and protecting these types of cultural heritage resources.

A Cultural Heritage Landscape is defined in the 2024 PPS as *“a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. That area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association.”*

As per section 4.6 of the 2024 PPS:

“Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.”

“Planning authorities are encouraged to develop and implement:

b) Proactive strategies for conserving significant built heritage resources and cultural heritage landscapes”

“Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing archaeological resources, built heritage resources, and cultural heritage landscapes.”

Vaughan Official Plan

As described in subsection 6.1.2 of the City of Vaughan’s 2020 Official Plan, the City may identify cultural heritage resources and include them on the Heritage Register.

Further described in subsection 6.2.2.1 of the Official Plan, pursuant to the *Ontario Heritage Act*, “the City may, through a by-law, protect cultural heritage resources by entering into a heritage agreement or by designating:

c. Cultural Heritage Landscapes.”

In 2010 as part of the Vaughan Official Plan background studies, the City of Vaughan retained Archaeological Services Inc. (ASI) in collaboration with Unterman McPhail Associates and AECOM to develop a preliminary cultural heritage landscape inventory and prepare CHL policies for inclusion into the City’s 2010 Official Plan. The report produced through this project provided:

- an overview of significant historic land use themes in the City of Vaughan;
- an overview of cultural heritage landscape typologies;
- a preliminary inventory of CHLs;
- mapping of potential CHLs;
- demonstration of a framework for analyzing CHLs through a case study analysis of the Skandatut-Kleinburg CHL;
- an overview of relevant CHL policy and practice used in other jurisdictions; and
- proposed CHL policies for inclusion into the City of Vaughan’s 2010 Official Plan.

Similar to other planning tools, a CHL plan is not a statutory requirement of the Planning Act but plays a vital role in protecting and managing cultural heritage resources. CHL plans are integral to identifying, conserving, and managing landscapes that hold cultural, historical, or community significance. They ensure that cultural heritage resources are properly documented and protected, balancing both development needs and conservation objectives. These plans provide the blueprint for guiding future land use planning and development in ways that respect and preserve the cultural significance of the landscape.

Previous Reports/Authority

A [Cultural Background Studies Report](#) (Item 12, Report 31) adopted by the Committee of the Whole without amendment by the Council of the City of Vaughan on June 29, 2010.

Analysis and Options

Early preliminary research indicates that the development of the subject area began after World War I, and gradually grew into the residential development present today. There are no Registered Plans yet identified, but a series of compiled M plans in the 1960’s demonstrate that several empty lots remained.

Further work should be undertaken to confirm if there are any surviving homes from before 1965 (the earliest of the compiled M plans).

Financial Impact

All financial impact will be contained within the 2024 budget.

Operational Impact

The study will require a capital project, to be managed by staff.

Broader Regional Impacts/Considerations

N/A

Conclusion

The area has maintained its rural landscape character with large front setbacks vegetated with mature trees, narrow streets with no sidewalks (except for Nattress Street) and deep lots backing onto the ravine that may worth further evaluation and study.

For more information, please contact: Nick Borcescu, Senior Heritage Planner, ext. 8191

Attachments

1. 1969 Map of Pine Grove

Prepared by

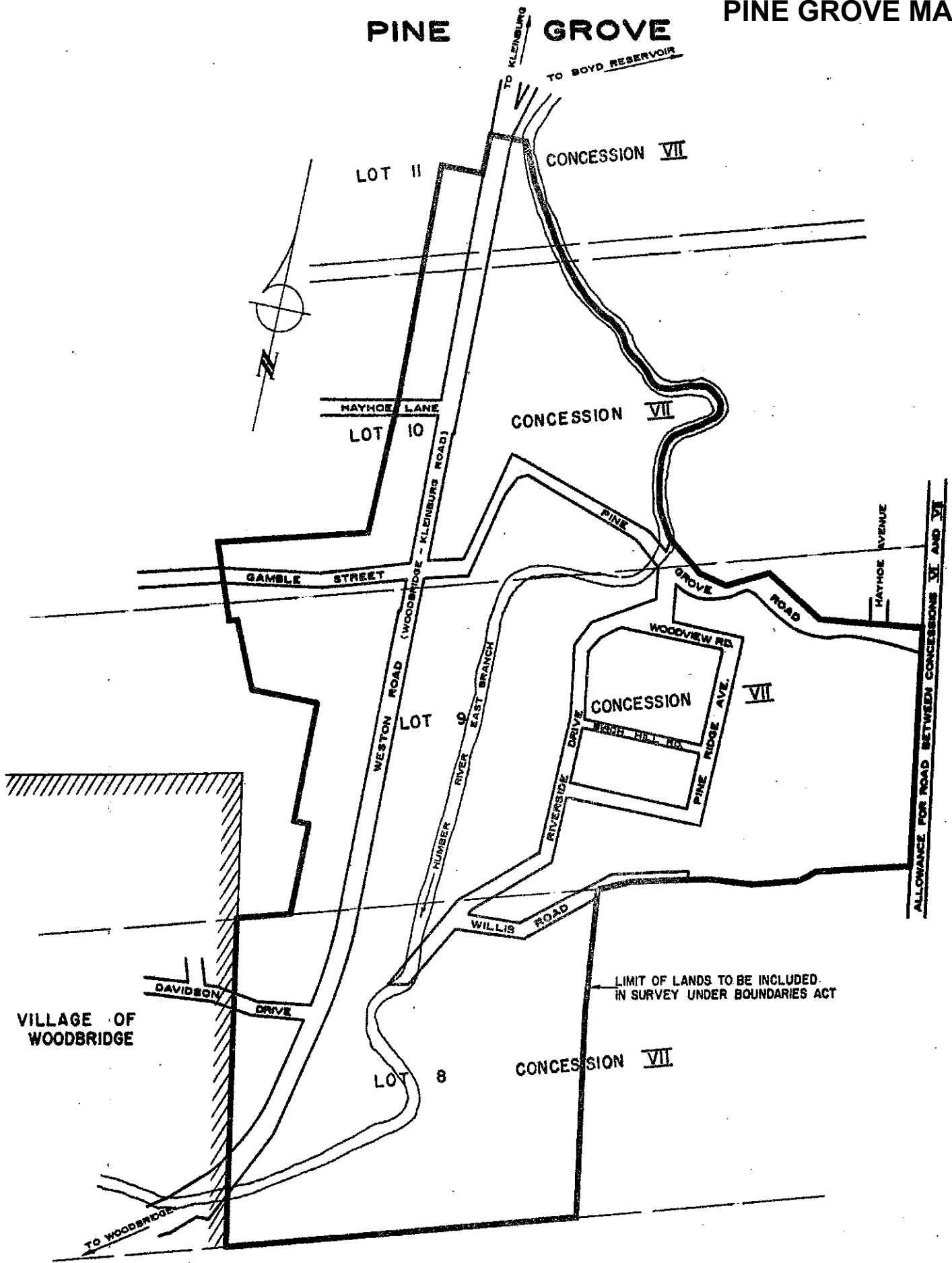
Michael Maugeri, Heritage Specialist, ext. 6817

Nick Borcescu, Senior Heritage Planner, ext. 8191

Shahzad Davoudi-Strike, Manager Urban Design and Cultural Services, ext. 8653

Nancy Tuckett, Director of Development Planning, ext. 8529

PINE GROVE



LIMIT OF LANDS TO BE INCLUDED
IN SURVEY UNDER BOUNDARIES ACT

ALLOWANCE FOR ROAD BETWEEN CONCESSIONS VI AND VII

SCALE



Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): 2

TITLE: PRIMONT (SXSW1) INC. AND PRIMONT (SXSW2) INC.
OFFICIAL PLAN AMENDMENT FILE OP.24.005
6, 7, 10 AND 11 FLAVELLE TRAIL
VICINITY OF ISLINGTON AVENUE AND STEELES AVENUE
WEST

FROM:

Haiqing Xu, Deputy City Manager, Planning and Growth Management

ACTION: DECISION

Purpose

To seek approval from Council for an Official Plan Amendment Application to increase the maximum permitted building height on the portion of the Subject Lands designated “High-Rise Residential” from 32 storeys to 33 storeys (Tower 2). The application would facilitate an additional forty-one (41) units across two (2) residential apartment buildings and one (1) additional storey on all four (4) towers ranging in height from 23 to 33 storeys, as shown on Attachments 1 to 5, and to correct the private amenity space area identified in policy 13.41.1.7 of OPA 27, as amended by OPA 70, from 1,180 m² to 3,620 m².

Report Highlights

- The Owner proposes an amendment to Vaughan Official Plan 2010 to increase the maximum permitted building height from 32 to 33 storeys (Tower 2) to facilitate an additional forty-one (41) units on the portion of the Subject Lands designated “High-Rise Residential” and to amend the private amenity space area from 1,180 m² to 3,620 m²
- Minor Variance Application File A157/24 has also been submitted by the Owner to obtain relief from site-specific Exception 9(1323) of Zoning By-law 1-88 to permit an increase to the maximum building height for the proposed development
- The Development Planning Department supports the proposed development

Recommendations

1. THAT Official Plan Amendment File OP.24.005 (Primont (SXS1) Inc. and Primont (SXS2) Inc.) BE APPROVED, to amend Vaughan Official Plan 2010, Volume 1 and Volume 2, for the Subject Lands shown on Attachment 5, as follows:
 - a) Increase the maximum permitted building height from 32 storeys to 33 storeys (Tower 2) for the “High-Rise Residential” designation.
 - b) Correct the reference to the private amenity space area under policy 13.41.1.7 of OPA 27, as amended by OPA 70 from 1,180 m² to 3,620 m².

Background

Location: 6, 7, 10, and 11 Flavelle Trail, formerly known as 7082 Islington Avenue (the ‘Subject Lands’). The Subject Lands and the surrounding land uses are shown on Attachment 1.

An Official Plan Amendment Application has been submitted to permit the proposed development.

The Owner has submitted Official Plan Amendment File OP.24.005 (the ‘Application’) for the Subject Lands to increase the maximum permitted building height from 32 storeys to 33 storeys (Tower 2) for the “High-Rise Residential” designation, to facilitate the development of two (2) residential apartment buildings, containing four (4) towers (Building A - Towers 1 and 2; Building B - Towers 3 and 4) ranging in height from 23 to 33 storeys (the ‘Development’) as shown on Attachments 1 to 5. The Application also corrects the private amenity space area identified in policy 13.41.1.7 of OPA 27, as amended by OPA 70, from 1,180 m² to 3,620 m².

Through the Application, Tower 2 (Building A), as shown on Attachment 2, will increase by one (1) additional storey from 32 storeys to 33 storeys. One (1) additional storey is also being proposed for the remaining three (3) towers (Towers 1, 3 and 4) to increase their respective maximum building heights to 23, 31 and 23 storeys through Minor Variance Application File A157/24, which will require approval by the Committee of Adjustment.

The Application facilitates an additional 41 residential units across the Development, as shown on Attachment 2, for a total of 1,038 residential units.

Vaughan Council previously approved Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Site Development applications for the Subject Lands.

Original Approval

- Council approved Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision Files OP.15.007, Z.15.030, and 19T-17V006 respectively, to permit the development of 14 residential townhouse blocks (Phase 1) and four (4)

residential apartment buildings ranging in height from 19 to 22 storeys (Phase 2), containing a total of 895 dwelling units and a Floor Space Index ('FSI') of 4.7 times the area of the Subject Lands being designated "High-Rise Residential" ('Original Approval').

- The Original Approval was enacted by Vaughan Council through OPA 27 (By-law 142-2018) and Zoning By-law Amendment (By-law 143-2018) on June 19, 2018.

Revised Applications

- Council approved Official Plan and Zoning By-law Amendment Files OP.19.013 and Z.19.035 to permit revisions to the Original Approval for Building A (Towers 1 and 2) with a maximum building height of 22 storeys and 32 storeys respectively and a 3,620 m² private outdoor amenity area (Phase 1), 11 residential townhouse blocks containing with a density of 43 units per ha (Phase 2), and for Building B (Towers 3 and 4) with a maximum building height of 22 storeys and 30 storeys respectively (Phase 3).
- A new total of 1,100 dwelling units and an FSI 4.5 times the area of the portion of the Subject Lands designated "High-Rise Residential" (2.1 ha - Phases 1 and 3).
- The Subsequent Approval was enacted by Vaughan Council through OPA 70 (By-law 097-2021) and Zoning By-law Amendment (By-law 096-2021) on June 22, 2021.
- Draft Plan of Subdivision File 19T-17V006 was also revised by the Owner to permit the addition of phasing blocks to the overall development. Vaughan Council approved revised Conditions of Draft Approval for File 19T-17V006 on November 16, 2021. The Draft Plan of Subdivision was registered on February 2, 2023, as Registered Plan 65M-4768.

Phase 1 Site Development Application

- Site Development File DA.18.015 for Phase 1 (Building A - Towers 1 and 2) of the Development
- On August 14, 2024, a Site Plan Agreement was registered for Phase 1 of the Development.
- The Owner is required to submit a new Site Development Application to amend the Site Development approval for Phase 1 to facilitate the additional storey on Towers 1 and 2, should the Application be approved.

Phase 2 Site Development Application

- Site Development File DA.18.015 for Phase 2 (4-storey back-to-back and street townhouses, with 103 units in 11 blocks on a private common element road).
- On December 19, 2023, a Site Plan Agreement was registered for Phase 2 of the Development.

Phase 3 Site Development Application

- Related Site Development Application File DA.22.066 for Phase 3 has been

submitted and currently under review by the Development Planning Department.

- In accordance with Bill 109, the approval of Site Development Applications submitted on or after July 1, 2022, has been delegated to the Deputy City Manager, Planning and Growth Management or designate, for approval.
- Site Development Application (DA.22.066) was received after July 1, 2022; therefore its approval has been delegated to the Deputy City Manager, Planning and Growth Management or designate.

Public Notice was provided in accordance with the Planning Act and Council's Notification Protocol.

- Date of Notice (Circulated 150 m from Subject Lands as shown on Attachment 1): September 13, 2024
- Location of Notice Sign: Islington Avenue and Flavelle Trail
- Date of Public Meeting: October 08, 2024, date ratified by Council October 29, 2024
- Date of Committee of the Whole Courtesy Notice sent to those requested to be notified: November 5, 2024.

Public Comments were received on the Application.

The following is a summary of the comments provided and received to date. The comments are organized by theme, as follows:

Traffic Congestion

- the Development will increase traffic congestion in the area and create longer commute times and potential safety hazards.

Built Form and Neighbourhood Character Changes

- the size and scale of the Development will drastically alter the character of the community.

Environmental Impacts

- the construction and increased density will have adverse effects on local wildlife and green spaces.

Infrastructure Strain

- the Development will increase the demand on existing infrastructure, including utilities and public services.

These comments are addressed throughout this report.

Previous Reports/Authority

Previous reports related to the application and Subject Lands can be found at the following links:

Primont (Islington) Inc., Committee of the Whole (Files OP.19.013 and Z.19.035):
[February 9, 2021, Committee of the Whole \(Item 4, Report 6\)](#)

Primont (Islington) Inc., Committee of the Whole (File 19T-17V006):
[November 2, 2021, Committee of the Whole \(Item 2, Report 49\)](#)

Primont (Islington) Inc., Committee of the Whole (Files DA.20.007 and DA.18.015):
[June 21, 2022, Committee of the Whole \(PH\) \(Item 18, Report 30\)](#)

Primont (SXS1) Inc. and Primont (SXS2) Inc., Public Meeting Report (File
OP.24.005):
[October 08, 2024, Committee of the Whole \(PM\) \(Item 2, Report 33\)](#)

Analysis and Options

The Development is consistent with the Provincial Policy Statement 2020 and the Provincial Planning Statement 2024 and conforms to the Growth Plan.

The Provincial Planning Statement 2024 ('PPS 2024') is a policy statement issued pursuant to section 3 of the *Planning Act* and comes into effect on October 20, 2024. All decisions made on or after October 20, 2024, in respect of the exercise of any authority that affects a planning matter shall be consistent with this policy statement.

At the time of drafting this report, transition provisions to facilitate the introduction of the new PPS 2024 were being considered by the Ministry of Municipal Affairs and Housing, and not yet available. This report therefore includes discussion of, inter alia, the Provincial Policy Statement 2020 ('PPS 2020'), the Growth Plan for the Greater Golden Horseshoe, 2019, as amended (the 'Growth Plan'), and the new PPS 2024.

PPS 2020

The PPS 2020 provides direction on matters of Provincial interest related to land use planning and development and include building strong, healthy communities with an emphasis on efficient development and land use patterns, wise use, and management of resources, and protecting public health and safety.

The Subject Lands are within a Settlement Area and the Delineated Built-Up Area of the Built Boundary of York Region. The Proposed Development facilitates a compact urban form through the intensification of underutilized lands in the City's established Settlement Area where full municipal services exist. The compact urban form, the ability to utilize existing municipal infrastructure, and the opportunity to provide housing with varying unit sizes facilitate a higher density development that capitalizes on the transportation infrastructure investments, consistent with the PPS. Development Planning staff are satisfied that the Development is consistent with the PPS 2020.

Growth Plan

The Growth Plan provides a framework for implementing the Province's vision for building strong, prosperous communities within the Greater Golden Horseshoe to 2051. The premise of the Growth Plan is building compact, vibrant, and complete communities, developing a strong competitive economy, protecting and wisely using natural resources, and optimizing the use of existing and new infrastructure to support growth in a compact and efficient form. Development Planning staff are satisfied that the Development conforms to the Growth Plan.

PPS 2024

The PPS 2024 provides direction on matters of Provincial interest related to land use planning and development province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The Subject Lands are within a Settlement Area and the Delineated Built-Up Area of the Built Boundary of York Region. The Application is consistent with the policies of the PPS as they make more efficient use of the Subject Lands by minimizing land consumption and providing a range and mix of housing options, pedestrian access to the adjacent valleylands, and appropriate noise control measures. Development Planning staff are satisfied that the Development is consistent with the PPS 2024.

The Development conforms to the York Region Official Plan 2022 and Vaughan Official Plan 2010.

York Region Official Plan 2022 ('YROP 2022')

York Region Council adopted the YROP 2022 in June 2022. YROP 2022 was approved, as modified, by the Minister of Municipal Affairs and Housing in November 2022, bringing it into full force and effect. Bill 150 (*Planning Statute Law Amendment Act, 2023*) and Bill 162 (*Get It Done Act, 2024*) later rescinded some of those modifications.

On June 6, 2024, Bill 185 (*Cutting Red Tape to Build More Homes Act, 2024*) ("Bill 185") received Royal Assent which includes amendments to the *Planning Act*. In accordance with the amendments to the *Planning Act* implemented through Bill 185, York region became a Region without planning responsibilities effective July 1, 2024.

Pursuant to subsection 70.13(2) of the *Planning Act*, YROP 2022 is deemed to constitute an official plan of the City in respect of any area in the City to which it applies and will remain in effect until the City revokes or amends it.

The YROP 2022 designates the Subject Lands "Urban Area" on Map 1 – Regional Structure. The YROP 2022 also designates the Subject Lands "Community Area" on Map 1A – Land Use Designations which permits a variety of housing, personal services, retail, institutional, cultural and recreational services. The Proposed Development,

which conforms to the YROP 2022, provides for a denser and more intense development on a parcel of the land in close proximity to existing transit facilities.

Vaughan Official Plan 2010 ('VOP 2010')

VOP 2010 sets out the municipality's general planning goals and policies that guide future land use. The Subject Lands are identified in VOP 2010 as follows:

- "Community Area" on Schedule 1 – "Urban Structure" of VOP 2010.
- "High-Rise Residential" with a maximum permitted height of 32 storeys and FSI of 4.5 times the area of the Subject Lands designated "High-Rise Residential" by Site-Specific Policy 13.41 - 7082 Islington Avenue (OPA 27 as amended by OPA 70) of VOP 2010, Volume 2.

The "High-Rise Residential" designation permits a maximum building height of 32 storeys, with site-specific development standards (including height) for each of the four (4) towers being established in the implementing zoning by-law. The following amendments to VOP 2010 are required to permit the Development as shown on Attachments 2 and 5:

- An amendment to VOP 2010 is required to increase the permitted maximum building height from 32 storeys to 33 storeys (Tower 2) for the "High-Rise Residential" designation, as shown on Attachment 5.
- A correction to policy 13.41.1.7 of OPA 27, as amended by OPA 70, is required to update the private outdoor amenity area from 1,180 m² to 3,620 m² to match the private outdoor amenity area identified in the implementing Zoning By-Law.

The Development has an FSI of 4.5 times the area of the Subject Lands designated "High-Rise Residential" and therefore conforms to the maximum permitted FSI by VOP 2010.

The Development Planning Department has no objection to increasing the permitted maximum building height for the following reasons:

- Tower 2 (33 storeys) is the only tower within this proposal with a height that exceeds the maximum permitted building height of 32 storeys as detailed in Site-Specific Policy 13.41 - 7082 Islington Avenue (OPA 27, as amended by OPA 70) of VOP 2010, Volume 2. The proposed height increase is only for an additional storey (32 to 33 storeys). Tower 2 is also located away from low-rise development adjacent to the Subject Lands, minimizing potential visual and shadowing impacts.
- The four (4) proposed towers will not exceed the current permitted maximum building height in metres (m) as identified in site-specific Exception 9(1323) of Zoning By-Law 1-88 for the Subject Lands and the table below:

Tower #	Permitted Height	Proposed Height
Tower 1	79 m (22 storeys)	73.17 m (23 storeys)
Tower 2	105 m (32 storeys)	103.12 m (33 storeys)
Tower 3	97 m (30 storeys)	96.8 m (31 storeys)
Tower 4	79 m (22 storeys)	72.45 m (23 storeys)

- A minimum distance of 20 m between each facing tower will be provided in accordance with Policy 13.41.1.6 of VOP 2010 and the staggering of the tower locations on either side of the road would mitigate privacy concerns.
- The Shadow Study prepared by Quadrangle Architects Limited and submitted to the City on June 20, 2024, demonstrates the additional building height will comply with the Performance Standards under Section 5.2.2 of the City-Wide Urban Design Guidelines by allowing the minimum requirement for five (5) hours of sunlight on adjacent sidewalks.
- The Development provides appropriate transit-oriented intensification on the Subject Lands and are supported by the nearby Regional Rapid Transit Corridor (Steeles Avenue West), York Region Transit (YRT) and Toronto Transit Commission (TTC) transit services along Islington Avenue and Steeles Avenue West. The Owner has agreed to construct the sidewalk extension on the west side of Islington Avenue from the Subject Lands to Steeles Avenue West to ensure future residents have direct access to public transit along Steeles Avenue West.

The Official Plan Amendment for the additional storey as shown on Attachment 2 can be supported as the overall site organization on the Subject Lands will remain unchanged and the additional building height, Gross Floor Area (GFA) and apartment units can be supported from a built form/urban design perspective and will not impact surrounding land uses. On this basis, the Development conforms to VOP 2010.

Council enacted Zoning By-law 001-2021 as the new Vaughan Comprehensive Zoning By-law.

This Application has been determined to be transitioned in accordance with Subsections 1.6.3.3.1 and 1.6.3.3.2, and therefore is subject to Zoning By-law 1-88, as amended, only.

Minor Variances to Zoning By-law 1-88 are required to permit the Development.

The Subject Lands are zoned “RA3 Apartment Residential Zone”, “RA3(H) Apartment Residential Zone” with a Holding Symbol “(H)”, “OS1 Open Space Conservation Zone”, “OS2 Open Space Park Zone” by Zoning By-law 1-88, subject to site-specific Exception 9(1323), as shown on Attachment 1.

Site-specific Exception 9(1323) permits the following maximum building heights:

- Tower 1 - 79 m (22 storeys)
- Tower 2 - 105 m (32 storeys)
- Tower 3 - 97 m (30 storeys)
- Tower 4 - 79 m (22 storeys)

As part of this applications review, the following zoning deficiencies have been identified and therefore relief is required from the zoning by-law to permit the Development:

- Building A, Tower 1 - Proposed total of 23 storeys exceeds the maximum permitted total of 22 storeys.
- Building A, Tower 2 - Proposed total of 33 storeys exceeds the maximum permitted total of 32 storeys.
- Building B, Tower 3 - Proposed total of 31 storeys exceeds the maximum permitted total of 30 storeys.
- Building B, Tower 4 - Proposed total of 23 storeys exceeds the maximum permitted total of 22 storeys.

As mentioned earlier in this report, the proposed increased building heights in storeys does not require relief from the zoning by-law for the maximum permitted building height in metres.

The Development, as shown on Attachments 1 to 2, represents Phases 1 and 3 of the overall development planned for the Subject Lands, as follows:

Site Design

Phase 1 (Building A - Towers 1 and 2) consists of two (2) high-rise residential towers containing 547 units with a total GFA of 46,730 m², five (5) levels of underground parking containing 511 residential parking spaces and 117 visitor parking spaces, and a 3,620 m² private outdoor amenity area. Tower 1 will be 23 storeys and Tower 2 will be 33 storeys.

Phase 3 (Building B - Towers 3 and 4) consists of two (2) high-rise residential towers containing 470 units with a total GFA of 43,286 m², five (5) levels of underground parking containing 423 residential parking spaces and 94 visitor parking spaces. Tower 3 will be 31 storeys and Tower 4 will be 23 storeys.

Access is proposed to the Subject Lands through Flavelle Trail which connects to internal private driveways for Buildings A and B.

Financial Impact

There are no requirements for new funding associated with this report.

Operational Impact

The Policy Planning and Special Programs ('PPSP') Department has no objections to the Development.

The PPSP Department has advised that there are no natural heritage features on the Subject Lands and therefore, has no further concerns respecting this Application. However, all applications regardless of their location are required to abide by the *Endangered Species Act* (2007) regulated by the Ministry of Natural Resources (MNR).

The Development Engineering ('DE') Department supports the Development, subject to the conditions in this report.

The DE Department has provided the following comments:

Municipal Servicing - Water

Two watermain connections are proposed within the new internal roads of the development under Site Development Application File DA.18.015. These watermains will connect to the existing watermain on Islington Avenue at the site entrance. Local, looped watermains are proposed within the private roads to service the development. All proposed units and site plan blocks will be provided with individual water service connections in accordance with the City design criteria.

The relevant Site Development applications (File DA.22.066 & future Site Development Application for Building A) will require updating following the increase in proposed units. In addition, all outstanding comments on the related Site Development Applications will still need to be addressed under the relevant process.

Municipal Servicing – Sanitary Servicing

The Development will be serviced through a proposed, on-site sanitary sewer system within the development under Site Development Application File DA.18.015 consisting of 300 mm sewers within the development limits and a connection to the existing stub within the valley lands.

The relevant Site Development Applications (File DA.22.066 and future Site Development Application for Building A) will require updating following the increase in proposed units. In addition, all outstanding comments on the related Site Development Applications will still need to be addressed under the relevant process.

Municipal Servicing – Storm Servicing

Drainage within the Phase 1 and 2 site plan area will be collected into minor system storm sewers through area drains. The stormwater from the building roofs and the rest of the site area will be collected with storm sewers and stored in a tank in the landscape area. This tank will have sump storage to retain the first five (5) mm rainfall from the site. The tank has been sized to control the 100-year storm to the maximum allowable

discharge rate. The tank will connect to the storm sewers in the roadway at the control manhole.

Noise Assessment

The Owner submitted a Noise Study to investigate the potential environmental noise impact on the Subject Lands from road traffic and surrounding land uses. The Noise Study recommended three (3) upgraded building exterior components, central air conditioning, and noise warning clauses to be included in all Offers of Purchase and Sale or Lease and registered on title to make future occupants aware of potential noise situations.

Environmental Engineering

The Owner has submitted Phase One and Two Environmental Site Assessment ('ESA') Reports which have been reviewed to the satisfaction of the Environmental Engineering Division. The ESA reports indicate that the Development meets the applicable Ministry of Environment, Conservation and Parks Standards and is suitable for residential uses. Fisher Environmental Ltd. has concluded that soil fill containing organic material should be removed from the area around and beneath the former sales office building, and disposed of off-site, or reused on-site only above the finished grade elevation, with no hard cap cover. This removal is recommended to occur at the time Building B (Towers 3 and 4) will be constructed. The imported fill material is estimated by Fisher Environmental Ltd. to be approximately 40 m by 75 m, with an average depth of approximately 1.2 m. As conditions of the future Site Development Application approval process and/or agreement related to Site Development Application File DA.22.066 (Building B – Towers 3 and 4), the Owner will be required to provide a certification letter from a qualified engineer confirming the complete removal of the imported organic soil fill prior to the initiation of building construction.

Transportation

Overall, the Development is anticipated to introduce an acceptable transportation impact. The proposed increase in residential units is considered to be minor. The relevant Site Development Applications (File DA.22.066 and future Site Development Application for Building A will require updating following the increase in proposed units. In addition, all outstanding comments on the related site plan applications will still need to be addressed under the relevant process.

Cash-in-Lieu of the dedication of parkland is required.

The Real Estate Department has advised that for high-density residential development, the Owner shall, prior to the issuance of a Building Permit, convey land at the rate of one (1) ha per 600 net residential units and/or pay to Vaughan by way of certified cheque, cash-in-lieu of the dedication of parkland at the rate of one (1) ha per 1000 net residential units, or at a fixed unit rate, at Vaughan's discretion, in accordance with the *Planning Act* and the City of Vaughan Parkland Dedication By-law. Notwithstanding the

above, such parkland contribution—whether in the form of parkland conveyance or cash-in-lieu as determined by the City—shall be subject to a cap of (i) 10% of the Subject Lands or value of the Subject Lands if the Subject Lands are five (5) ha or less; or (ii) 15% of the Subject Lands or value of the Subject Lands if the Subject Lands are greater than five (5) ha.

City Departments, external agencies and various utilities have no objection to the Development.

Financial Planning and Development Finance, Environmental Services, Infrastructure Planning and Corporate Asset Management, Parks Infrastructure Planning and Development, Forestry division, Alectra Utilities, Rogers, Bell, Canada Post, Hydro One, Enbridge, TTC's Property, Planning, and Development group, York Catholic District School Board, and York Region District School Board, have no objections to the Development.

The Canadian National Railway Company will require the Owner to enter into a Development Agreement and register an easement.

The Canadian National (CN) Railway Company will require a CN development agreement for Phase 3 and easement to be executed prior to Site Development Application approval of File DA.22.066 for the Development. CN is to confirm if a new development agreement is required between the Owner and CN for Phase 1 of the development due to the additional storeys on Tower 1 and 2.

Broader Regional Impacts/Considerations

The Application has been circulated to York Region for the purpose of receiving comments on matters of Regional interest i.e. roads and servicing infrastructure. York Region has no objection to the development. Any technical comments regarding Regional interests will be reviewed in ongoing site development application processes.

The Toronto and Region Conservation Authority (TRCA) has no concerns.

The TRCA do not have any comments or objections to the application as interests related to limits of development, stormwater management design, erosion and sediment control measures, etc., were all addressed in previous planning and permit applications.

Conclusion

The Development Planning Department is satisfied the Application is consistent with the PPS 2020 and PPS 2024, conforms to the Growth Plan, YROP 2022 and VOP 2010, and is appropriate for the development of the Subject Lands. The Development is considered appropriate and compatible with existing and planned surrounding land uses. Accordingly, the Development Planning Department can recommend approval of the Application, subject to the Recommendations in this report.

For more information, please contact Kevin Ayala Diaz, Planner, at extension 8882.

Attachments

1. Context and Location Map
2. Site Plan
3. Building Elevations
4. Landscape Plan
5. Proposed Amendment to Official Plan 2010

Prepared by

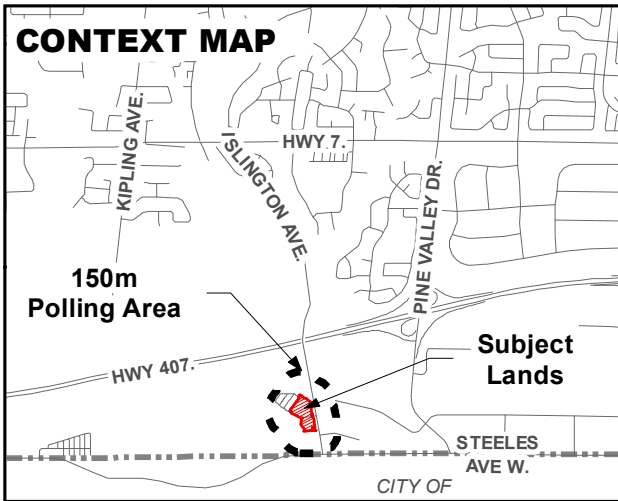
Kevin Ayala Diaz, Planner, ext. 8882

Letizia D'Addario, Senior Planner, ext. 8213

Carmela Marrelli, Senior Manager of Development Planning, ext. 8791

Nancy Tuckett, Director of Development Planning, ext. 8529

CONTEXT MAP

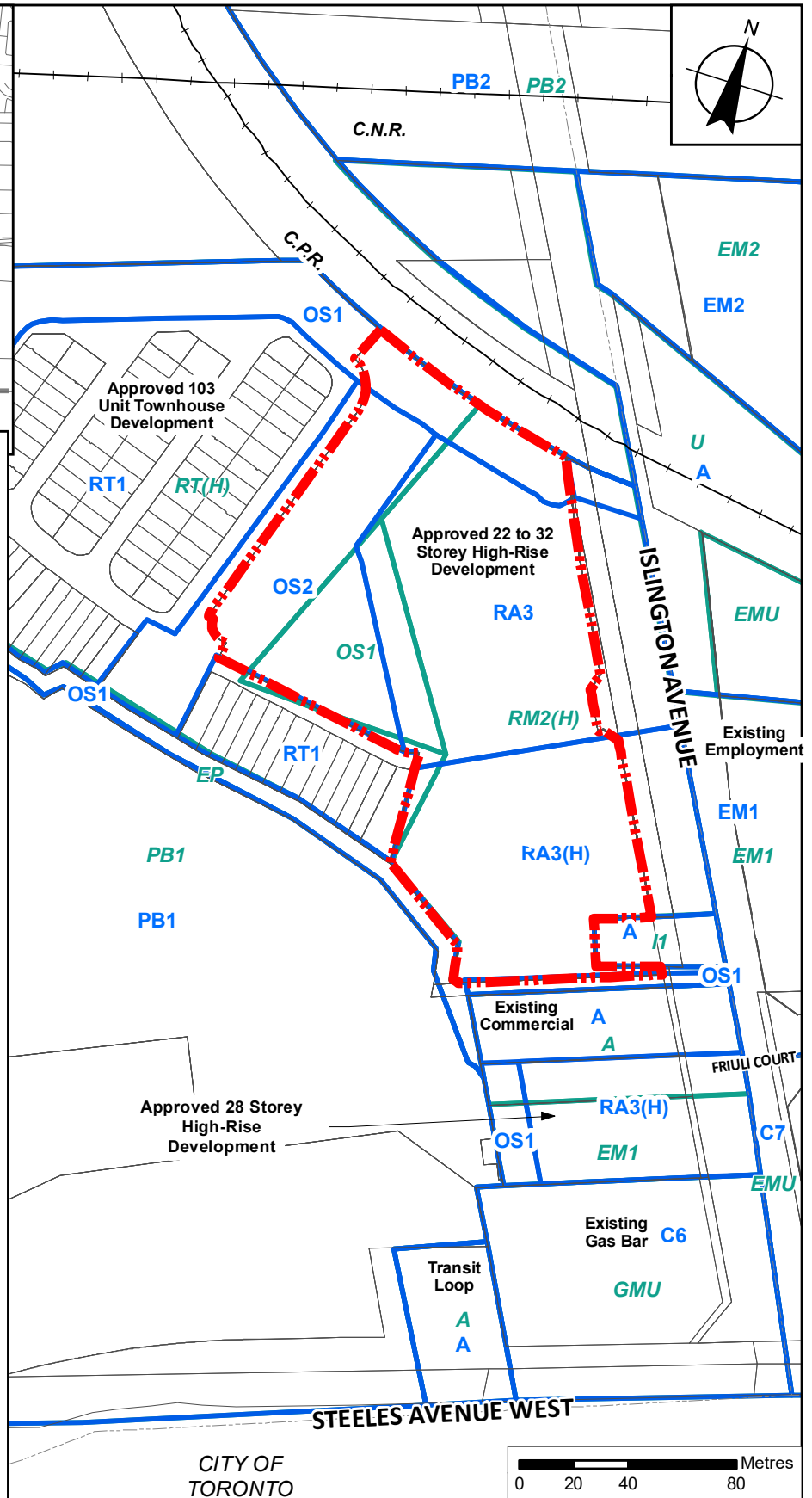


Subject Lands Zoning Legend 1-88

- A, Agricultural
- C6, Highway Commercial
- C7, Service Commercial
- EM1, Prestige Employment
- EM2, General Employment
- OS1, Open Space Conservation
- OS2, Open Space Park
- PB1, Parkway Belt Open Space
- PB2, Parkway Belt Complementary Use
- RA3(H), Apartment Residential with the Holding
- RA3, Apartment Residential
- RT1, Residential Townhouse Zone

Zoning Legend 001-2021

- A, Agriculture Zone
- EM1, Prestige Employment Zone
- EM2, General Employment Zone
- EMU, Employment Commercial Mixed-Use Zone
- EP, Environmental Protection Zone
- GMU, General Mixed-Use Zone
- I1, General Institutional Zone
- OS1, Open Space Zone
- PB1, Parkway Belt Public Use Zone
- PB2, Parkway Belt Complementary Use Zone
- RM2(H), Multiple Unit Residential Zone
- RT(H), Townhouse Residential
- U, Utility Zone



Context and Location Map

LOCATION:
6, 7, 10, and 11 Flavelle Trail
Part of Lot 1, Concession 7

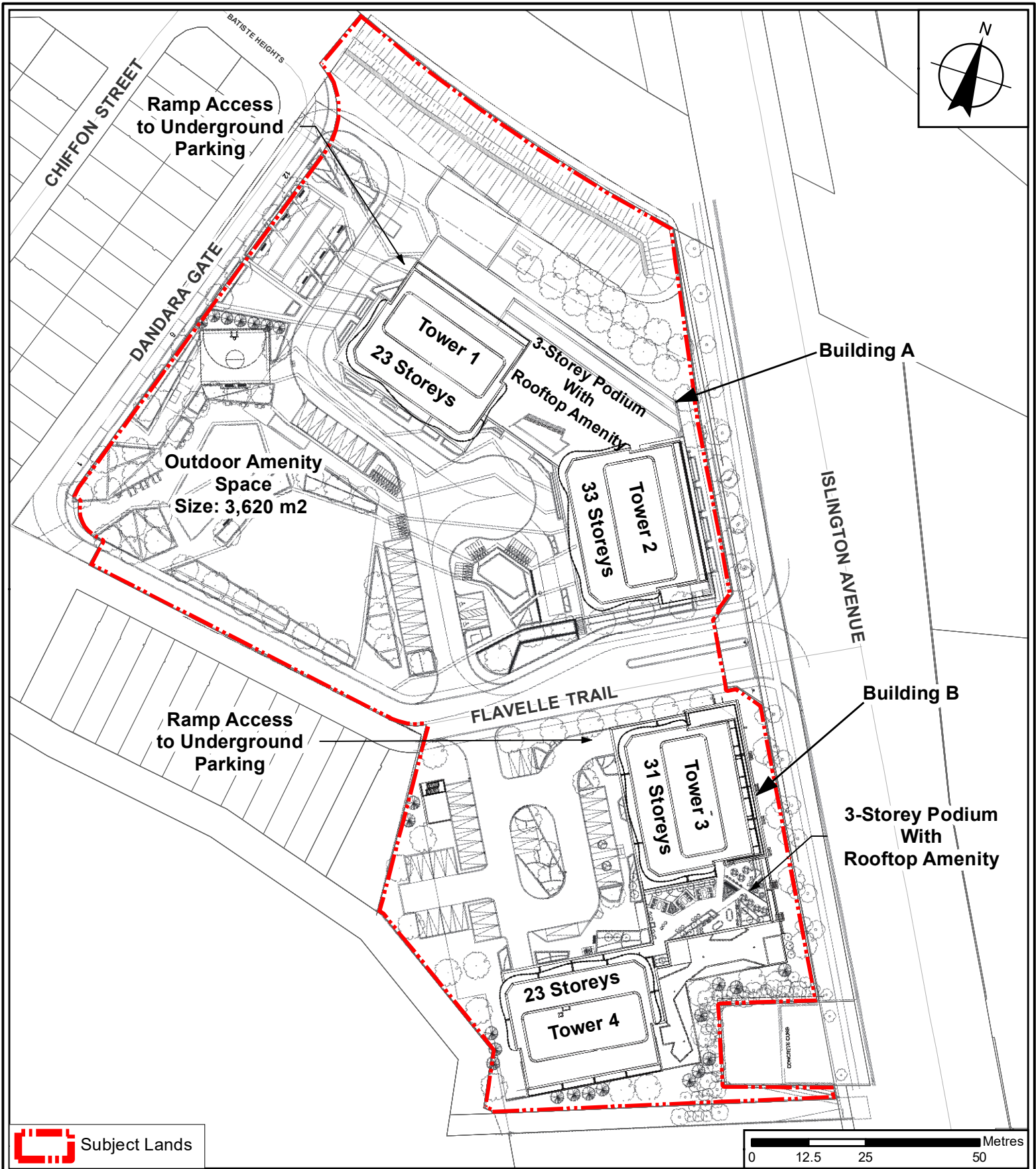
APPLICANT:
Primont (SXSW1) Inc. and Primont (SXSW2) Inc.




Attachment

FILE:
OP.24.005
RELATED FILES:
DA.22.066 and Z.23.007
DATE:
November 12, 2024

1



 Subject Lands

Site Plan

LOCATION:
6, 7, 10, and 11 Flavelle Trail
Part of Lot 1, Concession 7

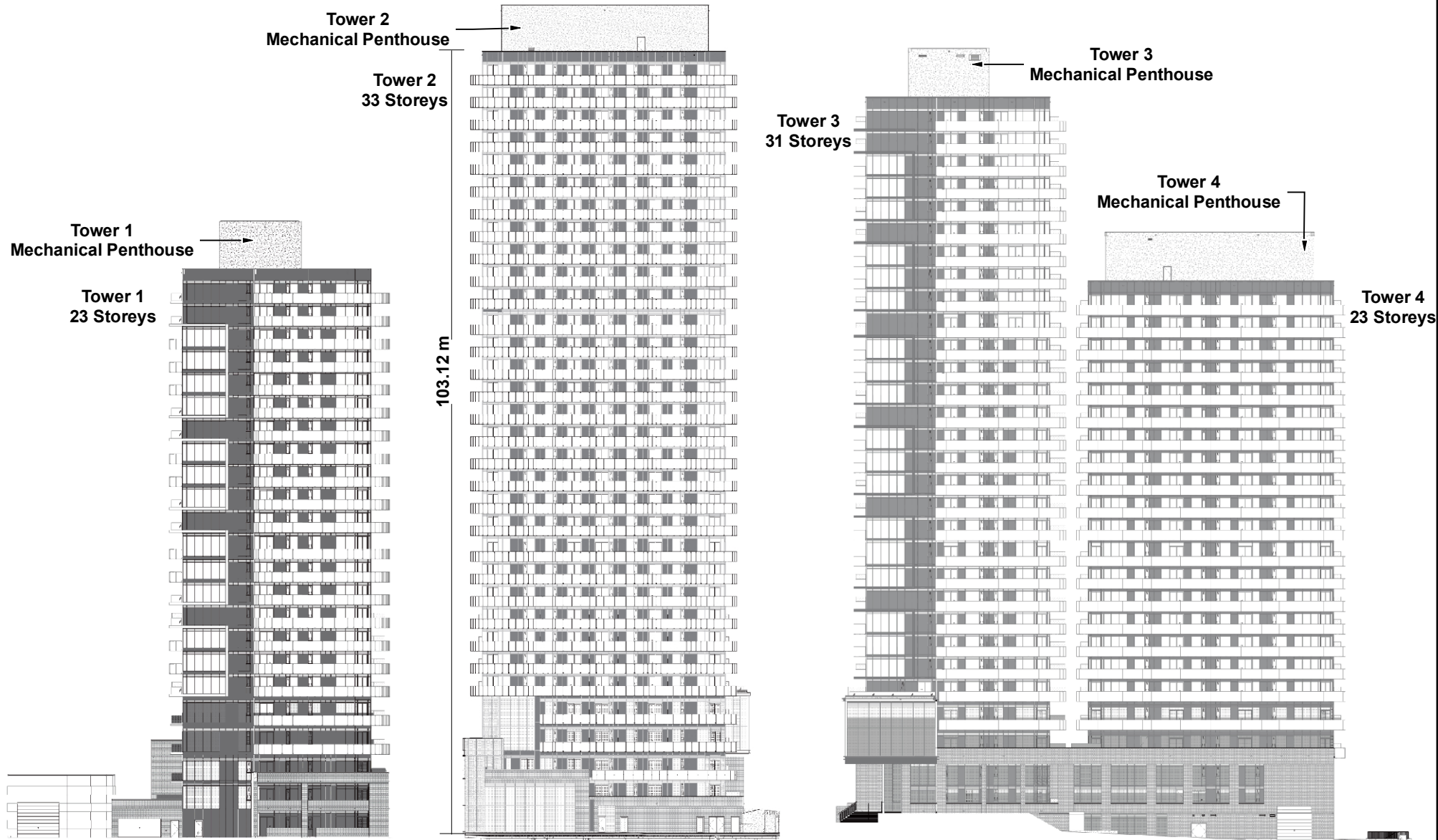
APPLICANT:
Primont (SXSXW1) Inc. and Primont (SXSXW2) Inc.



Attachment

FILE:
OP.24.005
RELATED FILES:
DA.22.066 and Z.23.007
DATE:
November 12, 2024

2



Northwest Elevation of Tower 1

West Elevation of Tower 2

North Elevation of Towers 3 and 4

Not to Scale

Building Elevations

LOCATION:
6, 7, 10, and 11 Flavelle Trail
Part of Lot 1, Concession 7

APPLICANT:
Primont (SXSU1) Inc. and Primont (SXSU2) Inc.




Attachment

FILE:
OP.24.005
RELATED FILES:
DA.22.066 and Z.23.007
DATE:
November 12, 2024

3



 Subject Lands

0 12.5 25 50 Metres

Landscape Plan

LOCATION:
6, 7, 10, and 11 Flavelle Trail
Part of Lot 1, Concession 7

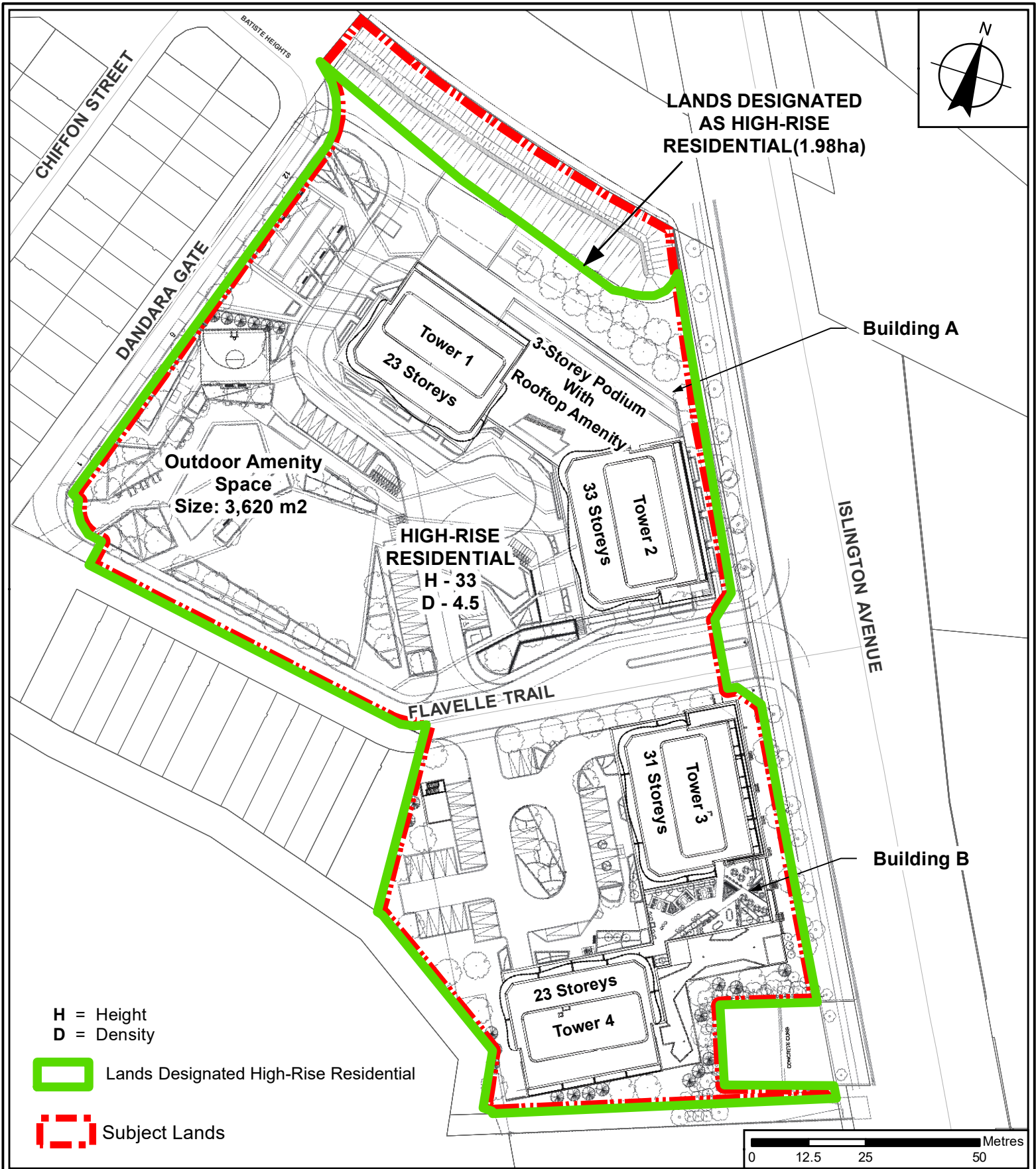
APPLICANT:
Primont (SXS1) Inc. and Primont (SXS2) Inc.



Attachment

FILE:
OP.24.005
RELATED FILES:
DA.22.066 and Z.23.007
DATE:
November 12, 2024

4



Proposed Amendment to Official Plan 2010

Attachment

LOCATION:
6, 7, 10, and 11 Flavelle Trail
Part of Lot 1, Concession 7

APPLICANT:
Primont (SXSW1) Inc. and Primont (SXSW2) Inc.



FILE:
OP.24.005
RELATED FILES:
DA.22.066 and Z.23.007
DATE:
November 12, 2024

5

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: METROLINX INITIATIVES UPDATE – Q4 2024

FROM:

Vince Musacchio, Deputy City Manager, Infrastructure Development

ACTION: FOR INFORMATION

Purpose

To provide a status update of recent Metrolinx activities in Vaughan including Metrolinx's GO Expansion initiatives and the Yonge North Subway Extension Project.

Report Highlights

- Progress on the Yonge North Subway Extension (YNSE) continues, with utility relocation and design investigation ongoing within the Transit Corridor Lands; the opening of a Community Office on High Tech Road; and finalization of an Agreement in Principle (AIP) between MTO and York Region.
- Maple GO station improvements are anticipated to be completed by Q4 2025.
- Due to a lack of project funding, Metrolinx is suspending further work on the Queen Street and Highway 7 Bus Rapid Transit planning process.
- Staff continue to protect for potential GO Station sites on the proposed Caledon-Vaughan GO line.
- The Block 27 Block Plan and Collector Roads Environmental Assessment (EA) are nearing completion.

Recommendations

1. THAT Council receive this report for information.

Background

Significant progress continues to be made on Metrolinx initiatives within Vaughan.

Metrolinx is currently engaged in numerous planning, design, and construction projects in the City. This report will provide updates on the Metrolinx projects noted below:

- Yonge North Subway Extension (Planning/Design/Construction)
- Maple GO Station Improvements (Construction)
- Queen Street – Highway 7 Bus Rapid Transit (Planning)

In addition, there are several ongoing City studies and/or submitted development applications closely linked with Metrolinx projects, including the Block 60E Block Plan and the Block 27 Block Plan and Collector Road Environmental Assessment to support Block 27 Kirby GO Station , which will also be discussed in this report.

Previous Reports/Authority

[Item 3, Report No. 30, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 24, 2024](#)

[Item 4, Report No. 22 of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 25, 2024](#)

[Item 9, Report No. 5, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2024](#)

[Item 8, Report No. 23, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 16, 2023](#)

[Item 3, Report No. 46, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 13, 2022](#)

[Item 6, Report No.16, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 26, 2022](#)

[Item 7, Report No. 6, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on February 15, 2022](#)

[Item 7, Report No. 52, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on November 16, 2021](#)

[Item 12, Report No. 14, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on April 20, 2021](#)

[Item 4, Report No. 51, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on November 17, 2020](#)

[Item 14, Report No. 20, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 27, 2020](#)

[Item 7, Report No. 34, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on November 19, 2019](#)

[Item 12, Report No. 17, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 14, 2019](#)

[Item 9, Report No. 14, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on April 11, 2018](#)

[Item 2, Report No. 41, of the Committee of the Whole \(Working Session\), which was adopted, as amended, by the Council of the City of Vaughan on November 21, 2017](#)

[Item 1, Report No. 19, of the Committee of the Whole \(Working Session\), which was considered at the Council \(Closed Session\) meeting of May 16, 2017, was adopted, as amended, by the Council of the City of Vaughan on May 16, 2017](#)

Analysis and Options

Metrolinx is advancing work on the Yonge North Subway Extension in collaboration with staff.

The [Yonge North Subway Extension \(YNSE\)](#) project extends approximately 8 kilometers (6 km underground and 2 km at-grade) north from Finch Station to the Richmond Hill/Langstaff Gateway Urban Growth Centre at Highway 7, with 5 confirmed stations at Steeles Avenue, Clark Avenue, Royal Orchard Boulevard, Bridge (between Highway 7 & Highway 407) and High Tech Road. The proposed station at Cummer Avenue was not approved due to the availability of funding. The project also includes a train storage facility currently proposed to be located north of High Tech station.

As noted in previous reports to Council, the YNSE project has been split into three (3) separate contracts, each with different timelines and procurement strategies.

Contract 1 – Finch Station Early Works – Completed in December 2023

Contract 2 – Advance Tunnels (AT) – RFP released December 2023. Construction activities and potential impacts on Yonge Street expected to commence in 2025.

As part of staff's ongoing coordination with Metrolinx, the city watermain replacement and upgrade has been approved for inclusion at the Clark Station location to reduce the approval risk of new development due to the availability of water capacity.

Contract 3 – Stations, Rails and Systems (SRS)

Metrolinx has tentatively finalized the elements for each station such as location and number of entrances, bus terminal location and size, streetscaping, etc., based on the engagement with various stakeholders. Staff continue to engage with Metrolinx's proposed station design to refine these elements to ensure they meet the goals of the City and the success of the YNSE projects.

Utilities

Utility relocations, field investigations, construction notifications, property requirements are continuing in advance of the tunneling with anticipated completion date of December 2024 within the Transit Corridor Lands. The City's utilities relocations / replacement discussions are ongoing for the SRS contract, with some sections having been included as part of the AT contract to minimize future impacts to residents, business and new development.

Agreements and updates to Council

Subsequent to the Resource Agreement reached between Metrolinx and the City in Q4 2023, staff continue to negotiate a Main Agreement with Metrolinx which will define the roles and responsibilities of the City and Metrolinx for the YNSE project. Council authority to enter into this agreement will be required at a later date.

Staff are working with Metrolinx, in coordination with the other stakeholder municipalities, to present a Metrolinx YNSE project status update to Council which we are anticipating in Q4-2024 to Q2-2025.

YNSE Community Office

In May 2024 the Yonge North Subway Extension (YNSE) Community Office opened its office to the public, and is located at 295 High Tech Road, Unit 4 in Richmond Hill. Tours are available and include two immersive sound experiences that give community members a chance to hear what's coming to communities along the subway alignment. Office hours are Tuesday between 12:30pm – 4:30pm, Wednesday between 12:30pm – 4:30pm and Thursday between 10:00am – 2:00 pm. The Community Engagement Team also participated in various City of Vaughan events to set up information booths to share YNSE project information.

YNSE Agreement in Principle (AIP)

York Region and the Province have finalized the AIP including a capital contribution of \$1.12B from York Region and the local municipalities. The finalized AIP includes negotiated outcomes covering high-level scope, capital funding contribution, ownership and access provisions, operations and maintenance principles, collaboration, engagement and communications, realty and dispute resolution. For further details see September, 12, 2024, YRRTC Board of Directors Agenda, [Yonge North Subway Extension \(YNSE\) – Finalized Agreements Update](#).

Progress on Maple GO station improvements continues. Construction is scheduled for completion by Q4 2025.

Construction work to improve Maple GO station is underway. Construction is largely complete on the expansion of Eagle Rock Way and the acoustical wall replacement. Elements still under construction include:

- A new west side platform and rehabilitation of the existing east platform; along with commissioning of the pedestrian tunnels connecting both platforms;
- Double tracking from Rutherford GO to McNaughton;
- Watermain replacement/relocation on Simcoe Street & Major Mackenzie Drive and associated surface restoration; and
- A new pedestrian and cycling bridge over Major Mackenzie Drive and new multi-use paths connecting to the existing sidewalk.

Metrolinx is finalizing the preliminary design business case for the Queen Street and Highway 7 Bus Rapid Transit project. This work is being leveraged by the City to initiate an Environmental Assessment to widen Highway 7 between Islington Avenue and Kipling Avenue.

The Queen Street-Highway 7 Bus Rapid Transit (QS7 BRT) project is a proposed rapid transit line in the cities of Brampton and Vaughan. The project's study area covers a 24-kilometre corridor along Queen Street and Highway 7, which would create a crucial east-to-west transit spine connecting the northwest and northcentral sections of the Greater Toronto and Hamilton Area (GTHA).

As a review agency and directly affected municipality with vested interest in shaping its future mobility and managing its growth, the City worked with Metrolinx to confirm the short list of planning and design concepts for Highway 7 between Wigwoss Drive to Kipling Avenue.

Staff have been participating in workshops held by Metrolinx to confirm the shortlist of planning/design concepts to be taken forward for each segment of the corridor and the addition of general-purpose traffic lanes has been requested by the City to be incorporated into the corridor design. Project working group meetings were held throughout 2024.

Metrolinx has communicated to the municipalities involved that the QS7 BRT project is not planned to proceed beyond the current scope of work. The efforts undertaken thus far are crucial as they lay the foundational groundwork necessary to support BRT within the designated study corridor. However, due to the current lack of funding for this project, it is deemed premature to advance the work towards identifying a preferred alternative and achieving a 30% design completion.

Staff will continue to collaborate with Metrolinx and are awaiting formal confirmation regarding the conclusion of the study. In parallel, staff continue to prepare a request for proposal (RFP) for the Environmental Assessment study supporting the widening of Highway 7 between Islington Avenue and Kipling Avenue.

Potential GO Train Stations along the future Caledon-Vaughan GO Line continue to be investigated. The future Rutherford station has been protected for through the Block 60 E Block Plan.

On June 4, 2024 an approval report was submitted to the Committee of the Whole for the Block 60E block plan that identified the protection for the Rutherford station as identified in the Bolton Commuter Rail Service Feasibility Study and future Caledon-Vaughan GO Line, through the use of a Holding Provision (“H” symbol) to identify the station location (see previous reports/authority section).

The future Woodbridge station on the proposed Caledon-Vaughan GO Line has been protected for through an Official Plan Amendment.

On May 16, 2023, Council approved Interim Control By-law 060-2023 in the vicinity of the Kipling Avenue Corridor Secondary Plan and directed staff to undertake a land use study to assess the potential of a GO station along the Caledon-Vaughan GO Line, on Kipling Avenue in Woodbridge.

As per Council direction, Policy Planning and Special Programs staff undertook the Woodbridge GO Station Land Use Study, which assessed the feasibility of a potential GO Station within the study area along the proposed Caledon-Vaughan GO Line. The study determined that a GO Station is feasible within the study area and selected a preferred potential station location. The project included a detailed background review, GO Station technical analysis, Indigenous community engagement, landowner engagement, public engagement, development of the Study, and the introduction of an Official Plan Amendment (OPA) to protect for the potential station location. The study commenced in January 2024, and the final recommendation report and OPA were presented to Committee of the Whole (2) on September 17, 2024 (see previous reports/authority section).

The Block Plan application and Collector Street Environmental Assessment (EA) in the Block 27 Secondary Plan area are currently underway.

The EA for the Collector Street Network and Block Plan application in the Block 27 Secondary Plan area will support the proposed future Kirby GO Station. Participating Landowners within Block 27, collectively known as the Block 27 Landowners Group, Inc., have submitted a Block Plan application for the Block 27 Secondary Plan Area. The Block Plan will serve to implement the policies of the Secondary Plan and establish the basis for subsequent development applications, including the area surrounding the proposed Kirby GO Station, which will be subject to a subsequent City-led Study as required by the Block 27 Secondary Plan. This area is intended to be developed as a transit-oriented community, featuring a range of land uses and transit-supportive densities. Staff proceeded to Committee of the Whole ([Public Meeting](#)) on May 7, 2024, to present the Block Plan for public comment and anticipate a revised submission of the Block Plan from the applicant.

Concurrent to the Block Plan application process, the City and Participating Landowners are collaborating as co-proponents on the Environmental Assessment (EA) for the Block 27 Collector Street Network which advances the street network established in the North Vaughan New Communities Transportation Master Plan (NVNCTMP). The EA is targeted for completion in Q4 2024 and will complete the remaining portions of the

(MCEA) process. The EA will establish the recommended alignments and cross-sections of the collector street network. A Public Information Session took place on November 16, 2022 regarding the EA study.

Financial Impact

N/A

Operational Impact

Staff from Infrastructure Delivery, Development Engineering, and Policy Planning and Special Programs were consulted and contributed to this report.

Broader Regional Impacts/Considerations

N/A

Conclusion

Ongoing work on numerous Metrolinx projects continues to benefit travelers within the City. Staff continue to monitor each of these projects, collaborating and advocating with Metrolinx where their work can be leveraged to meet the City's transportation objectives.

Improved transit services are necessary to provide convenient and sustainable region-wide transportation options, achieving the vision of the City's Transportation Plan. Staff continue to see value in working with local and regional partners to maximize the benefits of major transit projects for the City's residents, businesses and visitors.

For more information, please contact Selma Hubjer, Director of Infrastructure Planning and Corporate Asset Management, ext. 8674.

Attachments

N/A

Prepared by

Winnie Lai, Program Manager, Transportation Innovation and Partnerships, ext. 8192
Gino Martino, Program Manager, Yonge North Subway Extension, ext. 8746
Cameron Balfour, Senior Planner, Policy Planning & Special Programs, ext. 8411
Alicia Jakaitis, Program Manager, Transportation Planning and Research, ext. 8754
Christopher Tam, Manager, Transportation Planning and Engineering, ext. 8702

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: OFF-LEASH DOG AREA PROGRAM UPDATE NOVEMBER 2024

FROM:

Vince Musacchio, Deputy City Manager, Infrastructure Development
Gus Michaels, Deputy City Manager, Community Services
Shanon Kalra-Ramjoo, Acting Deputy City Manager, Public Works

ACTION: DECISION

Purpose

To provide an update on the City's off-leash dog area program and to seek Council approval for implementation of the Ward 5 local off-leash dog area at Pierre Elliott Trudeau Park.

Report Highlights

- In 2021 the City completed a Local Off-leash Dog Area Strategy to guide the provision of off-leash dog areas as a new level of service.
- Over the past several years, the City has made significant strides towards meeting community desire for dedicated off-leash dog areas with a total of nine (9) off-leash dog areas approved city-wide, including six (6) sites that are open and operational, and three (3) additional sites under construction or planned for development.
- Implementation of the local off-leash dog program has been successful, with positive feedback received from the community and continuing requests to establish more off-leash areas.
- Planning, development, and implementation of new off-leash dog areas and improvements follow Standard Level of Service provisions for both Primary and Local off-leash locations.

Report Highlights continued

- Additional off-leash areas beyond what is already Council-approved requires thorough community engagement, cost considerations (operating and capital), and is subject to approved funding and resources.
- Based on community engagement and site selection reviews completed in Ward 5, staff recommend implementing the approved local off-leash dog area for this ward at Pierre Elliott Trudeau Park.

Recommendations

1. That the local off-leash dog area approved for Ward 5 be developed at Pierre Elliot Trudeau Park located at 60 Promenade Circle, Thornhill.

Background

In 2021 the City completed a Local Off-leash Dog Area Strategy to guide the provision of off-leash dog areas as a new level of service within communities city-wide.

Through the local off-leash study process, the City reviewed a number of potential off-leash locations and narrowed them down based on site-specific features, ensuring a city-wide distribution and best-matched site criteria in response to what residents said was important to them.

Key recommendations identified development of one (1) new Primary off-leash dog park at Major Mackenzie Drive and Hwy 27 and six (6) Local off-leash locations. A new Primary off-leash dog park at Mackenzie Valley Park is currently under construction and scheduled to open in Q4 2024. All but one of the six Council-approved Local off-leash locations have been developed and are operational. The remaining location, identified for Ward 5 to serve the Thornhill Community, required additional consideration and community consultation with a recommended location identified in this report.

Furthermore, the study identified improvements to be made at the Primary off-leash dog area at Concord Thornhill Regional Park (which are currently in-progress), as well as the creation of a new Primary off-leash dog area at the North Maple Regional Park to be included in the planning of future phases of park development.

Implementation of additional off-leash areas beyond what is already Council-approved requires thorough community engagement, cost considerations (operating and capital), and is subject to approved funding and resources.

The 2021 Strategy identified sites for development of additional local off-leash locations in Blocks 11, 12 and 18 using the established site selection criteria. A local off-leash

area has been identified in Block 18 within the future Martin Tavares Park (currently under construction and planned for completion in 2026) and an off-leash area in Block 11 as part of future Phase 2 development of Crimson Forest Common. The proposed local off-leash location in Block 12 at Clearview Park was not supported by the community and is no longer included in the City’s park development plans.

Finally, the study also recommended that the local off-leash dog areas be reviewed by staff over a two-year period and evaluated for effectiveness and opportunities for improvements and that staff report back on all approved sites.

Previous Reports/Authority

[Local Off Leash Dog Area Strategy](#), Item 3, Report No. 31 of the Committee of the Whole (Working Session), June 2, 2021

[CL0622-21 C40 \(PDF\)](#)

[Local Off-Leash Dog Area Strategy Project Updates | City of Vaughan.](#)

Analysis and Options

Over the past several years, the City has made significant strides towards meeting community desire for dedicated off-leash dog areas across the City

The City’s parkland inventory now includes a total of nine (9) approved off-leash dog areas city-wide, including six (6) sites that are open and operational and three (3) additional sites under construction or planned for development as detailed below:

	Location	Address	Ward	Type	Status
1.	Mackenzie Glen District Park	220 Cranston Park Ave.	1	Local	Open
2.	Legion Park	70 Legion Court Rd.	2	Local	Open
3.	Mackenzie Valley Park	5851 Major Mackenzie Dr.	2	Primary	Under construction (completion in Q4 2024)
4.	Giovanni Caboto Park	75 Matthew Dr.	3	Local	Open
5.	Matthew Park	1 Villa Royale Ave.	3	Local	Open
6.	Sugarbush Heritage Park	91 Thornhill Woods Dr.	4	Local	Open
7.	Martin Tavares Park	130 Martin Tavares Way	4	Local	Under construction (completion in Q4 2026)

8.	Ward 5 Location TBD ¹	60 Promenade Circle	5	Local	Planned (for construction 2025)
9.	Concord Thornhill Regional Park	299 Racco Pkwy.	5	Primary	Open (improvements in progress)

Note: 1. Recommended for implementation at Pierre Elliott Trudeau Park, Thornhill

In addition to the above sites, two (2) off-leash dog areas have been identified for future development in the coming years including a primary off-leash dog park at North Maple Regional Park (Ward 1), and a local off-leash dog area at Crimson Forest Common (Ward 4).

Responsibility for the off-leash dog area program is shared across several departments including By-Law and Compliance, Licensing and Permit Services; Parks, Forestry, and Horticulture Operations; and Parks Infrastructure Planning and Development.

By-Law and Compliance, Licensing and Permit Services

- Responsible for Enforcement of off-leash dog areas including:
 - Animal Control By-law (pet licensing, bite investigation)
 - Off-leash Zone Provisions:
 - (a) no Dog under the age of four months is permitted;
 - (b) no Dog shall be left unattended;
 - (c) Owners or Custodians of Dogs must carry a Leash for each Dog at all times;
 - (d) no person shall have more than three (3) Dogs per visit;
 - (e) no person shall bring any Biting or Menacing Dog or Pit bull;
 - (f) Dogs shall be spayed or neutered.

Parks, Forestry & Horticulture Operations

- Responsible for routine maintenance of off-leash dog areas including:
 - Grass mowing and restoration;
 - Fence and gate repairs;
 - Garbage collection; and
 - Snow clearing (parking)
 - Engineered wood fiber installment and top up

Parks Infrastructure Planning & Development

- Responsible for the overall planning, design, and development of new off-leash dog areas and major capital improvements, including:

- Off-Leash Planning Strategy
- Site selection process
- Community consultation on future sites
- Capital project development and budget

Implementation of the local off-leash dog program over the past several years has been successful, with positive feedback received from the community and continuing requests to establish more off-leash areas.

Positive feedback received by staff include comments from residents that the off-leash areas provide good opportunities for dogs to exercise and socialize together. They also provide a hub of activity for neighbours to meet and engage with each other. Repeated comments received by staff continue to be requests for the City to establish more off-leash areas at the local level. While staff agree that overall, the program can be considered a success, off-leash areas require regular oversight, enforcement, education, maintenance, and repairs. Consideration of additional sites will require a review of staff resources as well as operating and capital funding requirements.

Some areas for improvement and further consideration include site surfacing (worn grass, mud, potholes from dogs digging), noise and lighting impacts to adjacent residential properties, and requests for more amenities such as shade shelters, water access (drinking and cleaning), waste bags, and parking.

Enforcement Overview and Statistics

- 2023:
 - Contraventions - 34
 - Bites - 5
 - Charges Laid – 13
- 2024 (data to October 28, 2024):
 - Contraventions – 28
 - Bites – 6
 - Charges Laid – 5

Planning, development, and implementation of new off-leash dog areas and improvements follow Standard Level of Service provisions for both Primary and Local off-leash locations.

Primary off-leash dog areas are larger in size (up to 1 hectare in size). Due to their size, they are typically located in destination parks such as District, and Regional Parks, and

are expected to serve a larger number of residents compared to a local off-leash dog area. For this reason, they are likely to be a drive-to facility in addition to walking or biking and require parking and lighting to support their use.

Local off-leash dog areas are planned at the community level situated in neighbourhoods and are therefore typically smaller in size (up to 0.25 hectares in size). They are expected to serve the residents who live in the neighbourhood and are more easily accessed by foot.

The Standard Level of Service provisions for both Primary and Local off-leash areas are as follows:

Standard Level of Service	
Primary off-leash dog areas	Local off-leash dog areas
<ul style="list-style-type: none"> • 1.5 m high perimeter fencing • natural turf surfacing with engineered wood fibre for part of the area • separate enclosures and entrances for small dogs (less than 11 kg/24 lbs) and large dogs (more than 11 kg/24 lbs) • a minimum of two double gate entries • site furnishing (seating, trash, recycling and dog waste bins incl. possible in-ground units) • code of conduct and educational signage • entry and leaving area signs • parking area • pathway and entrance lighting • notice board or kiosk • shade structure • shade tree planting 	<ul style="list-style-type: none"> • 1.5 m high perimeter fencing • natural turf surfacing with engineered wood fibre for part of the area • separate enclosures and entrances for small dogs (less than 11 kg/24 lbs) and large dogs (more than 11 kg/24 lbs) • a minimum of two double gate entries • site furnishing (seating, trash, recycling and dog waste bins) • code of conduct and educational signage

Note: Waste Bag dispensers were once offered but have since been removed due to unexpectedly high utilization by users.

Enhanced Level of Service:

It is recommended that items associated with higher capital and maintenance costs may be considered through sponsorship or donations from an affiliated organization or through special funding or grants and/or through the city's budget process as required:

- Water Fountain
- Lighting at local off leash dog areas
- Additional shade structures
- Artificial turf and rubber surfacing

Decorative fencing: Standard chain-link fencing may be upgraded to decorative fencing (e.g. Omega fencing) within context specific locations such as heritage conservation district areas.

An inground garbage container system will be piloted at Mackenzie Valey Park with a Third Party pickup and disposal program. The program will be assessed for cost and operational efficiencies and user feedback to consider for potential scale up to other off-leash dog areas where feasible and supported by associated funding.

Although desirability for agility equipment was identified through the community consultation process, this equipment should only be used in a proper training environment, and not by amateurs for play. Staff have concerns that unsupervised use will lead to the risk of injury when equipment is improperly used.

Based on community engagement and site selection reviews completed in Ward 5, staff recommend implementing the approved local off-leash dog area at Pierre Elliott Trudeau Park.

Extensive consultation was conducted since 2022 to identify a location west of Bathurst Street for implementation of the Council-approved local off-leash dog area for Ward 5. Three locations were selected for public input located at York Hill District Park (330 York Hill Blvd.), Winding Lane Park (580 York Hill Blvd.) and Gallanough Park (21 Springfield Way). A community survey conducted in 2022 received 1115 respondents recorded, the majority of which residing within Ward 5. The survey results demonstrated a slight favour for the York Hill District Park location among the three proposed locations, however, staff detailed review of the recommended location, configuration, design and details of the proposed York Hill site concluded that further sites in Ward 5 be assessed for their feasibility including alternative locations in Thornhill. Through this additional analysis, staff are recommending Pierre Eliot Trudeau Park to service the Thornhill community.

Financial Impact

Funding to implement the approved Local off-leash dog area at Pierre Elliott Trudeau Park is included in the 2025 Budget submission.

Operational Impact

When viewing the off-leash dog area program from an operational lens, the largest impact is the wear and tear of the sod leaving muddy surfacing. This is both the most common concern vocalized by residents through Service Vaughan and as well as outlined in the dog park section of the park inspection. To remedy constant sod replacement, engineered wood fibre (safety surfacing used in playgrounds) has been added at the entryway of some locations and is recommended to be used at all new off-leash areas moving forward. Parks Operations continues to perform bi-weekly cutting and trimming, frequent garbage collection (4-7 days a week depending on the park), and fence repairs as needed.

Broader Regional Impacts/Considerations

None

Conclusion

With the significant development of the off-leash dog area program over the past several years, City staff continue to learn more about the routine operation and management of these facilities. Overall feedback received has been positive, with the roll out of additional locations subject to Council approval and meeting site selection criteria and available funding for both capital, operations, and management. Following the completion of additional site reviews and community engagement, staff recommend developing the approved Local off-leash dog area in Ward 5 at Pierre Elliott Trudeau Park.

For more information, please contact:

Jamie Bronsema, Director, Parks Infrastructure Planning and Development, ext. 8858
Shanon Kalra-Ramjoo, Director, Parks, Forestry and Horticulture Operations, ext. 6308
Susan Kelly, Director and Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, ext. 8952

Attachments

1. Off-leash Dog Area Location Plan

Prepared by

Carmine Mainella, Manager, Parks, Forestry and Horticulture Operations, ext. 6500

Chris Silk, Manager, Animal Services, ext. 8992

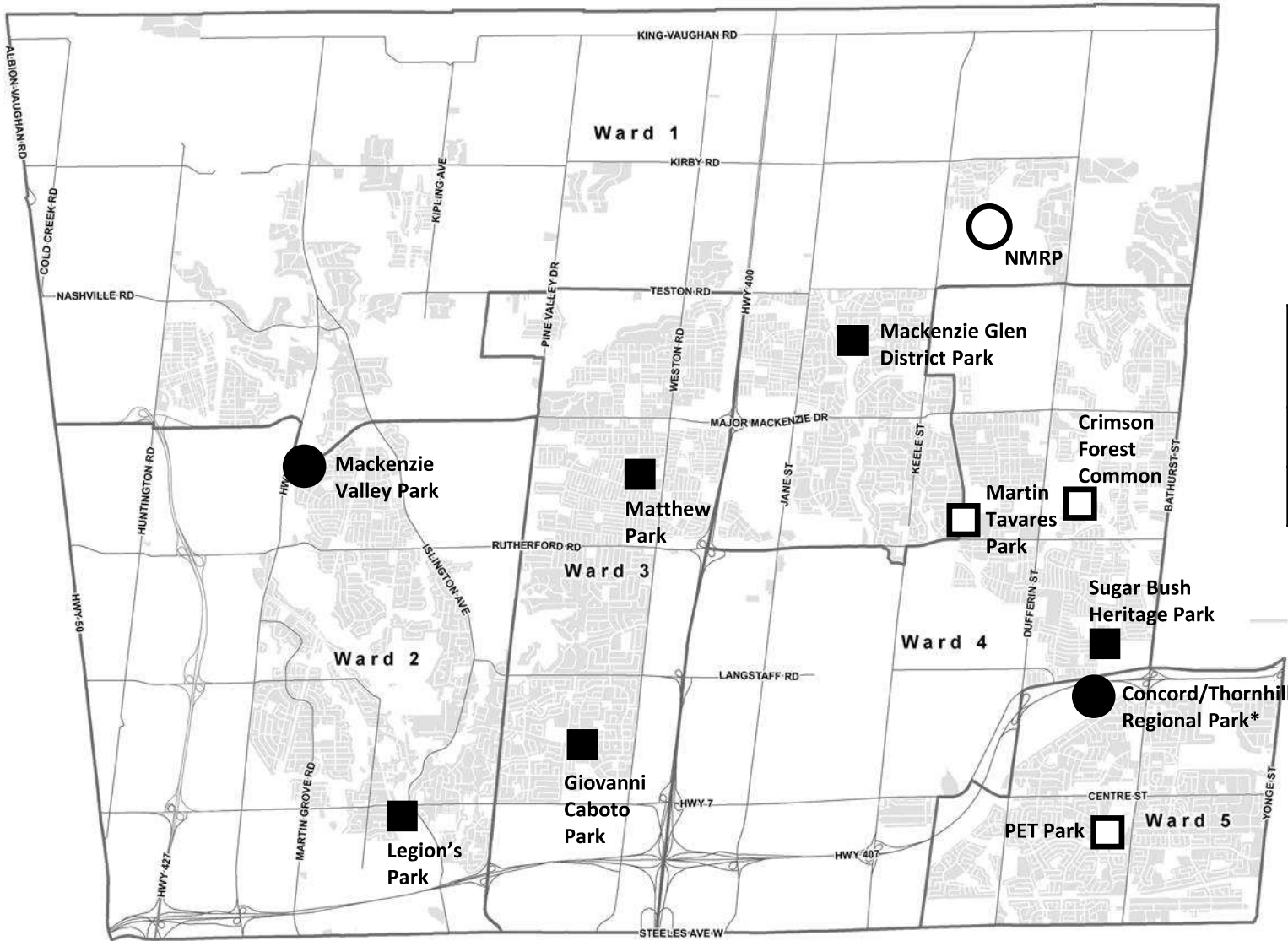
Marlene Hackson, Supervisor, Animal Control, ext. 8708

Melinda Richardson, Program Coordinator, Parks Operations, ext. 6917

Michael Habib, Senior Manager, Parks Infrastructure Planning and Development, ext. 8092

Walter Fischer, Manager, Parks Infrastructure Planning and Development, ext. 8861

Off-Leash Dog Area Location Plan



Year	New Local Off-Leash Area	Primary Off-Leash Dog Area
Existing	■	●
Planned	□	○

*Accessibility and lighting enhancements completed in 2024.



Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: USE OF DRONES FOR BY-LAW ENFORCEMENT

FROM:

Gus Michaels, Deputy City Manager, Community Services

ACTION: FOR INFORMATION

Purpose

This report is a follow-up to the report of September 2023, on the use of remotely piloted aircraft i.e., 'drones', for conducting by-law enforcement activities.

Report Highlights

- Drones are one of numerous tools that can be used in the course of conducting by-law inspections and investigations.
- Staff undertook a cost-benefit analysis for the use of drones, in line with the type of assessment normally carried out when considering the use of other enforcement tools.
- Based on the cost-benefit analysis, at this time, staff are not recommending the purchase of drones to conduct by-law enforcement activities.

Recommendations

1. That City Council receive this report for information.

Background

As a follow-up to a report in September of 2023 that examined the application of drones in a wide variety of activities, this report provides additional information and analysis with respect to the potential for the use of drones in the delivery of enforcement services.

Laws which apply to drone usage

As explored in more detail in the previous [report](#), there are a myriad of laws that govern drone use, such as [Canadian Aviation Regulations](#), [Criminal Code of Canada](#), [Trespass to Property Act](#), [Canadian Charter of Rights and Freedoms](#) and the City's [Parks By-law](#), all of which emphasize both safety and respect for privacy of people and property. However, used judiciously and within the confines of the powers of entry granted through legislation (e.g., the *Municipal Act* and the *Planning Act*), staff are confident that drone technology can be used to assist in by-law inspections and investigations.

How drones are being used in the City and Region

City staff are already using drones in a variety of applications, including photography and filming to create promotional media, and to track the development of infrastructure. City staff also collaborate with the Regional Municipality of York (the Region) and York Regional Police (YRP), who use drones for various purposes, such as mapping and emergency response. When flying over private property, the Region obtains permission from property owners prior to doing so, along with confirmation of when drone flying will take place. YRP, acting within the bounds of its authorities, similarly use drones for gathering evidence while operating in line with all Canadian and provincial laws. The City of Vaughan currently does not use drones in its by-law enforcement activities.

Other municipalities and drone usage

Staff reached out to over 20 Canadian municipalities to see if they are using drones for non-emergency municipal law enforcement. While many are using drones for similar purposes to Vaughan, such as media development, mapping and emergency responses, most who responded are not using drones in municipal law enforcement activities; this includes: Mississauga, Oshawa, Ottawa, Pickering, Regina, Richmond Hill, Toronto and Yellowknife.

The Ontario municipality of Kawartha Lakes is a notable exception, using drones in some of their zoning and property standards enforcement activities. It should be noted that Kawartha Lakes is a geographically large, rural municipality, with a population of approximately 80,000 (with an overall population density of 26 people per square kilometre, compared to a population density of 1,186 people per square kilometre in Vaughan). While drones are used across the entire municipality, they have been particularly useful to access rural, woodland or otherwise more difficult-to-access properties.

Of those cities that do not use drones for municipal law enforcement, some did express interest in using drones to enhance their ability to reach hard-to-reach places, such as

to inspect the exteriors of houses or buildings for compliance with property standards, to fly over large properties, woodlands, and properties which have large bodies of water, or in a situations where there is deemed to be a higher risk to staff.

Previous Reports/Authority

[Extract from the Council Meeting Minutes of September 26, 2023 \(Item 9, Report No. 37 of the Committee of the Whole\)](#)

Analysis and Options

In making operational decisions as to how to best deliver services, staff consider a number of factors:

- Alignment of the program or service with the strategic priorities of Council and its relative priority (i.e., how important is this?);
- The most effective way of implementing the program or delivering the service (i.e., how do we obtain an optimal outcome?);
- Given resource constraints, the most efficient and economical way to implement the program or deliver the service, balancing this against the need to address other identified priorities (i.e., how do we ensure best value for money?);
- Selecting a suite of tools that will most optimally achieve the above factors (i.e., what's the best way to do our work?);
- Continuing to monitor socio-economic and other trends that may impact how a program or service is best delivered and compare this against the ongoing evolution of new approaches, including technology (i.e., what's new and how can we improve?).

By-law enforcement is clearly aligned with Council's strategic priority of ensuring Community Safety and Well-being. This priority has as its principal goal to foster a high quality of life in Vaughan through safe and healthy communities. In addition, property-related by-law enforcement also is an integral component of moving forward Council's strategic priority of City Building (e.g., by ensuring compliance with land use) and Environmental Sustainability (e.g., by enforcing responsible water use practices and supporting tree canopy protection).

Optimal outcomes are obtained by working with other departments and external partner agencies (such as YRP, TRCA, York Region Public Health) to leverage technical expertise, differing authorities, the use of technology and other tools, and the diversity of regulatory approaches. The most effective way of implementing an initiative or delivering a service also includes ensuring that safe, best practices are used and that the exposure (business, financial, legal and reputational) to the City is minimized.

These priorities and objectives need to be considered in relation to each other and staff need to make decisions, both strategic and operational, that will yield best results across its entire gamut of activities. This includes the use of specific tools, including a myriad of technological tools, for delivering results. The more specific the application of a tool, the greater the economical scrutiny. In other words, staff generally prefer to adopt tools that can be used across a number of applications as opposed to highly specialized tools that can only serve one purpose. Thus, staff always consider the economy of alternatives, especially if those alternatives also offer more versatility and thus a better return on investment.

When considering the use of in-house drones for conducting by-law inspections or investigations, a case can be made for their use under certain circumstances, as the images obtained from overhead images may offer a broader perspective of the conditions or circumstances being regulatorily addressed. However, at the same time, in most instances such perspectives, while perhaps useful, are rarely critical. Thus, the benefit of using drones is ultimately mitigated when considered in terms of whether enforcement staff can still effectively conduct inspections and investigations.

In addition, purchasing a drone for in-house by-law enforcement use is likely to have some significant costs. These costs include the purchase of the hardware, training of staff, IT capacity upgrades, and ongoing maintenance and repairs. Thus, in the initial year of implementing the purchase of an in-house drone for by-law enforcement purposes, staff estimate the cost to be over \$56,000, with ongoing annual costs to exceed \$40,000.

Other considerations

Aside from the direct outlays involved in the purchase of a drone, there would also be a series of less tangible costs associated with the administration aspect of using a drone for by-law enforcement. These costs would include the development of standard operating procedures (SOPs), and some related training, for the appropriate use of drones for gathering information and evidence (including any required notification requirements), the storage and use of photographic and video images, and the release of such information as part of legal disclosure.

How drones may be used in enforcement activities

There is little doubt that there are a number of potential applications for drones in by-law enforcement. These potential applications will also likely expand, as technology improves, service demands increase and become more complex, and the use of drones becomes more commonplace. However, their effectiveness will always have to be scrutinized vis-à-vis the use of other tools and processes in order to ensure that

programs and services are being delivered, not only effectively, but also with the most value for money in mind.

As a result, at this time, staff believe that the benefits of using drones in enforcement are limited, with the costs (i.e., purchase, maintenance, officer certification and likely job reclassification, insurance, technological, etc.) outweighing those benefits. Staff are of the opinion that in those few cases where the use of drones may make a material difference to the favourable outcome of an investigation, the appropriate resources may be procured from a professional service provider. With that said, as technology and societal trends progress, staff will continue to assess whether the use of drones, as well as other tools, can improve the delivery of programs or services.

Financial Impact

There are no financial implications as a result of the recommendation of this report.

Operational Impact

This report was prepared in consultation with Legal Services. There are no anticipated operational impacts as a result of the recommendation of this report.

Broader Regional Impacts/Considerations

City staff will continue to contract and/or operate drones in line with the regulatory requirements and practices of other levels of government.

Conclusion

This report is a summary of staff considerations of how to best deliver programs and services to the public, in line with City Council's priorities of Community Safety and Well-being, City Building, and Environmental Sustainability. In so doing, staff work in collaboration with regional, provincial, and federal partners to leverage expertise and resources. Staff also assess and evaluate its suite of enforcement tools to ensure that it is able to meet service demands from the community in the most effective and economical way. And although staff are of the opinion that purchasing a drone for use in by-law enforcement has limited value and significant costs at this time, staff will continue to consider use of drones for by-law enforcement over time, as the City's needs grow and services and technology continue to evolve.

For more information, please contact: Susan Kelly, Director of By-Law and Compliance, Licensing and Permit Services, ext. 8952.

Attachments

N/A

Prepared by

Rudi Czekalla-Martinez, Manager, Policy and Business Planning, ext. 8782
Carol Ramchuram, Regulatory Policy Analyst, ext. 8783

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: ECONOMIC DEVELOPMENT MARKETING AUTHORITY

FROM:

Zoran Postic, City Manager

ACTION: DECISION

Purpose

Whereas Economic Development (EcDev) is tasked with raising the profile of the City of Vaughan as a destination for talent, visitors, trade, and investment, staff are seeking authority to enter into marketing-related service agreements that support the delivery of the Vaughan Economic Development Action Plan.

Report Highlights

- Economic Development routinely undertakes marketing and promotional campaigns that raise the City's profile as a destination for talent, visitors, trade, and investment in its key sectors.
- Economic Development and Procurement Services have undertaken a comprehensive review of the City's Corporate Procurement Policy and identified the need to exempt certain Economic Development service agreements to effect efficient business operations.
- Exempting these agreements from the procurement process is consistent with industry practice and business efficiency. City of Vaughan staff have undertaken a benchmark review of other municipalities exempting similar services from their procurement policies and by-laws, including the Region of York, the Region of Durham, the City of Hamilton and the City of Toronto.
- As a result, Staff are also recommending that they be authorized to enter into these agreements where their value does not exceed \$75,000.00 and where funding has previously been approved through the budget process.

Recommendations

1. THAT the Chief, Communications and Economic Development and their delegate, be authorized to enter into, renew, amend and terminate agreements that support the City's marketing initiatives, as further described in this report;
2. THAT the Corporate Procurement Policy (15.C.03) be amended to exempt marketing and advertising services that promote the City's marketing initiatives; and
3. THAT all necessary by-laws be enacted.

Background

To improve business efficiency, Staff have identified the need to exempt certain marketing and advertising agreements from the procurement policy and, in turn, seek authority to enter into these agreements, up to a capped value of \$75,000.00 where budget funding has been pre-approved. It is proposed that the Director, Economic Development will maintain authority for up to \$50,000 while the Chief, Communications and Economic Development will be granted authority up to \$75,000.00.

Previous Reports/Authority

Committee of the Whole (Working Session) Report, [Vaughan Economic Development Action Plan, 2023-27](#), April 10, 2024.

Analysis and Options

Economic Development routinely undertakes marketing and promotional campaigns that raise the City's profile as a destination for talent, visitors, trade, and investment in its key sectors.

EcDev relies on various programs and services to attract new businesses, residents, visitors, and interest in trade with local firms. These programs and services include significant marketing, education, promotional, and intelligence-sharing tactics, which require purchasing space in various media outlets. Examples of this work include advertorials, boosted social media posts, promotional signage, video development and placement, etc.

The Council-approved Vaughan Economic Development Action Plan, 2024-7, directs the department to promote Vaughan's economy as transformative, ambitious and purpose-driven.

As part of the Action Plan, EcDev works to:

- Promote Vaughan's main streets, employment centres, industrial parks, and corridors.
- Build international relations with gateway economies.
- Empower Council and our community leaders to champion local economic development.

These undertakings often require the execution of various agreements.

Staff routinely execute agreements related to various advertising, marketing and promotion of the City, which provide Vaughan with visibility, profile, credibility, exhibition and/or exposure to a target audience. Given that they are currently captured under the City's Procurement Policy, and provided the value of many of these undertakings, these are often procured as Single Source non-competitive procurements. Examples of these procurements are:

- Event-, organization-, venue-, team- and/or association-related advertising/marketing/sponsorships (including both B2B and B2C audiences) for events and organizations with a relevant local, provincial, national, international and/or virtual reach/presence.
- Advertising in print, digital, and/or broadcast media and publications, including but not limited to newspapers, magazines, out-of-home, flyers, brochures, advertorials, website, social media, apps and games, affiliate, influencer, electronic newsletters, video, radio, television, etc.; and
- Agreements for secondary market research reports and datasets.

Exempting these agreements from the procurement process is consistent with industry practice and business efficiency. City of Vaughan staff have undertaken a benchmark review of other municipalities exempting similar services from their procurement policies and by-laws, including the Region of York, the Region of Durham, the City of Hamilton and the City of Toronto.

The City's Procurement Services Department has conducted benchmarking and confirmed that many of our municipal counterparts procure similar marketing and advertising opportunities either through non-competitive procurements or they are exempted from their respective procurement policies, as Staff are recommending in this case. For example, other municipalities exempt similar services from their procurement policies and by-laws, including the Region of York, the Region of Durham, the City of Hamilton and the City of Toronto.

As a result, Staff are recommending that the City's Corporate Procurement Policy be amended to exempt marketing and advertising services that promote the City's marketing initiatives. By exempting these services from the Corporate Procurement Policy and providing Staff authority to enter into these arrangements up to a value of \$75,000.00, the City is afforded greater opportunity for business efficiency and permits the City to capitalize on marketing opportunities with quicker turnaround times. The authority would be capped at \$75,000.00 and funding must have previously been allotted for in approved budgets.

Financial Impact

None.

Operational Impact

Delegation of authority for these transactional agreements improves business efficiency. Staff from all affected departments have reviewed and provided input for this report.

Broader Regional Impacts/Considerations

N/A

Conclusion

An exemption from the City's Corporate Procurement Policy, together with authority to enter into agreements valued at no more than \$75,000.00, are recommended for the reasons provided above.

For more information, please contact: Raphael Costa, Director, Economic Development, x. 8891

Attachments

N/A

Prepared by

Raphael Costa, Director, Economic Development, x. 8891

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: TOURISM HOST IN VAUGHAN GRANT – 2024 FALL-WINTER
FUND RECOMMENDATIONS

FROM:

Zoran Postic, City Manager

ACTION: DECISION

Purpose

On behalf of the Tourism Vaughan Corporation (TVC) Board of Directors (TVC Board), this report seeks Council ratification of the recommendations to fund four organizations for projects proposed under the Tourism Host in Vaughan Grant program in the total amount of \$21,525, as funded from revenues collected under the Vaughan Municipal Accommodation Tax (MAT) and as adopted by the TVC Board on October 23, 2024.

Report Highlights

- Six applications for support from the program were received by TVC between August 27 to September 30, 2024.
- The submissions were reviewed by a committee of adjudicators, including members of the Tourism Vaughan Advisory Committee (TVAC) and representation from the City of Vaughan Events team.
- On October 23, 2024, the TVC Board of Directors adopted the recommendations to fund four organizations for projects proposed under the Tourism Host in Vaughan Grant program in the amount of \$21,525 out of the total \$230,000 available in 2024, subject to the approval of TVC's Voting Member, Vaughan City Council.
- Based on the application details submitted by these four applicants, it is projected that these organizations will invest over \$215,000 in direct spending in the local economy in order to execute on their projects, representing an overall dollar value of investment leveraged ratio of 10:1 on the \$21,525 in contributions that the Host in Vaughan grant program will invest.

Recommendations

1. THAT the four projects presented in Table 2 in this report be approved to receive funding from the Tourism Vaughan Corporation through the Host in Vaughan Grant program, conditional on confirmation with each applicant of satisfactory proof of their: special events permit status, insurance, venue confirmation, prior year financials, and status of good standing with the City of Vaughan; and
2. THAT the Office of Communications and Economic Development utilizes corporate communications resources and channels to promote the approved bylaw and permit compliant activations in Vaughan.

Background

The Tourism Vaughan Corporation (TVC) is Vaughan's destination marketing and development organization (DMO) with the mission to develop and promote Vaughan as a tourist destination for visitors and business travelers. To achieve these goals, the TVC's plan and budget utilize 50% of the revenues generated by the Vaughan Municipal Accommodation Tax (MAT) pursuant to By-law 029-2019.

As a municipal services corporation, the TVC is operated by city staff within the City of Vaughan's Economic Development Department in the Office of Chief, Communications and Economic Development (City Manager's Office).

The TVC is guided by the following Council-approved initiatives:

- The City of Vaughan's Term of Council Strategic Plan
- The Economic Development Action Plan
- The Tourism Vaughan Action Plan
- The Vaughan Destination Master Plan

On March 19, 2024, Council approved the 2024 TVC Action Plan and the introduction of the inaugural intake for the Host in Vaughan Grant program and on June 25, 2024, Council approved 17 projects in the amount of \$125,000 as a result of that inaugural intake.

The Host in Vaughan Grant aims to enhance tourism across Vaughan by encouraging visitation and participation at local events. It also encourages strong partnerships between stakeholders in the Vaughan tourism sector. This program aims to grow existing events and projects in Vaughan and attract new activations to the city.

Consideration is given to projects that meet the following objectives:

- Delivery of events, product packages and thematic campaigns that support tourism in Vaughan

- Demonstrated traction for the project to draw participants and visitors into Vaughan from greater than 40 kilometres away
- Events, activities and programs must take place in the city of Vaughan
- Proposed events and activations encourage residents to participate in their community and generate a sense of pride of place in the city of Vaughan
- The project promotes inclusivity, cross-cultural collaboration and participation of a diversity of groups and organizations in the city of Vaughan

The full program guidelines are included as Attachment 1.

Council approved that \$230,000 of TVC’s annual budget be set aside for fund recommendations in 2024, which is fully-funded through revenues collected under the Vaughan Municipal Accommodation Tax (MAT). The funding categories and corresponding funding levels are identified in Table 1, below.

Table 1: Host in Vaughan Grant funding categories

Category	Available funding per project/applicant
Sports Events (sanctioned)	Up to \$15,000 or up to \$25,000 for International
Business Conferences	Up to \$5,000 or up to \$10,000 for National/International
Tourism Partnerships	Up to \$10,000
Major Festivals and Events	Up to \$10,000
Community Activations	Up to \$5,000

Previous Reports/Authority

[Committee of the Whole \(2\) Report Extract – Tourism Host in Vaughan Grant – 2024 Fund Recommendations \(June 18, 2024\)](#)

[Committee of the Whole \(2\) Report Extract – Tourism Vaughan Action Plan - 2024 \(March 19, 2024\)](#)

[Committee of the Whole \(Working Session\) Report Extract – Vaughan Economic Development Action Plan, 2023-27 \(April 10, 2024\)](#)

[Committee of the Whole \(2\) Report Extract - Strengthening and Advancing Small Business and Entrepreneurship Services \(March 8, 2022\)](#)

[Committee of the Whole \(2\) Report Extract - Vaughan Destination Master Plan \(October 13, 2021\)](#)

[City of Vaughan By-Law 029-2019 - Municipal Accommodation Tax](#)

Analysis and Options

Six applications for support from the program were received by TVC between August 27 to September 30, 2024, and four are being recommended for approval to receive funding support.

The program received submissions under the following categories:

- Two Community Activations (one recommended for funding)
- One Tourism Partnership
- Two Major Festivals (two recommended for funding with one of those re-evaluated as a Community Activation)
- One Sports Event (one recommended for funding)

The submissions were reviewed by a committee of adjudicators, including members of the Tourism Vaughan Advisory Committee (TVAC) and representation from the City of Vaughan Events team.

On October 23, 2024, the TVC Board of Directors adopted the recommendations to fund four organizations for projects proposed under the Tourism Host in Vaughan Grant program in the amount of \$21,525 out of the total \$230,000 available in 2024, subject to the approval of TVC's Voting Member, Vaughan City Council.

The four organizations and associated projects recommended for funding support by the committee of adjudicators are summarized in Table 2 below.

Table 2: Host in Vaughan Grant funding recommendations

Applicant/Organization	Project/Event Name	Amount Recommended
The ChaBaD House	Unity Simchas Bais Hashoeva	10,000
Jewish Russian Speaking Community of Toronto	Chanukah Wonderland – Festival of Light	5,000
Kleinburg BIA	Tree Lighting	5,000
Steel Peak Climbing & Ninja	Canadian Ninja League Stage 1 Qualifier	1,525

The disbursement of funds for any approved applicant is conditional on confirmation with each applicant of satisfactory proof of their: special events permit status, insurance, venue confirmation, prior year financials, and status of good standing with the City of Vaughan.

This is in alignment with the Council-approved recommendation on March 22, 2022, that the Manager, [Economic Services] (or designate) or City Clerk be authorized to execute agreements, as required during the 2022-2026 time frame related to awarding grants and/or sponsorship funding to eligible individuals and organizations through programs funded by the Federal Government, Province of Ontario, Regional Municipality of York, or non-governmental organizations (NGOs), and administered by the City of Vaughan.

Approved recipients will receive an initial disbursement of 75 per cent of the approved funding amount which will be released to the recipient no earlier than 45 days prior to the start of the project. The remaining 25 per cent will be held back and will only be released upon receipt and successful acceptance of the final report.

Based on the application details submitted by these four applicants, it is projected that these organizations will invest over \$215,000 in direct spending in the local economy in order to execute on their projects, representing an overall dollar value of investment leveraged ratio of 10:1 on the \$125,000 in contributions that the Host in Vaughan grant program will invest.

It is anticipated that demand for funding support will only continue to increase and that the amount of funding requested from the Host in Vaughan grant will continue to exceed the available funding envelope.

During both the current and inaugural cycles of intake for the 2024 program year, applicants requested a total of \$335,367 out of the \$230,000 total available funding envelope. As the demand increases, the program will have to seek additional sources of funding to keep up with demand. This should also be taken as a reminder that current funding recommendations should not be seen to set a precedent for subsequent decisions in future years. Increasing demand will result in increasing competition which implies that organizations selected to receive funding in one particular intake period may not end up qualifying in the same way in a future intake period, especially if other applicants can demonstrate better alignment to the fund objectives.

Financial Impact

There is no financial impact to the municipal tax base. Fund recommendations are allocated from the Council-approved 2024 TVC Action Plan and budget, which is fully-funded through revenues collected under the Vaughan Municipal Accommodation Tax (MAT).

Operational Impact

None.

Broader Regional Impacts/Considerations

Grant support programs for festivals, events and projects offered by municipalities and tourism destination development and marketing organizations are available Provincially as well as in many neighbouring municipalities from Toronto, Mississauga, Brampton, Markham, York Region and beyond. The launch and continuation of the Host in Vaughan grant program in 2024 aligns with best practice in other communities.

Additional funding sources will need to be identified in future years in order to keep up with the anticipated increase in demand for support and to maintain competitiveness with neighbouring municipalities who currently commit an even greater allocation of funds than the \$230,000 funding envelope in the Host in Vaughan grant program.

Conclusion

As the sole voting member of the Tourism Vaughan Corporation, Council has the responsibility to approve the Host in Vaughan grant recommendations, as discussed in this report.

With approval of the recommendations in this report, Council will continue to support the growth of the local tourism industry.

Upon Council approval, Staff will contact applicants to inform them of the decisions. Approved applicants will be provided with standardized reporting requirements and be required to enter into a written agreement with the City of Vaughan.

A new funding cycle for the 2025 program year will open in Q1 2025. The new program year will make available \$230,000 for proposals of projects to take place during 2025.

For more information, please contact: Don De Los Santos, Senior Manager, Economic Services, ext. 8874.

Attachments

1. Host in Vaughan Grant program guidelines, March 18, 2024

Prepared by

Don De Los Santos, Senior Manager, Economic Services, ext. 8874

Tourism Vaughan Festival and Sports Events Hosting Grant and Partnership Funding Program (“Host in Vaughan Grant”)

Application Guidelines

2024

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About the Fund

The Host in Vaughan Grant, established in 2024, aims to enhance tourism across Vaughan by encouraging visitation and participation at local events. It also encourages strong partnerships between stakeholders in the Vaughan tourism sector. This program aims to grow existing events and projects in Vaughan and attract new activations to the city.

Fund Objective

Consideration will be given to projects that meet the following objectives:

- Delivery of events, product packages and thematic campaigns that support tourism in Vaughan
- Demonstrated traction for the project to draw participants and visitors into Vaughan from greater than 40 kilometres away
- Events, activities and programs must take place in the city of Vaughan
- Proposed events and activations encourage residents to participate in their community and generate a sense of pride of place in the city of Vaughan
- The project promotes inclusivity, cross-cultural collaboration and participation of a diversity of groups and organizations in the city of Vaughan

Funding Categories

Projects will be assessed under one of the following Funding Categories:

1. Sports Events (sanctioned)
2. Business Conferences
3. Tourism Partnerships
4. Major Festivals and Events
5. Community Activations

Funding Category descriptions:

1. Sports Events (sanctioned)
 - Include a minimum of two (2) consecutive days of amateur competition at a minimum of seven (7) hours per day
 - Occupy a minimum of 50 room nights (#rooms x #nights) in recognized Vaughan paid accommodation providers
 - Are events sanctioned by a recognized sport body or if an emerging sport with no official status, the sport has official rules/regulations that are being adhered to
 - Events are typically characterized as a regional, provincial, national, international or world level competitive, ranking event (as opposed to a participation or festival focused event)
 - E-sports events that satisfy the above requirements are considered eligible

2. Business Conferences
 - The event must be a conference, meeting and/or event that takes place over two nights or more. Some exceptions may apply.
 - The event must attract a minimum number of 250 delegates and/or occupy a minimum of 50 room nights (#rooms x #nights). Some exceptions may apply.
 - Annual General Meetings are not eligible.
3. Tourism Partnerships
 - Non-event based project (see other categories)
 - Projects must clearly demonstrate a direct ability to draw visitors into Vaughan from greater than 40km away
 - Marketing plan includes paid promotion targeting communities outside of Vaughan, York Region.
4. Major Festivals and Events
 - May include festivals and events, that are celebrations of art, culture, food, music, dance, recreation, sport and other special attractions
 - Are open to the public, accessible and welcoming to Vaughan residents and visitors
 - Marketing plan includes paid promotion targeting communities outside of Vaughan, York Region.
 - Have an attendance greater than 2,500 unique participants in-person
 - Typically takes place over multiple days.
 - Have a minimum overall event-specific budget of \$50,000
5. Community Activations
 - Lead applicant is a registered not-for-profit corporation
 - May include festivals and events, that are celebrations of art, culture, food, music, dance, recreation, sport and other special attractions
 - Are open to the public, accessible and welcoming to Vaughan residents and visitors
 - Have an attendance greater than 500 unique participants in-person
 - Have a minimum overall event-specific budget of \$12,500
 - Priority for consideration will be given to Vaughan-based organizers

Available Funding

Available funding per project, for the funding term, as well as the total funding envelope are outlined in the table below (note: all references to funding amounts are in Canadian Dollars):

Category	Available funding per project/applicant	Total funding envelope
Sports Events (sanctioned)	Up to \$15,000 or up to \$25,000 for International	\$60,000
Business Conferences	Up to \$5,000 or up to \$10,000 for National/International	\$40,000
Tourism Partnerships	Up to \$10,000	\$40,000
Major Festivals and Events*	Up to \$10,000	\$50,000
Community Activations	Up to \$5,000	\$40,000

* 20 per cent of the total funding envelope in this category will be reserved for new-to-Vaughan events that were not hosted in Vaughan in the prior year

Funding requests will be considered and allocated based on evaluation from the Fund Review Committee. The number of organizations selected will be determined by the strength of the applicant pool and the availability of funding. Applicants should be able to demonstrate their experience and capacity to run the type of event or activation being proposed through examples of prior projects. Funding must be used to complement and leverage other resources (cash and in-kind support such as donations and volunteers) to support the project.

The total Funding Envelope per category may be subject to change, depending on available budget and evolving strategic tourism priorities. All funding is subject to availability in Tourism Vaughan's budget, as Tourism Vaughan determines in its sole discretion.

Funding Term

Funds for each project will be allocated for a term, from January 1, 2024, to December 31, 2024. There is no funding available for multi-year projects. **Projects must be delivered within the allotted timeframe.**

An organization may only qualify to receive funding for one project during each funding term.

Eligibility

Organizations must meet the following criteria in order to receive funding:

- For Event-based proposals, the applicant must read, review, and understand the relevant [Hosting an Event in Vaughan](#) guidelines
- Project venue/location must be confirmed by the venue/property management in order to qualify for the release of funding
 - Note: If your event will be at a City-owned facility or park, please book the facility through [Recreation Services](#) prior to applying for a Special Event permit.

- Approval of a [special events permit](#) (if applicable) shall be made at least fifteen (15) business days prior to the event and must be confirmed by the By-law and Compliance, Licensing and Permit Services department of the City of Vaughan in order to qualify for the release of funding
 - Note: If the presence of paid duty officers is required, this must also be secured and confirmed in order to qualify for the release of funding – confirm this early as certain weekends may already be fully booked by [York Region Police](#) – which may force an organization to change their dates
- Organizations proposing a project at the \$10,000 or greater support level – must provide third-party audited financial statements (income statement and balance sheet) of the organization for the most recent fiscal year-ended that demonstrates the organization is in good financial standing
- For organizations proposing a project at less than \$10,000 support level – must provide board/management prepared financial statements (income statement and balance sheet) of the organization for the most recent fiscal year-ended that demonstrates the organization is in good financial standing
- Have established and documented financial management systems in place
- Have a mandate that benefits Vaughan’s residents and/or business communities
- Project operates within the boundaries of Vaughan and provide services to residents/businesses of Vaughan (note: for activations that may have elements that take place outside the City, only the activation elements taking place in Vaughan will be given consideration in terms of impact)
- Have evidence of insurance coverage, including a minimum \$2/\$5 million liability coverage acceptable to the City of Vaughan
- Comply with the Ontario Human Rights Code in hiring practices and in the provision of all services
- Comply with relevant federal, provincial and municipal laws, bylaws and regulations including *Accessibility for Ontarians with Disabilities Act, 2005*, as amended
- Not be in unresolved litigation with the City of Vaughan or affiliated with an entity engaged in unresolved litigation with the City of Vaughan. “Unresolved litigation” means any unresolved dispute between the City of Vaughan and any other party or related party adverse in interest, including third party and cross-claims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, or the recovery of money
- Must be in good standing with Tourism Vaughan and the City of Vaughan as per above, but also is up-to-date with any prior final reporting requirements from past funding cycles.

In addition, for organizations applying to the **Community Activations category**, organizations must:

- Be a registered Community Service Organization (CSO), in good standing with the City of Vaughan Recreation Department; and/or,
- Be incorporated as a not-for-profit/non-profit organization or registered as charity by the Canada Revenue Agency for the purposes of the *Income Tax Act* (Canada); and,

- Be governed by a Board of Directors that has been democratically elected and has remained active in the last few months

Collaborations between organizations is encouraged. **At least one partner must meet the eligibility criteria.**

Organizations must **submit only one application form.** Collaborative applications with two or more eligible organizations will be considered, however only one organization must serve as the applicant. Collaborative proposals should clearly define roles of each organization and any funding amounts to be transferred by the applicant to the collaborator.

Ineligible Organizations

The following organizations are not eligible for funding:

- Organizations acting in the capacity of a funding body, exclusively for fundraising drives/events
- Building managers and property owners
- Individual residents
- Grant making organizations
- Entities that promote, endorse, or any other way support:
 - Tobacco, vaping, cannabis, hookah
 - Illicit substance use
 - The support of, or involvement in the production, distribution, and sale of weapons and other life-threatening products
 - Terrorism
 - Businesses and offerings that are not family-friendly or may be considered graphic, explicit, offensive, obscene, or that promotes violence, hate, discrimination, intolerance, substances
 - Any activity or organization which, if associated with the City, may constitute a reputational risk for the City as determined by City staff
- Religious organizations unless the program/project being funded:
 - is open to all, regardless of faith, race, or sexual orientation
 - will not incorporate religious teachings or participation in religious services/rites
- Political organizations, including political parties, campaigns, advocacy or lobby groups
- Schools (private, charter or independent, fee-based schools), and public pre-schools, elementary or secondary schools
- Organizations in major deficit or debt positions

Eligible Project Costs

Funding can only be used for eligible **direct personnel and non-personnel project costs** for the proposed project. Eligible projects will be funded up to 40 per cent of the total costs of the project to a maximum per category based on the levels outlined in the 'Available Funding' section.

Direct personnel and non-personnel project costs:

Direct personnel costs for delivery, implementation, monitoring and evaluation of the project:

- Management and coordination – up to 50% of staff salaries for time allocated to the proposed project

Direct non-personnel costs:

- Purchased services from contractors or consultants specifically relating to the delivery, implementation, monitoring and evaluation of the project (i.e. communication, translation etc.)
- Supplies and materials purchased or rented to use in the delivery of the project

Restricted and Ineligible costs

- Applications will not be considered for the following:
 - Purchase of property
 - Religious or political activities or proselytizing
 - Event sponsorships and fund-raising activities
 - Annual General Meeting events
- Funds must **not** be used to support overhead and administration costs (e.g. accounting, legal fees, rent, utilities, etc.)
- Up to 50% of the funding request may be used for direct personnel costs for any project related position, including Project Management/Coordination staff time
- Funding must be used to complement and leverage other resources (cash and in-kind support such as donations, volunteers), with a minimum of 60% of eligible direct personnel and non-personnel costs required for the project funded by other resources. Applicants are required to identify all funding sources in their project budget in their application

The Application Process

The application process includes three stages:

1. The Application form must be completed, saved and submitted to **tourism@vaughan.ca** for review. TVC Staff will review and confirm eligibility of proposed projects. If TVC Staff determines that an Application is incomplete, Tourism Vaughan may reject the application in its sole discretion. Tourism Vaughan is not required to seek clarification or further information from any applicants.

2. The Application will be sent directly to eligible proposals to be completed and submitted for review by the Fund Review Committee.
3. The Fund Review Committee makes recommendations about the applications received to the Tourism Vaughan Board. Final decisions on funding approval are made by the Tourism Vaughan Board. Decisions of the Tourism Vaughan Board are final.

Please note:

- Applicants are strongly encouraged to contact the coordinator of the Host in Vaughan Grant before applying, to discuss the proposed project and application process
- Incomplete applications will be disqualified
- Each applicant can only submit one application per intake period. If more than one application is submitted by the same applicant, the applicant must decide which one application to submit for consideration during that intake period.

How to Apply

The Application form involves completing the following:

Section 1: Contact Information: Organization/Community Group,

Provide the name and contact details of your organization as well as any collaboration partner organizations.

Contact Information: Project Lead

Provide the name and contact details of the individual that will be your organization's key contact and project lead for this project.

Contact Information: Secondary Contact

Provide the name and contact details of an alternate contact from your organization who can be contacted related to this application and proposed project.

All contact information will be used for funding application purposes only.

Section 2: Project Information

Provide a title/name for the proposed project; the specific location(s) where the project will take place; and the start and end date of the project. All approved projects are expected to be completed by December 31, 2024.

Section 3: Project Overview

This section should provide an overview of your proposed project.

This should include:

- A. *History of the Project* – has your organization successfully delivered this project in the past or will this be the first time this project gets delivered? If yes, describe how many

years the project has been delivered and a brief overview of the project's evolution from then until now. And what, if anything, do you plan to do differently this time around?

- B. *Project Goal* – state what you hope to accomplish by the end of this project.
- C. *Target Audience* – identify the specific community or group you hope to impact through the proposed project. Define that target audience by highlighting relevant characteristics of this group, including but not limited to demographics, values, attitudes and behaviours, geographic area(s) of the target audience. Additionally, provide the number of people that will be impacted by your project.

Section 4: Project Delivery

The answers in this section should clearly explain why your organization/community group is well-suited to deliver this project. Here you will also explain how the project will be delivered by identifying who else is working with you and what their role in the project will be. You will also be required to outline the proposed work plan (a summarized version) by listing the key steps required to carry out your project.

- A. *What skills, expertise, experience and accomplishments make your community group/organization well-suited to deliver this project?* For this question, consider the following: (150 words)
 - What is the mandate of your organization/community group?
 - What are the goals and objectives of your organization?
 - What are some of the current or past programs/services your organization/community group or members of staff have provided and/or delivered to local communities?
 - What are some community-based projects, past grant/funding awards or other special accomplishments that could help with your delivery of this project?
 - Do your staff members have any special skills or experiences that would help ensure project success?
- B. *Identify all stakeholders in the proposed project and how each of them will be involved in its delivery.* Define the following groups and explain the specific role each group will play in your project: (150 words)
 - your target audience/community – highlight general details, number of people, any characteristics, behaviours or barriers that could help or hinder the project
 - if applicable, any other organizations or partners that you will work with to help deliver the project. This would include groups or individuals who could influence the success of your project
- C. *List the key steps your group/organization will take to deliver your project.* Outline a high level project work plan by listing the key dates for milestones that are expected to be completed as the project progresses. Your work plan outline should provide a clear

picture of how the estimated amount of funding needed for your project will be used. (150 words)

- D. *Describe what paid advertising tactics you have committed to which target communities outside of Vaughan, York Region.* Specify the publications, platforms, geographic markets, and total amount of spending budgeted on these initiatives to directly promote your proposed project. (150 words)

Section 5: Project Impact

Explain the potential impacts and outcomes of your proposed project, how your group/organization expects to measure and quantify these impacts and how those results satisfy the objectives of the Host in Vaughan Grant.

- A. *What are the intended impacts and/or outcomes of the proposed project?* Outline the expected results of your proposed project. The project outcomes should be specific, measurable and relevant to the project and the objectives of the Host in Vaughan Grant. Include anticipated short and long-term results. (150 words)
- B. *What are the estimated **tourist** impacts and/or outcomes of the proposed project?* How many visitors from outside 40km do you anticipate engaging with. How many will be travelling from outside of Ontario? And how many will be travelling from outside of Canada? Provide an estimate of the total number of hotel room nights (at a hotel in Vaughan) that visitors will occupy as a direct result of participation in your proposed project. Have you already identified hotel partner(s) that will be offering a group block or offer for participants in your project? (if yes, please name them).
- C. *How will your group/organization measure (quantitatively and/or qualitatively) these impacts and/or outcomes?* Explain how you will monitor and evaluate the success of the project's delivery. Discuss the different methods, strategies and techniques you will use to capture both qualitative and quantitative data. (multiple choice: on-site surveys, post-event survey, advance registration/ticketing, other).
- D. *How do the intended impacts and or/outcomes align with the objectives of the Host in Vaughan Grant?* Describe how the intended outcomes of your project satisfy one or more of the core objectives of the Host in Vaughan Grant as outlined in the 'Fund Objectives' section of this Application Guidelines document. (150 words)
- E. *What are the potential risks to this project and how will these risks be mitigated?* Identify the potential issues that would threaten the delivery and success of the project. Highlight the steps that will be taken to lessen these risks. For example, presence of emergency first-aid, or paid-duty officers or security. (150 words)

Section 6: Budget Projection

Provide a preliminary evaluation of your proposed project budget. This is the sum of your funding request through the Host in Vaughan Grant and any other funding sources your group/organization may be directing towards this project. Other funding sources refer to monetary donations, other grants or funding your group/organization has been awarded for the proposed project or any financial contributions from any project partners that may be working with you.

Your project's additional funding sources (*i.e.*, all other funding apart from the grant requested from the Host in Vaughan Grant) should represent no less than 60% of the eligible project costs. In other words, the grant request from the Host in Vaughan Grant can only cover **up to 40% of the total eligible project costs**. And therefore, your total project budget should be the sum of your funding request from the Host in Vaughan Grant combined with all additional funding sources.

For example: An organization is contributing (a) \$20,000 out of their own reserves to pay for project related costs. The organization also has a project partner that is contributing (b) \$5,000 towards the project. The organization anticipates receiving another (c) \$10,000 in other grant funding to support the project. Finally, the organization hopes to qualify for a grant from the Host in Vaughan Grant in the amount of (d) \$5,000. Therefore, the total project budget is \$40,000 – calculated as (a) + (b) + (c) + (d). In this example, the \$5,000 grant requested from the Host in Vaughan Grant represents 12.5% of the total \$40,000 budget. Because 12.5% is less than 40%, the request is eligible.

i. Other funding sources do not have to be confirmed at the time of the submission of the Application. If you have or think you may have other funding sources, please indicate the agency or provider, the amount (approximate value if unknown) and whether or not the funding source has already been confirmed or is expected (*i.e.*, your group/organization is in the process of applying/has applied and you are awaiting a decision). If the other funding sources are not confirmed at that time, any un-confirmed amount may be excluded from your total project budget, which may impact the amount of grant funding the organization is eligible for.

ii. List any in-kind donations or support that will be directed towards the project. In-kind contributions are the cash equivalent of goods or services (e.g. volunteer time) donated to the project. Only list in-kind donations or support that are confirmed at the time of submission of the Application.

iii. Provide a breakdown of your proposed budget for each of the listed budget categories. Briefly outline the associated actions, activities and/or items that would fall into that category. Where the total dollar amount is unknown, please estimate the amount to the best of your ability. Fill out the funding request, other funding sources (if applicable) and total project budget columns accordingly.

If a certain budget category does not apply to your budget, enter N/A in the description. You may also add other budget categories as needed for your specific project.

Submitting the Application

- Application Submission Deadline: a minimum of two months prior to the event.
- Please complete the application form, save as .pdf and email a copy to: tourism@vaughan.ca
- HARD COPY SUBMISSIONS WILL NOT BE ACCEPTED. Please do not send a printed version of your application. Thank you for helping us reduce waste!
- If Tourism Vaughan determines that an Application is incomplete, Tourism Vaughan may reject the application in its sole discretion. Tourism Vaughan is not required to seek clarification or further information from any applicants.
- The City of Vaughan accepts no responsibility for any reason whatsoever, including computer system failures of either the Applicant or the City of Vaughan's service provider, if the Applicant is unable to submit its Application before the Application Submission Deadline, and the Applicant agrees that the City of Vaughan shall have no liability for delays caused by internet/network traffic, degraded operation or failure of any computer system element, including, but not limited to, any computer system, power supply, telephone or data connection or system or software or browser of any type whatsoever.
- It is the sole responsibility of the Applicant to ensure that it can access and exchange data with the City of Vaughan's service provider's computer systems electronically and that it allows sufficient time to successfully access and share data with the City of Vaughan's service provider's computer systems, having regard to the possibility of delays caused by internet/network traffic. Applicants are solely responsible for ensuring that they plan their access to the City of Vaughan's service provider's computer/servers, so that the Applicants can reach the City of Vaughan's service provider's computers/servers, and submit their Applications, before the Application Submission Deadline.

Next steps:

- All funding is subject to availability in Tourism Vaughan's budget, as Tourism Vaughan determines in its sole discretion.
- Tourism Vaughan reserves the right to reject any or all Applications. In addition, Tourism Vaughan also reserves the right to approve a lower funding amount than the amount requested in any or all Applications.

If Approved for Funding

Tourism Vaughan will promote the project, as applicable, on its channels, which may include social media, website, online events calendar or other channels.

Role of the Fund Recipient

Successful funding recipients must submit a final report and evaluation of their project within one month of the end of the event/initiative. Evaluations will determine whether funding recipients have:

- adhered to the project plans submitted during the application phase; and
- made progress towards or achieved the Host in Vaughan Grant goals and objectives

Funding recipients will be provided with standardized reporting requirements and required to enter into a written agreement in form and content satisfactory to the City of Vaughan in its sole discretion as a condition of funding. The City of Vaughan will only advance funds to recipients who accept to enter into such an agreement. Funding recipients will also be asked to provide photos or video documentation of their project activities.

Acknowledgement of Funding

Funding recipients must acknowledge the financial assistance provided by Tourism Vaughan in program materials and signage, including any promotional materials used in project activities. The City of Vaughan and Tourism Vaughan will need a minimum of 2 (two) business days to approve the use of its marks on marketing and promotional materials. This requirement will be discussed in greater detail after a funding decision is made and incorporated into the previously-mentioned agreement.

In addition, for event-based projects, organizations will be asked to specify how Vaughan elected officials, Mayor and members of Council will be invited to an opportunity to speak if there are welcome remarks, including approval requirement on where in the agenda that occurs, in adherence with the events protocol of the City of Vaughan.

Funding Disbursement

The project venue/location must be confirmed by the venue/property management to qualify for the release of funding. In addition, approval of a [special events permit](#) (if applicable) must be confirmed by the City's By-law and Compliance, Licensing and Permit Services (BCLPS) department to qualify for the release of funding. Tourism Vaughan and the City of Vaughan have the right to attend the event site or pre-event site visit if required by BCLPS or any other City of Vaughan department without prior notice.

An initial disbursement of 75 per cent of the approved funding amount will be released to the recipient no earlier than 45 days prior to the start of the project and only once the recipient has met the following criteria:

- successful execution of the grant funding agreement
- confirmation of venue/location

- confirmation of permit requirements
- demonstrated proof of insurance satisfactory to the City of Vaughan

The remaining 25 per cent will be held back and will only be released upon receipt and successful acceptance of the final report.

If a proposed project does not or cannot proceed as planned, the entire amount of approved funding will be cancelled, and any portion of funding already disbursed will immediately need to be repaid in full.

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: VAUGHAN BUSINESS AND ENTREPRENEURSHIP CENTRE –
2023 YEAR IN REVIEW

FROM:

Zoran Postic, City Manager

ACTION: FOR INFORMATION

Purpose

This report provides an update on key accomplishments from the programs and initiatives undertaken this past year by Economic Development's Vaughan Business and Entrepreneurship Centre (VBEC).

Report Highlights

- VBEC operates a small business support centre and delivers small business and entrepreneurship advisory services.
- VBEC delivers leading entrepreneurial development services in the Greater Toronto Area and York Region. VBEC delivered key projects including business advisory consultation services, training, webinar and workshop delivery, and administered entrepreneurship programs such as, Starter Company Plus, and Summer Company. These projects aim to promote the growth of the City's business community and attract businesses and talent to Vaughan.
- In 2023, VBEC assisted 136 business starts and expansions, undertook 1,018 business consultations, responded to 8,066 inquiries, and provided 84 seminars to 1,608 participants.
- \$323,525 annual funding received from the Province of Ontario's Ministry of Economic Development, Job Creation and Trade (MEDJCT) in support of VBEC activities.

Report Highlights continued

- The VBEC Year in Review report provides a snapshot of upcoming transformative, ambitious, and sustainable and purpose-driven projects that will encourage new business start-up, growth and expansion in 2024.

Recommendations

1. THAT the Vaughan Business and Entrepreneurship Centre – 2023 Year in Review report be received for information.

Background

Economic Development works to profile and support Vaughan’s transformative, ambitious and purpose-driven economy to make Vaughan a place where entrepreneurship, business, tourism, and art can prosper and grow.

Vaughan is **Transformative**. Our economy and business community continue to change the way business is done. The Economic Development department enables transformative projects.

Vaughan is **Ambitious**. The City of Vaughan undertakes world-class projects that elevate opportunities for our talent and businesses that strive to lead their industries.

Vaughan is **Purpose-Driven**. The City of Vaughan is proud to lead a community that is dedicated to doing business with purpose. Our community works to build Vaughan as a vibrant and inclusive community where all can prosper.

The City of Vaughan’s Vaughan Business and Entrepreneurship Centre (VBEC) is part of the City of Vaughan’s Economic Development Department which receives funding from the Province of Ontario’s Ministry of Economic Development, Job Creation and Trade (MEDJCT) to support programming.

VBEC delivers the largest programs amongst provincially funded Small Business Enterprise Centres (SBECs) in York Region. VBEC delivers one of the province’s highest volumes of business consultations and inquiries. This is a testament to the entrepreneurial spirit of Vaughan’s residents and the City’s vibrant and growing economy.

Ministry funding in support of VBEC activities has remained stable at \$323,525 annually (including a minimum amount of \$148,000 dedicated to direct to entrepreneur grants through Starter Company Plus and Summer Company). Over the past three-year term,

this represents close to \$1 million in provincial funding invested directly into Vaughan's small businesses and entrepreneurial community.

Vaughan has more than 19,700 businesses, that employ nearly 220,000 people. More than 87 per cent of local businesses employ fewer than 20 employees. VBEC is the City's support agency for this key business segment.

VBEC helps entrepreneurs and small business owners start or grow their business through several business consultation initiatives:

1. **Business advisory services** for the public, offered at no cost, both one-on-one and in small groups, answering critical questions about business planning and identifying next steps, resources, and opportunities.
2. **High quality entrepreneurship programs** like Starter Company Plus, Summer Company, and Better Your Business that deliver training, mentorship, and the opportunity for participants to apply for provincial grants.
3. **Focused seminar and workshop series** for entrepreneurs to connect with their peers and stay up to date with best practices. Including the Business Planning Launchpad Series and Small Business Week.
4. **Strategic Partnerships and Collaborations** that leverage the expertise and networks of local educational institutions, business accelerator and incubator programs for the benefit of Vaughan residents and businesses.

Previous Reports/Authority

[Committee of the Whole \(2\) Report Extract – Vaughan Business and Entrepreneurship Centre – 2022 Year in Review \(December 5, 2023\)](#)

[Committee of the Whole \(2\) Report Extract – Strengthening and Advancing Small Business and Entrepreneurship Services \(March 8, 2022\)](#)

[Committee of the Whole \(2\) Report Extract – Strategic Business Plan for Economic and Cultural Development, 2020-2023 \(September 24, 2019\)](#)

Analysis and Options

Economic Development supports businesses through advisory support, programs, education, and strategic partnerships. Through those services, VBEC helped 136 businesses start and expand in 2023.

In 2023, VBEC undertook 1,018 business consultations, responded to 8,066 inquiries, and provided 84 seminars to 1,608 participants.

1. Business Advisory Services Key Accomplishments in 2023

VBEC offers advice to entrepreneurs and businesses of all stages and sizes. Whether mulling a first business idea or looking for solutions to complicated business challenges, VBEC is here to help. The VBEC team offers one-on-one and small-group consultation services by appointment via tele- or video-conferencing or in-person.

Consultations with entrepreneurs and business owners could include discussions about:

- Business planning support, including marketing strategies, financial forecast and cash flow, and general business development.
- Information on the development process, regulations, zoning, licensing, permits, business registration and legal structure.
- End-to-end site selection support.
- Connections to funding sources, financing and grants.
- Connections to business professionals, organizations and resources from various levels of government.
- Research and business intelligence support.
- Business development and marketing support for tourism organizations.
- Business workshops, seminars, events and networking opportunities.

Consultations by Sector	
Sector	No. of Consultations
11 Agriculture, Forestry, Fishing & Hunting	4
22 Utilities	1
23 Construction	33
31-33 Manufacturing	22
41 Wholesale Trade	21
44-45 Retail Trade	241
48-49 Transportation & Warehousing	5
51 Information & Cultural Industries	37
53 Real Estate & Rental & Leasing	4
54 Professional Scientific & Technical Services	228
56 Administrative & Support & Waste Management	30
61 Education Services	74
62 Health Care & Social Assistance	53

71 Arts, Entertainment & Recreation	28
72 Accommodation & Food Services	126
81 Other Services (Except Public Administration)	102
Other	9

Consultations by Month	
Month	No. of Consultations
January	93
February	124
March	94
April	94
May	107
June	90
July	84
August	115
September	63
October	36
November	89
December	29

Some highlights and key accomplishments from 2023 include:

In-Person Services

VBEC staff are available for in-person drop-in services at Vaughan City Hall five days per week (Monday to Friday, 9:00 a.m. to 4:30 p.m., excluding holidays).

VBEC continued its delivery model offering a hybrid business advisor approach offering virtual tele- or videoconferencing as well as in-person drop-in consultations and services at Vaughan City Hall five days per week (Monday to Friday).

Open for Business Construction support

These services continue to be provided via one-on-one advisory consultations. Economic Development staff actively canvassed in areas such as Woodbridge Ave and Kleinburg BIA and participated in a Public Information Centre (PIC) alongside Infrastructure Delivery staff to ensure that local businesses were aware these services are available.

Vaughan is an economy of entrepreneurs and job creators. The city boasts a high concentration of entrepreneurs with 33,680 self-employed residents and 11,699 businesses with 1-4 employees.

Local businesses have continued to be temporarily impacted during construction projects like the City's [Woodbridge Avenue Improvements and Streetscaping](#) and the [Kleinburg Village Improvements and Watermain replacement](#). These improvements are key for the long-term health of the city's economy and enable a climate for business success.

In August 2023, Economic Development launched the Vaughan Business Construction Support Program and website – vaughanbusiness.ca/ConstructionSupport

Further support for businesses affected by major city construction projects is now coordinated together with the Communications, Marketing and Engagement department. This includes providing small businesses with marketing and signage collateral and a tool kit to local businesses to inform the public that these businesses remain open while construction is underway in the area. The online resource also includes business advisory services including strategies for digital adoption, and more.

Mentorship

VBEC understands that diverse connections are at the core of innovation and company growth. The **Vaughan Business Café** offers entrepreneurs, small business owners, and corporate partners a way to connect to ask questions, share ideas, and form new professional relationships. The Café is an online platform for businesses to connect with collaborators, mentors, and advisors. It is open to all entrepreneurs and business professionals in Vaughan and is offered at no cost to participate.

Since launching in 2019, the platform has grown to 450 members and brokered 6,183 introductions to date, facilitating meaningful conversations in a purpose-built and proactive way.

2. Entrepreneurship Programs Key Accomplishments in 2023

Dedicated entrepreneurship programs offer residents and local business owners training, mentorship, and the opportunity for participants to apply for provincial grants.

Starter Company Plus

In addition to core business advisory services, the Province contracted the City to deliver the Starter Company Plus program. Starter Company Plus is a training and mentorship program to help businesses develop, grow and adapt to new ways of doing business as a result of lessons learned from the disruptions caused by the COVID-19 pandemic.

Through Starter Company Plus, participants had the opportunity to apply for a Provincial grant of up to \$5,000 to implement their new business strategies.

Eligible applicants were supported under two training streams: existing brick-and-mortar, with training focused on supporting business owners with physical storefronts, office or industrial locations or new start-up and home-based businesses, with training focused on creating a comprehensive business plan, marketing strategy, and financial forecasts.

\$165,000 in provincial grants were directly invested in local business owners.

Some key statistics from the program are:

- Dollar value of investment leveraged: **\$ 3,625,846**
- 33 businesses funded and completed the program
- Total Applications: 298
- Businesses Started and Expanded: **61**
- Jobs Created: **97**
- Ward Breakdown of SCP grant recipients:

Ward	# Funded
1	7
2	4
3	8
4	4
5	4
Other	6
Total	33

Summer Company

The Summer Company program is funded by the Ontario government's MEDJCT. Administered locally in Vaughan by VBEC, Summer Company contributes to Vaughan's **Economic Prosperity and Social Capital** by helping new businesses start and teaching new business owners the skills they need to be our community's future leaders.

In addition to the opportunity to receive up to \$3,000 in provincial grant funding to start their businesses, students aged 15 to 29 years old are provided access to business advisory services and workshops delivered through Niagara University, facilitating university-level business training and mentorship for the program.

In 2023, VBEC worked with 11 students in the program. Through an effective outreach and marketing campaign, VBEC received applications from 47 students, 20 of whom were interviewed by VBEC staff.

The successful participants were celebrated at a kick-off event at Niagara University in the Vaughan Metropolitan Centre, in June. **38 participants** and guests attended an eventful evening of networking and idea sharing from some of Vaughan's student entrepreneurs and complimentary food and beverages.

At the end of the summer, each student received a Certificate of Completion from Niagara University.

\$33,000 in provincial grants were directly invested into local student businesses

Some key statistics from the 2023 program include:

- Total Revenue earned for all 11 businesses: **\$103,000**
- 11 student businesses funded and completed the program
- Businesses Started: **11**
- Jobs Created: **20**
- The median age of participants was 18 years old.
- Of the 11 accepted participants, 5 students were completing secondary school, and 6 were enrolled in post-secondary or graduate studies.
- Ventures represent a variety of industries, including professional services, manufacturing, and recreation.
- Ward Breakdown of Summer Company grant recipients:

Ward	# Funded
1	5
2	1
3	3
4	0
5	1
Other	1
Total	11

Better Your Business: Social and Environmental Sustainability Program

The Better Your Business program is a new program offered by the City of Vaughan that supported five Vaughan-based businesses in incorporating the United Nations’ (UN) 17 Sustainable Development Goals (SDGs) into their corporate practices.

In 2023 five businesses received one-on-one consultations with York University Professor Mark Terry, PhD, who helped guide the development of the participants’ new sustainable business model to incorporate the UN’s 17 SDGs. Once the new sustainable business models were completed, they were shared with the United Nations and once approved, each business received a certificate of compliance to communicate their leadership and commitment to being socially and environmentally sustainable to display for their business, customers, and clients.

The Better Your Business program helps Vaughan’s business community become more socially and environmentally responsible by:

- Reducing their carbon footprint.
- Work towards being inclusive for all.
- Demonstrate ambitious leadership and a commitment to social and environmental responsibility.

This program represents a continuation of VBEC’s previous leadership in social enterprise and corporate social responsibility, building on established networks of support, feeding into other opportunities and the capacity to support businesses to become ambitious and transformative.

3. Seminars and Workshops Key Accomplishments in 2023

VBEC provides one-stop services for Vaughan's aspiring entrepreneurs and existing business owners, with access to business information, resources, training and hands-on assistance to start or grow a business in Vaughan.

Annual Seminars and Workshops

84 seminars were delivered to 1,608 participants in 2023.

Throughout 2023, seminars and workshops were delivered on numerous topics including AI Tools for Small Business, Launch & Grow Your Food Venture, Tech Venture Series, Business Model Canvas & Customer Personas, Accessible Business, and others.

A number of these sessions were delivered through collaborative partnerships with key stakeholders including YSpace/York University, TechConnex, The Black Entrepreneurship Alliance (BEA), and Vaughan Public Libraries (VPL).

Business Planning Launchpad Series

921 residents received business planning support through the Launchpad Series.

VBEC presented this four-part workshop series, delivered multiple times throughout the year that helped entrepreneurs work on a business plan and create a viable budget and financial projections and get ready for a Starter Company Plus grant application. This was a free, virtual program designed for startups and established small businesses to get their ideas on paper through a step-by-step process of developing a business plan.

Training sessions and mentorship consultations with the entrepreneur advisor were delivered from March to November.

Small Business Week

Over the course of Small Business Week, a total of 302 participants attended 11 seminars, workshops, and networking events.

Celebrated annually in October, Small Business Week is a nationally recognized celebration of small businesses' contributions to our economy. The Business

Development Bank of Canada (BDC) has led national small business week celebrations for 45 years.

Small Business Week kicked-off on October 16, 2023 with an in-person networking event with a keynote presentation from Carlos Cadogan sharing more on 'The Future of DEI in Small Business' presented in partnership with TechConnex. Throughout the week, VBEC hosted the annual Vaughan Small Business Week programming through a combination of virtual seminars and in-person networking opportunities.

Programming was delivered in partnership with local business support organizations, including Vaughan Public Libraries, Vaughan Chamber of Commerce, YSpace/York University, The Black Entrepreneur Alliance (BEA), TechConnex, Futurpreneur, Business Development Bank of Canada (BDC), and Professor Mark Terry on behalf of the United Nations' Sustainable Development Goals, Youth Climate Report, and the Vaughan Better Your Business Program.

In partnership with YSpace and the Black Entrepreneurship Alliance, VBEC offered a fireside chat session during the small business week where 57 local food and beverage entrepreneurs participated in 'Being a Diverse Founder in the Food & Beverage Industry' session.

4. Strategic Partnerships Key Accomplishments in 2023

VBEC helps innovators take new ideas from conception to market by offering local commercialization support and access to a thriving innovation ecosystem. These partnerships help Economic Development to deliver on the Economic Prosperity, Investment and Social Capital Term of Council Service Excellence Strategic Plan priority by contributing to efforts to build Vaughan as a hub for entrepreneurship.

The City's small business advisors are leaders in York Region and the Greater Toronto Area (GTA) in building partnerships to deliver robust and successful programs.

VBEC seeks partnerships and collaboration with governmental partners, non-governmental, not-for-profit private stakeholders, and occasionally, private sector, for-profit organizations. These organizations include:

York University's YSpace

YSpace is York University's innovation hub creating positive change by fostering a community of innovators, entrepreneurs, and changemakers. YSpace is home to YSpace Digital, a suite of virtual programs to support entrepreneurs from ideation to scale mode.

Through YSpace's Food & Beverage venture support VBEC was able to offer programming for food and beverage entrepreneurs. 95 local entrepreneurs were supported by VBEC and YSpace through the Food & Beverage program.

This partnership offered specialized workshops to support early-stage food and beverage entrepreneurs and to help grow this industry locally. This programming builds on the success of VBEC's partnership since 2020 with the YSpace Food Accelerator Program, a first-of-its-kind program in Ontario supported by York Region.

VBEC's partnership with York University's YSpace extends with support to early-stage technology ventures through the YSpace Venture Catalyst program. The program supported 40 entrepreneurs.

The program is designed to validate start-up ideas and bring a proof-of-concept to life. This program offers workshops and facilitated peer-to-peer mentorship sessions specifically for Vaughan-based ventures. These sessions were tailored to early-stage technology ventures and focused on building the right product, finding your customers, and getting venture funded.

TechConnex

TechConnex is a member-directed industry association focused on the growth of tech businesses and their people through the sharing of best practices, business insights, and bright ideas.

Continuing the partnership with TechConnex in 2023, additional tech-focused workshops and seminars were delivered throughout the year to 177 businesses under a jointly hosted 'Future of Technology' series, including a keynote session during Small Business Week.

To date, the 'Future of Technology' series has included smart cities, mobility and transportation, and artificial intelligence. Ventures, early-stage, and growing, will benefit from this series as businesses look to enhance technology tools to build resilience and scalability.

ventureLAB

ventureLAB is Vaughan's provincially designated Regional Innovation Centre (RIC). Economic Development supported the opening of a Hardware Catalyst Incubator for health technology companies.

Through a \$2.5 million investment from the Government of Ontario, ventureLAB and Sterling Industries operated a MedTech-specific Hardware Catalyst Incubator for hardware and semiconductor companies.

Vaughan Chamber of Commerce (VCC)

The VCC is a membership, networking and business association in Vaughan. With a growing membership of engaged businesses, the Vaughan Chamber brings together Vaughan's Business Community and represents organizations from all sectors of the economy.

As part of The City of Vaughan and Economic Development's yearly partnership with the VCC, VBEC participated in several events and networking opportunities throughout the year to collaborate and network with the Vaughan business community.

Key event partnerships with the VCC included:

- The **34th Annual Vaughan Business Achievement Awards Dinner** on May 17 celebrating business excellence in the City of Vaughan as the sponsor of the Small Business of the Year award.
- The **14th Annual Women's Symposium** on November 15, York Regions' largest and most dynamic gathering of women business professionals, as an exhibitor.
- And **monthly networking** events as a sponsor throughout the year on behalf of Economic Development.

Ogo Tawa - Black Artrepreneur Program (BAP)

VBEC provided advisory services, introductions to other Provincial SBEC offices and showcased VBEC services to 28 Ogo Tawa program participants in 2023.

Ògo Tàwa, is a creative art and culture non-profit organization that helps underserved and under employed artists of African descent enhance their financial security by providing a platform to showcase and sell their creative works. Ògo Tàwa leads the

Black Artrepreneur Program (BAP) a program that is designed to support business skill development for Black Canadian artists entrepreneurs, and those from the creative industries.

VBEC and Economic Development are a community support organization to Ògo Tàwa's BAP, and provide participants with facilitation, one-on-one advisory and introductions to other Provincial SBEC offices based on participants' locations across Ontario.

Black Entrepreneurs Alliance (BEA)

VBEC delivered seminar content and showcased VBEC services to 26 BEA program participants in 2023.

Since BEA's launch in 2021, Black Creek Community Health Centre and York University have worked with many community organizations, government funders and local partners to offer innovative programs to boost entrepreneurship and create a more inclusive ecosystem for Black entrepreneurs to thrive.

The food program provides a community of agri-food entrepreneurs and supporters with the goal is to empower entrepreneurs with the skills and framework needed to validate and launch food businesses into the market.

VBEC and Economic Development are pleased to be a community support organization and provide facilitation and one-on-one advisory to participants of the Product Feasibility Bootcamp.

York Entrepreneurship Development Institute (YEDI)

VBEC has delivered seminar content and showcased VBEC services to 44 international YEDI program participants in 2023.

York Entrepreneurship Development Institute (YEDI) is recognized as a leader in entrepreneurship education and training, offering a range of options for entrepreneurs to reach their educational and growth goals.

VBEC provided facilitation and advisory to participants of their international program.

Vaughan Public Libraries (VPL)

VBEC and VPL jointly host small business-related seminars, including topics on Seniorpreneurship (Aging well), Entrepreneurship for Old Adults, and information sessions promoting our Starter Company and Summer Company programs.

VPL is Vaughan’s public library system serving communities in the City of Vaughan and consists of twelve libraries. VPL also hosts hundreds of programs and events each year catering to a wide range of audiences including local residents, students, and entrepreneurs. VBEC continues to collaborate with VPL on a number of seminars and workshops including topics on Seniorpreneurship(Aging well), Entrepreneurship for Old Adults, and information sessions promoting our Starter Company and Summer Company programs.

Small Business Centres of Ontario Network

The SBC Ontario network has formally organized as a non-profit professional association in 2021 and includes managers, business advisors, and teams from all 54 of the province-wide SBEC locations, which includes VBEC, as well as industry leaders and partners. The association’s goals are to support the growth and professional development of its centres business advisors, to advocate on behalf of small business centres and to seek funding opportunities to support the network.

2024 Look Ahead

As small businesses in Vaughan account for more than 87 per cent of all businesses in the city, small businesses are the backbone of our thriving economy. Vaughan Business and Entrepreneurship Centre, the Economic Development Department and the City of Vaughan want to help businesses grow. VBEC will continue to deliver service excellence into 2024.

2024 Upcoming Activities	
1. Business advisory services	<ul style="list-style-type: none">• In-Person Services continue• Construction Support Program continuation• Vaughan Business Café renewed agreement with platform provider Ten Thousand Coffees

<p>2. Entrepreneurship Programs</p>	<ul style="list-style-type: none"> • Starter Company Plus – target 33 businesses funded • Summer Company – target 11 student business owners funded • Better Your Business: Social and Environmental Sustainability Program – target completion of 5 strategic plans • Continue to seek out opportunities for external, Provincial and/or Federal funding announcements to leverage incremental, net new funding investment for the benefit of residents and businesses in the City of Vaughan
<p>3. Seminars and Workshops</p>	<ul style="list-style-type: none"> • Deliver Small Business Week 2024 • Continuation of the Business Plan Launchpad Series • Continuation of the YSpace Food Venture and Tech Venture series' • Continuation of the TechConnex Future of Technology series • Additional topics offered will include Explore Alternative Revenue Streams for Brick & Mortar Businesses, Shopify & Amazon Techniques, Sourcing, Tax Considerations, and Intellectual Property for Small Businesses
<p>4. Strategic Partnerships</p>	<ul style="list-style-type: none"> • Partnerships continue with YSpace, TechConnex, ventureLAB, Vaughan Chamber of Commerce, Ogo Tawa - Black Artrepreneur Program, Black Entrepreneurs Alliance (BEA), and Vaughan Public Libraries. • The SBC Ontario Network had selected Vaughan as the host City for the second consecutive year for its annual in-person conference in May 2024 bringing 150-200 small business advisors from across the Province into Vaughan

Financial Impact

None.

Operational Impact

None.

Broader Regional Impacts/Considerations

The Vaughan Business and Entrepreneurship Centre (VBEC) - 2023 Year in Review complements communications and outreach strategies to help raise the profile of Vaughan's economy.

A copy of the publication will be uploaded on vaughanbusiness.ca and distributed to critical local/regional partners and stakeholders, such as York Region Economic Development, the Vaughan Chamber of Commerce, other Chambers of Commerce, consuls in the Ontario and Canadian marketplaces, ministries, local and regional stakeholders, and prospective business relocation opportunities. Sharing this publication with key stakeholders will help raise the City's profile, attract new partners and investments, and support the expansion of the local business community.

Conclusion

The City of Vaughan's entrepreneurial spirit defines the City's thriving business community and continues to attract investment to the city. With the support of Council, Economic Development continues to provide service excellence to local entrepreneurs and small business owners as part of the 2022-2026 Term of Council.

Staff will finalize and circulate the designed infographic of the unit's Year in Review to Members of Council and on Economic Development's microsite and social channels for public distribution and marketing purposes.

For more information, please contact: Don De Los Santos, Senior Manager, Economic Services, don.delossantos@vaughan.ca.

Attachments

1. Vaughan Business and Entrepreneurship Centre – 2023 Year in Review, Economic Development, Nov. 12, 2024 (attachment to be provided prior to meeting)

Prepared by

Kate Jung, Small Business Advisor, ext. 8937

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: 2023 VAUGHAN FIRE AND RESCUE SERVICE ANNUAL REPORT

FROM:

Zoran Postic, City Manager

ACTION: FOR INFORMATION

Purpose

The Vaughan Fire and Rescue Service (VFRS) 2023 Annual Report highlights the ongoing efforts to maintain and enhance fire safety and fire prevention efforts through education and prevention mechanisms. In addition, performance relating to providing a quality, efficient and effective emergency response service such that life safety outcomes are improved. The report outlines the critical initiatives vital in achieving strategic objectives, mitigating challenges, capitalizing on opportunities, ensuring our services continuously evolve, and enhancing our ability to serve and protect our citizens. A statistical and budget overview are also included.

Report Highlights

- A summary of the key activities and initiatives within the fire prevention/education, operations, mechanical, training and communications division.
- Outlines the service priorities which ensures an efficient and effective fire service for those who work, live, play and learn in the City of Vaughan.
- Communicates and demonstrates that VFRS offers the delivery a full-service fire prevention, protection and emergency services, meeting the current and evolving diverse needs of our City.

Recommendations

1. THAT the 2023 Vaughan Fire and Rescue Service Annual Report be received for information.

Background

An annual report ensures transparency in operational performance, builds public awareness and ensures continuous improvement. The annual report highlights the past year's programs, initiatives, challenges, and achievements. It recognizes all the members of the VFRS team; firefighters, fire prevention inspectors/investigators, communications officers, training officers, mechanics, and clerks; for their vital role in keeping our community safe.

Previous Reports/Authority

All previous annual reports can be found on the City of Vaughan website [using this link](#)

Analysis and Options

This report supports the 2022-2026 Term of Council Service Excellence Strategic Plan; as we move forward on our journey of Service Excellence, and deliver on Council approved city-building initiatives including:

Safe, Active and Diverse Communities

- Enhance community well being
- Maintain safety in our community

Good Governance

- Ensure transparency and accountability

Citizen Experience

- Commitment to Citizen Services

Operational Performance

- Leverage data driven decision making processes
- Promote innovation and continuous improvement

Staff Engagement

- Empower staff

Financial Impact

None. All programs included within council approved budget.

Operational Impact

None.

Broader Regional Impacts/Considerations

None.

Conclusion

The Annual Report complements our other communication strategies, such as social media, newsletters, departmental website, public information, brochures/postcards, public education events and information sessions, and overall department branding strategy.

For more information, please contact: Andrew Zvanitajs, Fire Chief, et. 6301

Attachments

1. Vaughan Fire and Rescue Service 2023 Annual Report.

Prepared by

Andrew Zvanitajs, Fire Chief



Vaughan Fire and Rescue Service

2023 ANNUAL REPORT





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MESSAGE FROM MAYOR Steven Del Duca



Vaughan Fire and Rescue Service (VFRS) continues to serve our city with pride and honour. Their commitment to our communities, property and environment remains incomparable. Under the leadership of Fire Chief Andrew Zvanitajs, they have fully dedicated themselves to ensuring public safety – it is truly one of our province’s best emergency service organizations.

Whether it’s the communicators handling emergency calls, the firefighters who deliver frontline emergency response, the mechanics who ensure all equipment is in top shape or the fire prevention officers who provide public education, VFRS is staffed by compassionate and professional individuals at the top of

their fields. You all provide exceptional service to our residents, businesses, and communities, and we are extremely grateful for your efforts.

On behalf of the City of Vaughan and Members of Council, I want to extend our sincere thanks to all members of VFRS. You have answered the calling of public service and are making a meaningful impact on communities across our city.

Thank you for all you do.

A handwritten signature in white ink, appearing to read 'S. Del Duca'. The signature is fluid and cursive.

Steven Del Duca
Mayor of Vaughan

MESSAGE FROM CITY MANAGER **Nick Spensieri**



Ensuring the safety and well-being of the community remains a top priority for the City of Vaughan and the members of Vaughan Fire and Rescue Service.

These highly trained and skilled professionals dedicate their lives to protecting those who live in, work in and visit our city. Every member of all six divisions – Communications, Fire Prevention, Emergency Planning, Mechanical, Operations and Training – plays an important role in ensuring

our community has access to quality and reliable fire services.

On behalf of the City's Senior Leadership Team – Executive, thank you for your ongoing commitment to Service Excellence.

A stylized, handwritten signature in white ink, appearing to read 'Nick Spensieri'.

Nick Spensieri
City Manager
City of Vaughan

MESSAGE FROM THE Office of the Fire Chief



This report is an overview and snapshot of your fire service's status in 2023, and I present it on behalf of the individuals who serve their community with pride in the city of Vaughan. With 13,207 calls for service under our belt last year, the city continues to grow!

VFRS continues to evolve. In 2023, we began adding all-electric vehicles to our small car fleet. Two electric pick-up utility trucks,

a chief's car and two hybrid SUVs were added to our fleet, as well as the means to charge them in-house. We received three new fire engines with shorter wheelbases that should allow a nimbler response in the urban environment. We completed and tendered a LEED-certified design for Fire Station 7-12 and completed the tender for refurbishing Fire Station 7-1. We added 15 probationary firefighters to our roster in 2023, as well as expanded staffing in the Fire Training and Prevention divisions. VFRS also hired its first dedicated Fire and Life Safety Educator to provide fire safety programming and resources to our community.

The Mayor's Spirit of Generosity initiative and the VFRS proudly supported the 2023 Camp Molly program. Young women aged 14 to 17 took part in an immersive experience in the fire service over four days and were taught by volunteers who shared and empowered them toward potential careers in fire service.

As you read about our commitment to fire safety in our community on the following pages, please do not forget that it is all made possible by the dedicated members of your fire service.

I continue to extend my gratitude for the honour of serving this fantastic organization. Every year, I cannot thank the Mayor, Members of Council, the City Manager and all VFRS personnel enough. Through your support and actions, you continue to make this job easy by being dedicated professionals and perfecting your trade each day through your outstanding personal performances.

A handwritten signature in black ink, appearing to read "Andrew Zvanitajs".

Andrew Zvanitajs

Fire Chief

Vaughan Fire and Rescue Service

VFRS SENIOR MANAGEMENT TEAM



Grant Moffatt
Deputy Fire Chief
Operations and Facilities



Mike Doyle
Deputy Fire Chief
*Fire Prevention, Communications
and Administration*



James Arnold
Deputy Fire Chief
*Professional Development,
Special Operations
and Health and Safety*



Michael Ing
Assistant Deputy Fire Chief
*Business and Financial Services
and Contract Management*

OUR MOTTO

Pride and honour



SENIOR COMMAND TEAM

A Platoon

Platoon Chief Brian Culp
District Chief Jim MacDonald
District Chief John Crawford

B Platoon

Platoon Chief Jason Salisny
District Chief Jerry Nicosia

C Platoon

Platoon Chief Michael Gorveatt
District Chief Robert Simmonds

D Platoon

Platoon Chief Peter Maynard
Platoon Chief Jerry Nicosia
District Chief Jack Benbihy

Communications Division

Supervisor Andrea Alexander

Fire Prevention Division

Chief Fire Prevention Officer Darren Lynch

Training Division

Chief Training Officer Michelle Moulton

Mechanical Division

Chief Mechanical Officer Chris Dennis

Emergency Planning Division

Manager Sharon Walker



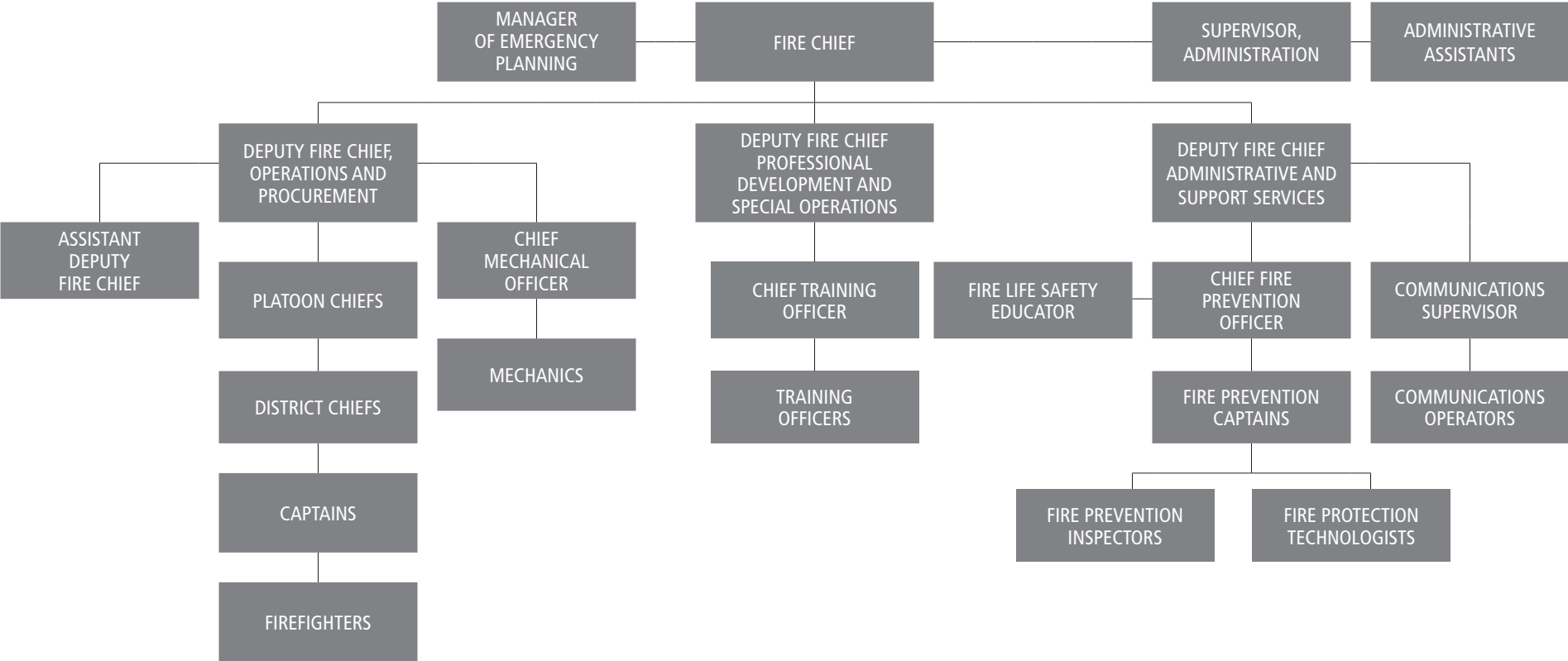
TERM OF COUNCIL

Service Excellence Strategic Plan



VAUGHAN FIRE AND RESCUE SERVICE

Organizational Structure

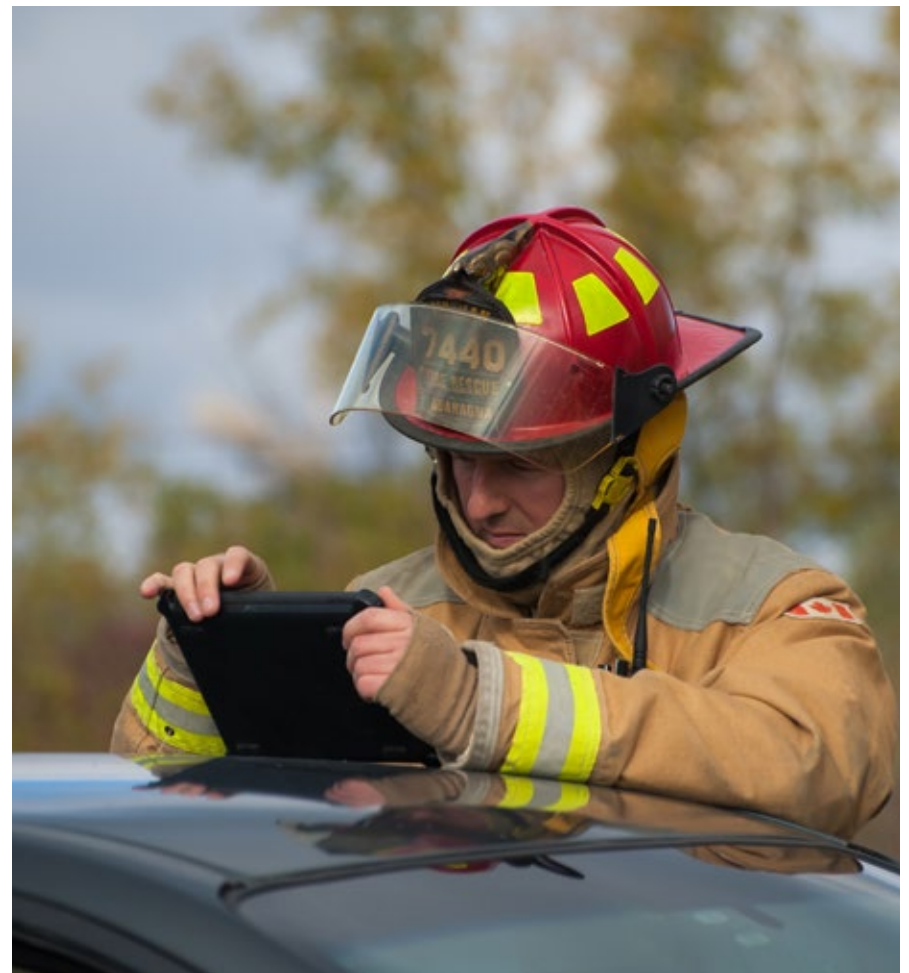




LOOKING AHEAD

The city of Vaughan continues to see unprecedented growth, posing unique challenges to fire prevention staff as they work through permit approvals and occupancy inspections to serve residents promptly. These challenges include legislated mandatory inspections of vulnerable occupancies, routine inspections, fire investigations and fire safety education. Despite these challenges, members of VFRS consistently rise to the occasion. This year, staff delivered on the Council-approved portable radio replacement, a nearly \$1 million project. This investment ensures our firefighters are equipped with the latest communications technology when they enter life-threatening situations.

In 2023, members of VFRS continued to push forward on the legislatively mandated Next Generation 9-1-1 (NG-911) system and the team remains on track to meet the 2025 deadline – on time and within budget.





OPERATIONS DIVISION

In 2023, the Operations Division faced many emergency incidents, including the largest single fire event in the city's history. The construction fire on Pine Valley Drive tested the entire Operations Division, but through the extraordinary efforts of everyone involved, the fire was contained in this location and the surrounding neighbourhoods remained safe.

Members of the Operations Division provide residents with the highest level of service, responding daily to requests for assistance from routine medical emergencies to complex and technical rescues. The Operations Division is one of the most visible branches of VFRS.

A Platoon

"2023 was a busy year for A Platoon.

The year was filled with numerous structure, vehicle and appliance fires, medical emergencies, car accidents and many more requests for assistance.

As our population increases, our firefighting services and calls for assistance have significantly increased. We are always training and preparing for all scenarios that we may find ourselves responding to continue to deliver professional service to our residents and visitors to our city.

Our crews attended one of our honorary children's residences. This family has been dealing with ongoing cancer treatments and hospital visits. We were able to attend the home and make their day by showing them our equipment and bringing many long overdue smiles to the family. We wish the family a speedy recovery and hope to see them again soon. We are always available at the stations to come by and visit.

Taking care of our own family is very important to us. We were able to have a retirement dinner for District Chief John Crawford and his family

at Fire Station 7-3. The crew cooked all day to spoil John and his family. Congratulations on your retirement, District Chief John Crawford!

A Platoon took part in a large simulated hazardous material spill at Cargo Flow on Keele Street in Vaughan to practice our operational readiness and hazardous materials response capabilities. We were able to rescue a simulated victim, mitigate a dangerous corrosive gas leak from a rail car and decontaminate all personnel on location."

- Platoon Chief Brian Culp



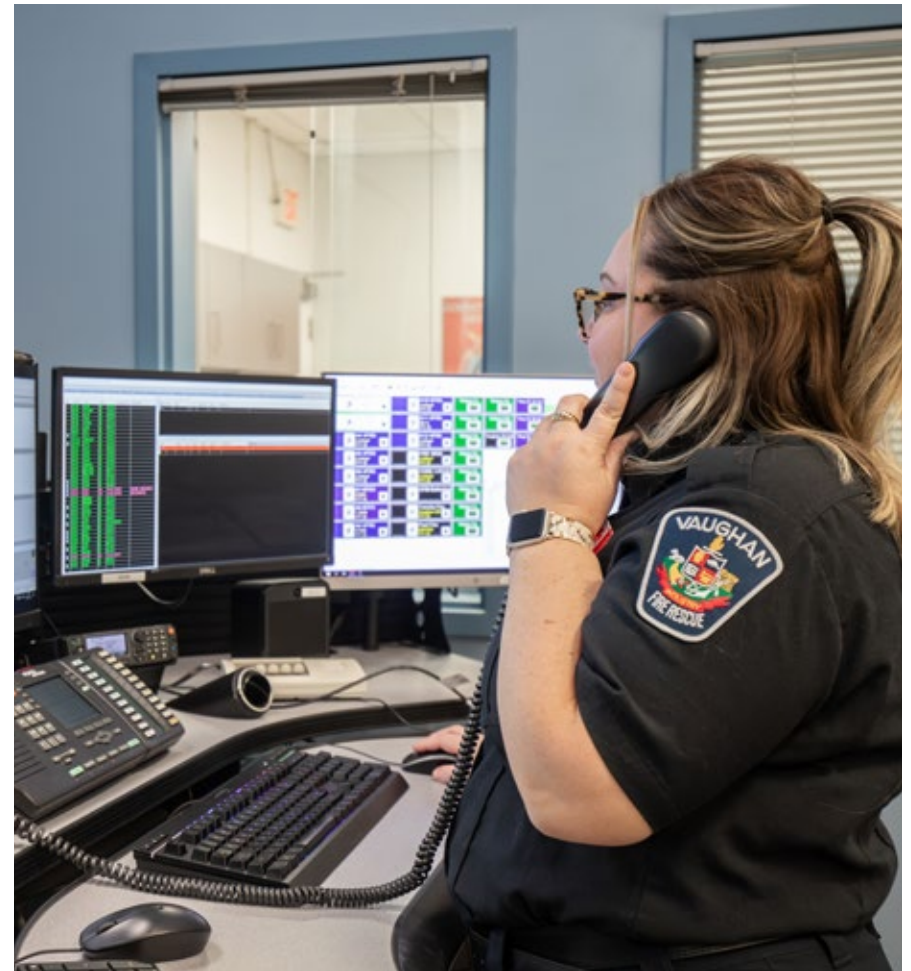
COMMUNICATIONS DIVISION

The Communications Division consists of 16 operators and one supervisor.

This division is the primary point of contact for residents of Vaughan and King Township who require fire services. The Communications Division is responsible for determining an incident's location and nature, dispatching the appropriate resources and monitoring firefighter safety.

In 2023, VFRS said goodbye to Paul Caines – who retired after 23 years with the service – and welcomed five new operators. These new hires expanded the division's complement from 12 to 16 staff, an increase that reflects the growing population of the city and the challenges of the impending transition to NG-911.

Throughout the year, the Communication Division responded to **14,691 calls** (including those for King Township) for service and played a critical role in major incidents.





FIRE PREVENTION DIVISION

STATISTICS

- Inspections closed: **1,199**
- Plan examinations closed: **1,156**
- Public education events: **5,857**
 - i) Fire prevention events: **257**
 - ii) Alarms for Life home visits: **5,600**

The Fire Prevention Division is committed to providing residents with the first two lines of defence: public education and fire inspection code enforcement. The division is made up of 11 fire inspectors, two fire protection technologists and plan examiners, one public educator and two fire prevention captains under the supervision of a chief fire prevention officer. Members of the team are responsible for:

- reviewing building permits with fire detection and suppression systems.
- conducting fire safety inspections of new and existing buildings.
- implementing enforcement tools under the *Fire Protection and Prevention Act*.
- providing fire prevention cross-training to the Operations Division.
- investigating fires to determine the origin and cause.
- delivering fire safety public education through organized events, media opportunities, door-to-door campaigns and training sessions.

ACHIEVEMENTS

This year's Fire Prevention Week theme, which ran from Oct. 8 to Oct. 14, was "Cooking safety starts with you!"

Throughout the week, the Communications, Marketing and Engagement team shared information about cooking safety with the public through the City's corporate social media channels. In the community, fire inspectors went door-to-door to meet with residents in high-rise buildings to provide in-person public education. Inspectors provided information about how to cook safely in the kitchen and highlighted fire safety features and evacuation strategies present in their buildings. In addition, fire inspectors set up booths to deliver fire safety education to the community at the Woodbridge Fall Fair and several stores across Vaughan, including Home Depot, Costco and IKEA.

In Vaughan, Sept. 28 is proclaimed by Council in perpetuity as "Test your smoke alarm day." In collaboration with VFRS, the Communications, Marketing and Engagement team shared information on social media to remind residents to replace their smoke alarms every 10 years, test all alarms at least once a month and use special alarms, such as strobes and bed shakers, for people who are hard of hearing.

TOP FIVE IGNITION SOURCES

Below are the top five ignition sources in structural fires in Vaughan in 2023:

1. Cooking equipment
2. Electrical distribution equipment (tied with cooking equipment)
3. Miscellaneous*
4. Open flame tools, smokers' articles
5. Other electrical/mechanical

Ignition sources are grouped in categories outlined in the Ontario Fire Marshal's Standard Incident Reporting manual. There are 10 categories of ignition sources: cooking, electrical distribution equipment, heating equipment, appliances, lighting, processing equipment, open flame tools, other mechanical/electrical, miscellaneous and exposure.

Open flame ignition sources include lighters, matches and cigarettes, salamander heaters, cutting and welding equipment and blow torches.

FIRE INVESTIGATIONS

Throughout 2023, Operations and Fire Prevention division members worked diligently to safely conduct fire investigations and explosions that resulted in death, injury or significant property loss. By investigating the origin, cause and circumstances of these events, valuable data was collected to enhance the Fire Prevention Division's priorities and strategies.

VFRS investigators continue to develop and maintain the skills required to complete investigations per industry standards. Investigations requiring more in-depth analysis are performed by fire investigators in the Fire Prevention Division who have completed training to the level of NFPA 1033, Standard for Professional Qualifications for Fire Investigators.

*Miscellaneous is a term used in standard incident reporting that groups ignition sources that do not have a category (e.g. fireworks, static electricity or chemical reactions).

2023 STRUCTURAL FIRES WITH LOSS OR INJURY	
POSSIBLE CAUSE	QUANTITY
Arson	3
Vehicle collision	1
Design/construction/maintenance deficiency	3
Misuse of ignition source/material first ignited	22
Mechanical/electrical failure	13
Other	10
Undetermined	53
TOTAL	105



2023 FIRES BY PROPERTY CLASSIFICATION	
PROPERTY CLASSIFICATION	QUANTITY
A – Assembly	2
B – Care and detention	1
C – Residential	62
D – Business and personal service	4
E – Mercantile	5
F – Industrial	28
Structures/properties not classified by the Ontario Building Code	2
Classified under the National Farm Building Code	1
Vehicles	79
Other	10
TOTAL	194



**MOBILE
COMMAND**

EMERGENCY PLANNING



Throughout 2023, the Emergency Planning Division focused on building the community's resiliency through public education, mock disaster exercises and training.

Staff continued to partner with the Active School Travel team (part of the City's Transportation and Fleet Management Services department) to promote safety when walking to school, including wearing the right gear for the weather and being visible as a pedestrian.

In co-ordination with the Communications, Marketing and Engagement department, a public safety video titled "Be in the Know" was released, which promoted the importance of knowing where to go to get information during an emergency.

B Platoon

"Last year, the firefighters on B Platoon attended an unprecedented emergency incident. Members fought one of the biggest fires in the city's history, with more than 80 staff attending the scene. This construction site fire was challenging due to high winds that fanned flames and smoke over an entire subdivision. Working closely with our allied agencies, police and paramedic services, it was controlled by the outstanding effort of VFRS members and its forward progress was halted to prevent damage to other residential neighbourhoods.

B Platoon firefighters will continue to train daily and prepare for whatever might present itself to ensure the residents of Vaughan are always protected."

- Platoon Chief Jason Salisny

EMERGENCY PREPAREDNESS WEEK

For Emergency Preparedness Week, members of the Emergency Planning Division hosted multiple events. This included:

- Story time at the Vellore Village Library and Civic Centre Library, in partnership with Vaughan Public Libraries. The stories chosen focused on emergency planning themes for toddlers.
- A virtual presentation to City staff on tornadoes, hosted by the Northern Tornadoes Project.
- A “Run, Hide, Defend” workshop hosted by York Regional Police to teach City staff what to do when there is an active threat in a City building.



PUBLIC EDUCATION AND TRAINING

Emergency Planning Division staff added two new elements to their public education program, which included science experiments on how rain occurs and how volcanoes erupt. The second element included surveying residents on which emergency kit items they have in their homes, which increased engagement with the public.

Throughout the year, staff attended **21 events** and conducted **16 workshops**, training more than **1,400 participants**. Members of this division distributed more than **42,840 public education materials** to promote emergency preparedness.

The Emergency Planning Division supported local industries and care facilities in collaboration with the Operations Division to achieve legislative compliance through field exercises. Exercises enhance knowledge and skills in a controlled environment to ensure members of VFRS can respond to emergencies to the best of their abilities.

On Nov. 18 and 19, the Emergency Management Team participated in GridEx VII, the largest grid security exercise in North America. The team successfully managed a complex scenario involving severe weather, critical infrastructure impacts, misinformation and long-term recovery needs. More than 250 organizations across North America and Northern Mexico participated in the 2023 exercise. In Vaughan, more than 200 City staff and stakeholders participated in the exercise at the Emergency Operations Centre. Staff identified 31 action items to enhance emergency management systems and strengthen resiliency. Throughout the year, more than 9,000 staff from the City, care facilities and industries and residents of all ages participated in 43 mock emergency exercises.

As members of the United Nations Disaster Risk Reduction's Making Cities Resilient initiative, VFRS was proud to share knowledge and experiences with participating communities.



TRAINING DIVISION

The Training Division supports all VFRS divisions by developing and delivering comprehensive training programs. Members of this team conduct regular drills and simulations, and teach education courses to ensure firefighters are up to date with the latest industry standards and best practices. This commitment to rigorous and ongoing training guarantees our firefighters are always prepared to provide the high level of response that Vaughan residents expect and rely on, maintaining the safety and well-being of the community.

In 2023, we welcomed **18 new probationary firefighters** who underwent a rigorous 12-week recruit class. Of note, these recruits encountered a unique experience when, on April 12, they were called upon to assist on-duty operations members crews with the largest fire in the department's history.

The Training Division hosted the Nozzle Forward program. This program teaches an adaptable system of hose line management and fire attacks. This intense and comprehensive two-day course was attended by 25 members of VFRS and 25 members from neighbouring municipalities. Together, they worked to improve techniques for handling and managing hoses during firefighting operations. Following this training, the 25 members of VFRS shared what they learned with the rest of the department.

This year's live fire training focused on high-rise fires, which present unique challenges and obstacles. During these evaluations, crews tested their skills and worked together to overcome these difficulties. This training provided a valuable opportunity for crews to apply their knowledge and skills in a realistic, high-pressure environment, ensuring they are well-prepared for actual high-rise fire scenarios.

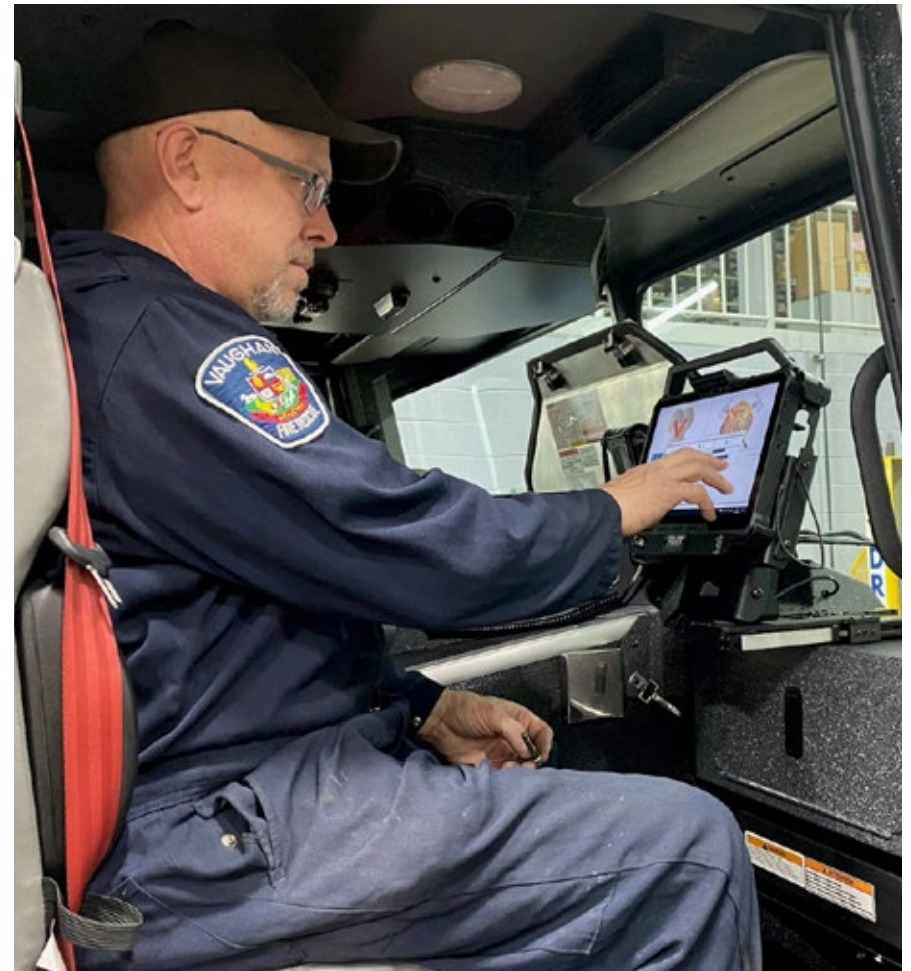


MECHANICAL DIVISION

VFRS's next steps toward a greener fleet of fire vehicles began in 2023 with **three new fire engines**. These vehicles are equipped with an **ECO IDLE-TEC system**, which automatically shuts down the diesel engine during non-fire incidents, eliminating emissions while maintaining key systems.

VFRS also introduced two new fully electric Ford F-150 support vehicles.

The Mechanical Division will continue to lead with innovations and commitments to maintain a world-class fire vehicle fleet.





Work Health and Safety
Regulations

JOINT HEALTH AND SAFETY COMMITTEE

The health and safety of all members of VFRS is paramount.

The Joint Health and Safety Committee includes five Vaughan Professional Fire Fighters Association members and four Vaughan Fire and Rescue Service administration members. All personnel on this board are certified and/or meet the required criteria approved by the Ministry of Labour, Immigration, Training and Skills Development.

Throughout the year, the Joint Health and Safety Committee works to ensure a safe environment for all members of VFRS. The team actively responds to and addresses health and safety-related matters, reviews incidents and injuries, and enhances initiatives like the cancer prevention program. Improvements to this initiative include post-fire decontamination, obtaining approval from Vaughan Council to purchase second sets of structural firefighting bunker gear and replacing the exhaust capturing system within the Mechanical Division.

C Platoon

"This was another eventful and busy year for C Platoon. Our Platoon responded to various incidents, including structural fires, motor vehicle accidents, hazardous material incidents, specialized rescues and medical emergencies.

Our training platform advanced with respect to specialized technical rescues in high-angle rope rescue, ice-water rescue conducted at Seneca College, confined space rescue and hazardous materials incidents. Additionally, certification training was conducted for our Canadian Red Cross instructors, vehicle extrication training at the Joint Operations Centre, flammable liquid training at the Fire and Emergency Services Training Institute (FESTI), Nozzle Forward instructor training, and a live fire scenario-based high-rise training for all operational crews. A multi-agency unified command training exercise was also conducted with York Regional Police and York Paramedic Services.

Congratulations to personnel who completed their class examinations and welcome to our four newest personnel on C Platoon!"

- Platoon Chief Michael Gorveatt



PEER SUPPORT TEAM

The Peer Support team is a joint initiative between the City and the Vaughan Professional Fire Fighters Association. The team is made up of two co-chairs and 20 nominated members.

In 2023, after six years of dedicated service as the sole Peer Support Coordinator, Chris Betzner has stepped away from the role. We thank him for his dedication and commitment to the team and Chris continues to be a valued member of the Peer Support team. In early 2023, Steven Bonollo and Jocelyn Walsh were appointed Peer Support Co-ordinator's. They are committed to continuing the efforts of building resources and support for VFRS.

The Peer Support team includes members across our suppression, training and communications divisions. This dedicated group ensures our members have access to various education, programs and services. These services aim to improve self-care and stress management resiliency throughout a demanding career in public service.

The Peer Support team has assisted with various incidents that range from single traumatic calls to various personal challenges staff members are faced with. The team can offer support and recommend resources within the community to assist employees as they navigate various challenges.

Ongoing education has played a key component for the Peer Support team as the group continues to build resources and work in partnership with several resources to ensure the needs of our first responders are met with pride and honour.

COMMUNITY PARTNERSHIPS

In January 2023, the Peer Support team participated in a two-day "Resilient Minds" certification course. This program is created by firefighters, for firefighters, in partnership with the Canadian Mental Health Association.

In June 2023, VFRS partnered with Wounded Warriors Canada, a national mental health service provider utilizing clinical best practices and evidence-based care to help Canada's Veterans, first responders and their families feel safe, supported and understood. This partnership enables access to a variety of education and support services.

On Aug. 2, 2023, 12 members of VFRS proudly participated in the Ride for Mental Health, a non-competitive, inclusive, community-focused cycling event providing an opportunity for Canadians from coast to coast to challenge their mental health while raising much-needed funds to support the mental health of veterans, first responders and their families. The team **raised \$8,000** and awareness for mental health.



BENEVOLENT COMMITTEE

SUMMARY OF 2023 EVENTS

PRIDE PARADE

In June, members of the Vaughan Professional Fire Fighters Association and their families attended the vibrant York Region Pride Parade in Newmarket. They marched with a Vaughan Pride firetruck and proudly stood shoulder to shoulder with the 2SLGBTQ+ community.

WOUNDED WARRIORS BIKE RIDE

In August, members attended an event organized by Vaughan firefighter Jennifer Heslin. Funds were raised through the Wounded Warriors bike ride and the sale of red t-shirts. In total, the group **raised \$9,600**.

BREAST CANCER AWARENESS MONTH

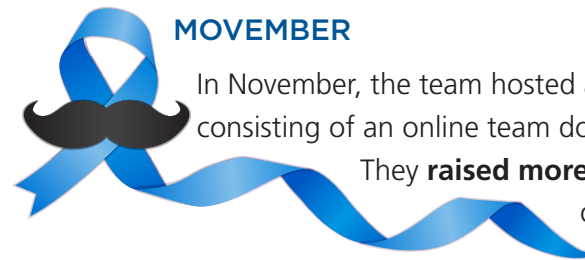
In October, the Benevolent Committee launched a t-shirt campaign and created an online donation page on Breast Cancer Canada's webpage in support of Breast Cancer Awareness Month. The team sold 96 epaulettes, an ornamental shoulder piece or decoration used as insignia of rank by armed forces and other organizations. In total, they **raised \$800** for Breast Cancer Canada.



MUSCULAR DYSTROPHY BOOT DRIVE

Also in October, a small group of volunteers held a "filled the boot" donation campaign in front of the Vaughan Metropolitan Centre Subway Station. They **raised \$481** for Muscular Dystrophy Canada.

MOVEMBER

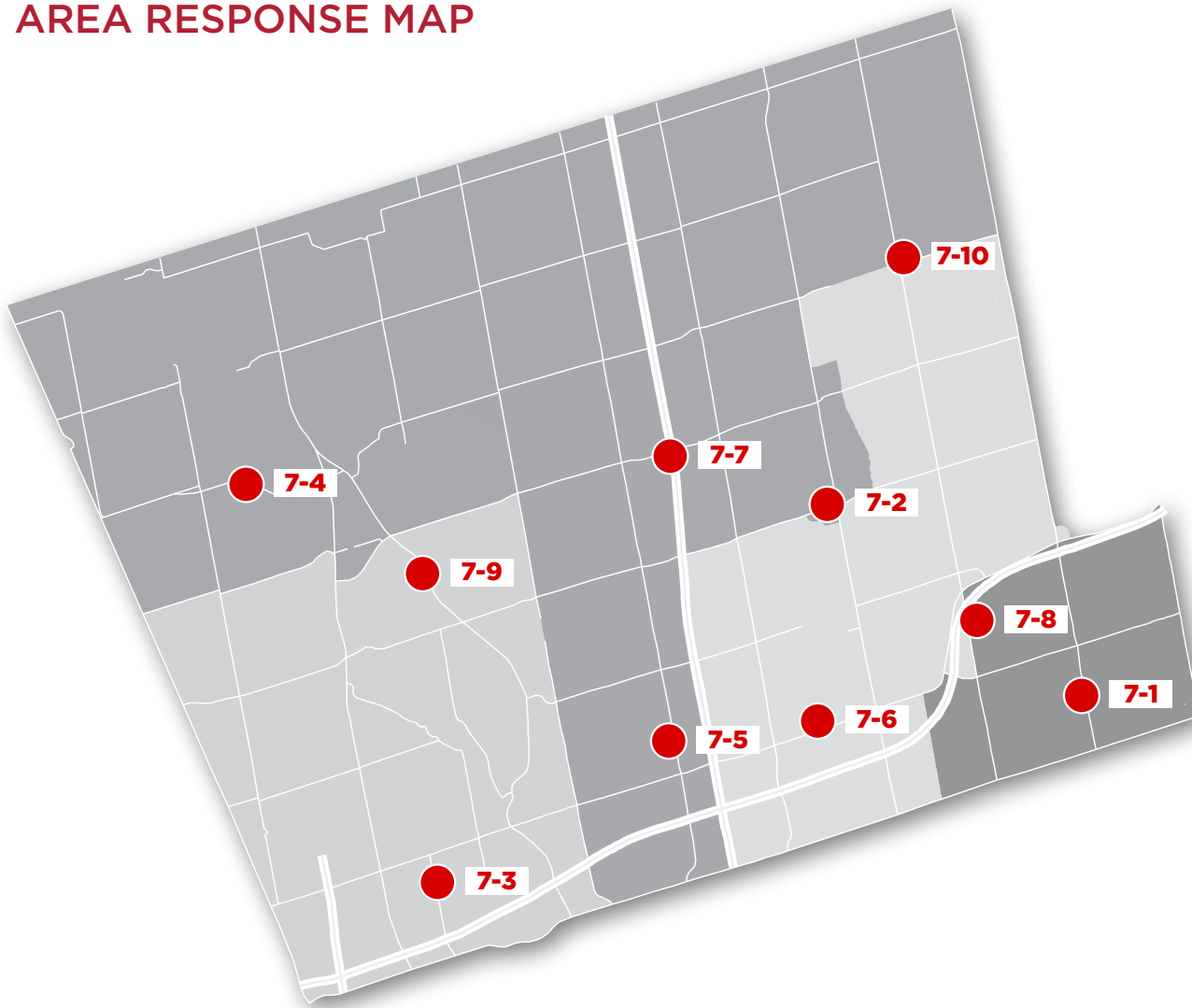


In November, the team hosted a Movember campaign consisting of an online team donation page and t-shirt sales. They **raised more than \$6,300** in support of men's health.



AREA RESPONSE

AREA RESPONSE MAP



STATION 7-1: 835 Clark Ave. W.

STATION 7-2: 9290 Keele St.

STATION 7-3: 7690 Martin Grove Rd.

STATION 7-4: 835 Nashville Rd.

STATION 7-5: 2 Fieldstone Dr.

STATION 7-6: 120 McCleary Crt.

STATION 7-7: 40 Eagleview Hts.

STATION 7-8: 111 Racco Pkwy.

STATION 7-9: 9601 Islington Ave.

STATION 7-10: 10800 Dufferin St.

INCIDENTS BY DISTRICT

DISTRICT	NUMBER OF INCIDENTS
71	2,053
72	1,890
73	1,620
74	518
75	1,594
76	976
77	1,900
78	783
79	976
710	897
Other fire departments	2
TOTAL	13,209

2023 FIRE LOSS OVER \$500,000

LOCATION	DISTRICT	PROPERTY TYPE	\$ AMOUNT
Houston Rd.	73	Residential	1,100,000
Creditstone Rd.	76	Manufacturing	500,000
Pine Valley Dr./Teston Rd.	77	Residential	72,000,000
Ridgefield Cres.	72	Residential	645,000
Denton Circle	72	Residential	750,000
Highway 50	74	Vehicles	500,001
Cattail Dr.	77	Residential	1,575,000
Fifth Ave.	75	Residential	1,401,000
Abbruzze Crt.	77	Residential	2,005,000
Keele St.	72	Residential	500,000
Rockview Gdns.	76	Residential	800,000
Kale Cres.	77	Residential	850,000
Eddy Green Crt.	71	Residential	2,100,000
Rutherford Rd.	74	Railyard	500,000
Rutherford Rd./Highway 27	79	Residential	2,010,000
Jevlan Dr.	75	Commercial	1,000,000
Jane St.	76	Commercial	5,011,000

AVERAGE RESPONSE TIME BY INCIDENT TYPE

INCIDENT	NUMBER OF INCIDENTS	AVERAGE RESPONSE TIME
Fire	208	00:05:56
Open-air burning/unauthorized controlled burning	109	00:07:33
Alarm system equipment – malfunction	698	00:06:44
Alarm system equipment – accidental activation	546	00:06:23
Gas leak – natural gas	99	00:06:28
Vehicle extrication	22	00:06:47
Vehicle collision	1,487	00:05:45
Persons trapped in elevator	97	00:05:19
CPR administered	49	00:05:22
Asphyxia, respiratory condition	470	00:05:14
Chest pains or suspected heart attack	903	00:05:18
Vital signs absent, DOA	225	00:05:15

D Platoon

“It was a bittersweet year for D Platoon. Long-time Platoon Chief Peter Maynard retired and we celebrated Platoon Chief Jerry Nicosia’s promotion.

Platoon Chief Nicosia had crews participate in repeater training exercises, where problem areas (dead zones) were identified in communications. Recommendations were put forward to enhance communications at the operations level.

In 2023, D Platoon crews participated in annual live fire training. Beforehand, all crews trained in their own districts at selected high-rise structures. This skill set was demonstrated during the live fire scenarios.”

- Platoon Chief Peter Maynard



VAUGHAN
HAZARDOUS MATERIALS UNIT

VAUGHAN
FIRE + RESCUE

911

SERVICE RECOGNITION

FIRE SERVICES EXEMPLARY SERVICE MEDAL RECOGNITION (FEDERAL RECOGNITION)

20 years

- Firefighter Karen Blanchard
- Firefighter Ryan Buck
- Firefighter Giovanna Casagrande
- Firefighter Michael Chesterman
- Captain Jacob Dabit
- Firefighter Jason Galbraith
- Firefighter Jason Hackett
- Firefighter Rene Magotiaux
- Firefighter Kalin Weatherhead
- Captain David Wonfor

25 years

- Firefighter Kurt Altenhoff
- Firefighter Peter Ehricht
- Captain Lisa Gordon
- Captain Mario Marmora
- Firefighter David Robb
- Firefighter Jeff Robertson
- Captain David Smith

ONTARIO FIRE SERVICE AWARD RECIPIENTS

30 years

- Captain James Collis
- Captain Gary Mason
- Captain Mario Meffe
- Firefighter Anthony Spagnoli

PROMOTIONS

- District Chief John Crawford
- Captain Shawn Gurman
- Captain Andrew Newell
- Platoon Chief Jerry Nicosia

35 years

- Deputy Fire Chief James Arnold
- Platoon Chief Brian Culp

RETIREMENTS

- Firefighter John Brown
- Communications Operator Paul Caines
- Firefighter Phil Greco
- Fire Prevention Inspector Susan Kauppinen
- Platoon Chief Peter Maynard
- Firefighter Emanuel Oxley
- Firefighter Elaine Steenhorst



VAUGHAN FIRE

FIRE

2024 BUDGET AND 2025 FINANCIAL PLAN

2022-2026 FINANCIAL SUMMARY

(\$M)	2022 Actuals	2023 Approved Budget	2024 Approved Budget	2025 Plan	2026 Plan
REVENUE					
User Fees	0.9	0.9	0.9	0.9	0.9
TOTAL	0.9	0.9	0.9	0.9	0.9
EXPENDITURES					
Labour	55.8	57.1	57.9	59.5	60.6
General Maintenance, Repairs, Utilities	1.5	1.5	1.5	1.6	1.6
Communications	0.3	0.5	0.5	0.5	0.5
Other	0.9	1	1.2	1.3	1.3
TOTAL	58.5	60	61.1	62.8	63.9
Net Operating	57.6	59.1	60.3	61.9	63.1
Budgeted Full-Time Equivalents (FTEs)	361	364	377	377	377
Capital Plan	7.2	10	8.3	5.9	11.6

2023 KEY PERFORMANCE INDICATORS (KPIs)

VAUGHAN FIRE AND RESCUE SERVICE PERFORMANCE MEASURES					
Measure	2022	2023 YTD*	2024 Estimate	2025 Estimate	2026 Estimate
Inspections	1,132	560	1,450	1,475	1,500
Plans Examinations	1,333	569	1,100	1,125	1,150
Fire Education (number of contacts)	5,600	2,000	5,800	6,000	6,250

Note: 2023 YTD as of June 30, 2023.

It is vital for the City to provide public education and fire investigation services, and ensure buildings and properties are constructed and maintained in accordance with applicable fire and life-safety regulations. The three lines of defence for fire protection include public education, enforcement and suppression.

2023 KEY RESULTS

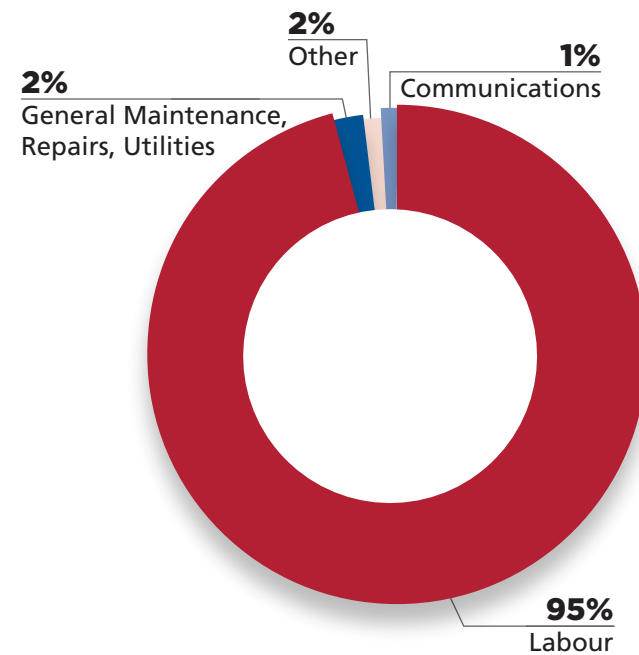
- York Region's request for proposal process is complete and was awarded to Comtech Solacom for the NG-911 implementation at YRP. The City of Vaughan and Richmond Hill are also utilizing Solacom in partnership with York Regional Police.
- In May 2023, the next generation of **18 firefighters** were officially welcomed into the City through a graduation and recognition ceremony.
- VFRS compiled its 2022 Annual Report where VFRS attended more than **12,800 calls** for service, closed more than **1,333 inspections** and participated in more than **5,600 public education events**.
- VFRS and Communications, Marketing and Engagement have launched a number of public education initiatives throughout the year to promote everything from fire safety at cottages and outdoor fireplaces to having a home escape plan and checking for appliance safety.
- VFRS shared safety tips during Fire Prevention Week, including attending the B.A.S.S.I.C Calendar Launch, Woodbridge Fair and condominium blitzes.
- VFRS delivered **14 workshops** with a total of **1,357 participants** trained.
- VFRS distributed **39,498 public education materials**.
- Through feedback from Emergency Management Team members and the program audit conducted by Internal Audit, **39 enhancements** to the program were identified. The program has **implemented 24** of the recommendations.
- VFRS continued to provide a comprehensive fire protection program through public education and fire prevention within Vaughan. As of June 30, 2023:
 - Inspections: **560**
 - Plan Examinations: **569**
 - Fire Public Education and community outreaches: **2,000**

2024 KEY OBJECTIVES

- Implement fire training strategies and provincially mandated staff certification programs to support sustainable fire protection and emergency services.
- Continue to provide a comprehensive fire protection program through public education and fire prevention within the city aligned with the provincially mandated three lines of defense: education, enforcement and suppression.
- Continue to provide OCIO with VFRS subject matter expertise on the NG-911 implementation.
- Strengthen the Emergency Management Program to maintain compliance with *Emergency Management and Civil Protection Act*.
- Continue to provide Infrastructure Delivery with VFRS subject matter expertise on planning, designing and building future fire stations to respond to the growing city.

OPERATING SUMMARY

2024 Gross Operating Expenditures



FUNDING TYPE	\$M	%
User Fees	1.2	2%
Taxation	59.9	98%
TOTAL	61.1	100%

Budget Change: The increase in operating budget in VFRS is driven by five additional resource requests (as detailed below) and labour progressions in the department.

BUDGET CHANGE (\$M)	2023	2024	2025	2026
NET OPERATING BUDGET		59.1	60.3	61.9
New/Growth		1.1	1.7	1.1
Transfers		-	-	-
Net Operating Budget	59.1	60.3	61.9	63.1

New Requests: There are five new 2024 requests for VFRS:

- A Fire Prevention Inspector to help address the current demands due to rapid growth in the city. Additionally, the scope of work is increasing with recent regulatory changes, as well, amendments to our by-laws have introduced new fire inspection requirements for secondary suites. Fire inspection and enforcement plays an important role in the three lines of defence in Ontario. Enhanced and scheduled fire inspection of buildings in the city can prevent loss of lives and property damage, and interruption of normal business transactions.
- One Fire Training Officer to meet the demands for training, proportionate to a fire service that is growing in size, as well as the scope of technical rescue services delivered to the residents of Vaughan. The Training Officer will assist in meeting legislative and provincial certification as intensification increases the demands and complexity of the service.
- IT Licenses for Incident Report and Fleet Software. The current software program used to track incident reports and other operational needs will become obsolete. As such, a strategy is in place to replace the system, requiring a robust solution that will ensure current VFRS needs are met and adapt to changing future business requirements. The request will cover the cost of licensing, support, along with a fleet software program that was recommended as part of an audit of the Mechanical Division.

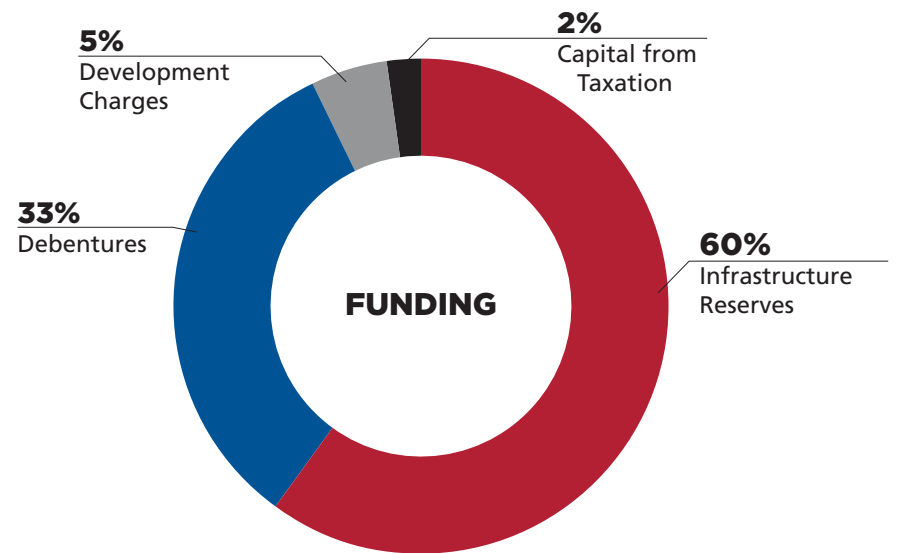
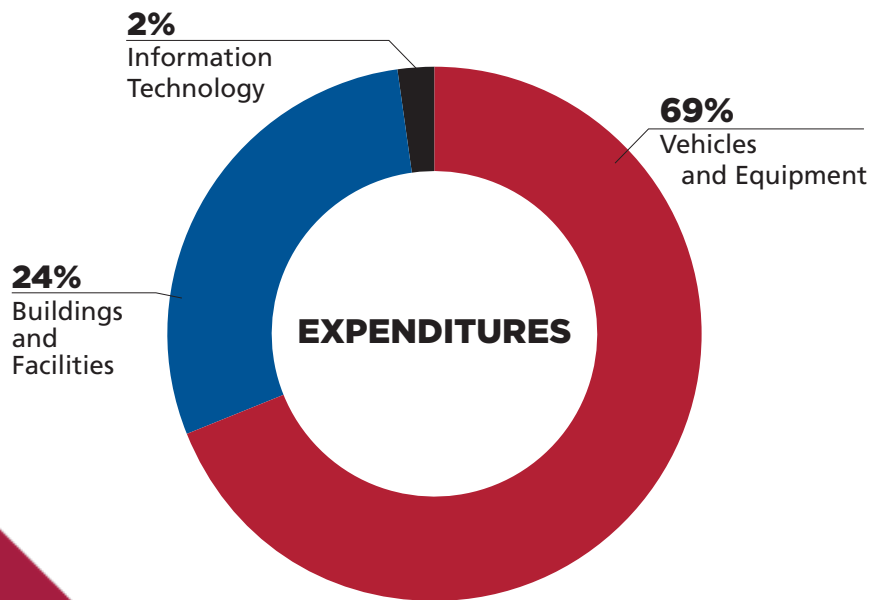
- This first contingent of 11 firefighters for Station 7-12 will help VFRS maintain adequate response targets that have been taxed by intensification, population density and traffic patterns, particularly in the northwest portion of the city.
- Additional education and promotional materials are requested proportionate to the city's growth, to improve community resilience and mitigate the impact of disasters on the public.



INDEX NUMBER	NEW REQUESTS (\$M)	FTEs	2024		2025		2026	
			GROSS	NET	GROSS	NET	GROSS	NET
100-1-2024	Fire Prevention Inspector	1.0	0.10	0.10	-	-	-	-
100-2-2024	Training Officer	1.0	0.19	0.19	-	-	-	-
100-3-2024	IT Licenses for Incident Report and Fleet Software	-	0.14	0.14	-	-	-	-
100-4-2024	Station 7-12 - First Contingent (11 Firefighters)	11.0	0.35	0.35	0.85	0.85	-	-
105-1-2024	Education and Promotional Materials	-	0.04	0.04	-	-	-	-
TOTAL		13.0	0.82	0.82	0.85	0.85	-	-

2024 CAPITAL BUDGET REQUEST

The 2024 capital budget request includes \$5.9 million in capital projects that will be managed and reported on by VFRS. Another \$2.4 million is managed by Facility Management on behalf of VFRS.



2024 BUDGET AND 2025-2026 CAPITAL PLAN INCLUDING OPEN PROJECTS BY STRATEGY MAP

SERVICE EXCELLENCE STRATEGY MAP (\$M)	OPEN	2024	2025	2026
Active, Engaged and Inclusive Communities	13.4	0.1	-	-
City Building	0.3	0.0	-	6.6
Community Safety and Well-being	8.6	5.9	5.8	4.7
Environmental Sustainability	5.3	2.2	-	-
Service Excellence and Accountability	0.4	0.1	0.1	0.13
TOTAL	27.9	8.3	5.9	11.6



2024 BUDGET AND 2025-2026 CAPITAL PLAN PROJECT LIST

CAPITAL PROJECT NUMBER AND TITLE (\$M)	2024	2025	2026
Department Managed:			
EP-9600-24 - Building a Module in EOC Software Platform	0.07	-	-
FR-3577-24 - Station 7-12 Equipment for Firefighters Purchase	0.13	-	-
FR-3655-19 - General Equipment - VFRS	0.29	0.28	0.29
FR-3658-23 - Kawasaki - Mule Station 7-2 - Replacement	-	0.26	-
FR-3678-25 - Spartan Truck (7 year) - Station 7-2 - Replacement	-	1.50	-
FR-3679-26 - Ford F150 Pick Up (7 year) HQ Prevention - Replacement	-	-	0.09
FR-3681-26 - Foam Trailer (10 year) - Station 7-8 - Replacement	-	-	0.02
FR-3683-26 - Ford Escape #1 (7 year) - HQ Prevention - Replacement	-	-	0.05
FR-3684-26 - Ford Escape #2 (7 year) - HQ Prevention - Replacement	-	-	0.05
FR-3687-25 - Ford Explorer (4 year) - Fire Chief - Replacement	-	0.08	-

CAPITAL PROJECT NUMBER AND TITLE (\$M)	2024	2025	2026
FR-3696-24 - Spartan Platform Engine 7999 - Replacement	2.73	-	-
FR-3697-24 - Tanker Peterbilt (20 year) - Station 7-4 - Replacement	1.41	-	-
FR-3698-25 - FIL-MT55 Olsan Rehab - Station 7-6 - Replacement	-	1.50	-
FR-3699-25 - Freightliner M2106 - Tech Rescue - Replacement	-	1.50	-
FR-3700-25 - Trailer for Mule - Station 7-2 - Replacement	-	0.02	-
FR-3701-26 - Spartan/Smeal 55' Aerial Ladder (15 year) - Station 7-9 - Replacement	-	-	-
FR-3709-22 - Bunker Equipment, Gear, Uniforms for new Station 7-12	-	-	1.50
FR-3711-26 - Bunker Equipment, Gear, Uniforms for new Station 7-11	0.09	-	-
FR-3712-26 - Engine Purchase for new Station 7-11	-	-	0.10
FR-3713-26 - Bunker Equipment, Gear, Uniforms for new Station 7-12	-	-	1.50
FR-3714-26 - Aerial 7-2 Equipment Purchase for Station 7-2	-	-	0.15
FR-3716-24 - Fire Truck Equipment for Station 7-12	-	-	0.15

CAPITAL PROJECT NUMBER AND TITLE (\$M)	2024	2025	2026
FR-3721-22 - Annual Hose Replacement	0.09	-	-
FR-3722-22 - Annual Bunker Gear Replacement	0.13	0.14	0.14
FR-3723-22 - Fire Rescue Tool Retrofit	0.44	0.17	0.18
FR-3725-25 - Replacing Fire Admin Vehicle #2	0.08	0.08	0.08
FR-3726-25 - Replacing Fire Admin Vehicle #3	-	0.08	-
FR-3727-25 - Replacing Fire Admin Vehicle #4	-	0.08	-
FR-3728-23 - Replacing Fire Prevention Vehicle #1	-	0.08	-
FR-3729-23 - Replacing Fire Prevention Vehicle #2	0.05	-	-
FR-3730-23 - Replacing Fire Prevention Vehicle #3	0.05	-	-
FR-3731-23 - Replacing Fire Prevention Vehicle #4	0.05	-	-
FR-3732-23 - Replacing Fire Prevention Vehicle #5	0.05	-	-
FR-3733-23 - Replacement Training Equipment	0.06	0.06	0.07
FR-3735-26 - Replacing Fire Prevention Vehicle #6	-	-	0.07
FR-3736-26 - Replacing Fire Prevention Vehicle #7	-	-	0.07
FR-3737-26 - Replacing Fire Prevention Vehicle #8	-	-	0.07
FR-3738-26 - Replacing Fire Prevention Vehicle #9	-	-	0.07
FR-3739-23 - Replacing Fire Admin Vehicle #1	-	0.08	-
FR-3740-23 - Fitness Equipment and Furniture Replacement - All Stations/Divisions	0.03	0.03	0.04

CAPITAL PROJECT NUMBER AND TITLE (\$M)	2024	2025	2026
FR-3741-23 - Command Post 701 Upgrade	-	0.10	-
FR-9601-24 - Implementing New Firehouse Solution	0.10	-	-
Subtotal Department Managed	5.90	5.82	4.67
Managed by Other Departments:			
BF-8591-17 - Fire Hall (General) - Annual Capital Improvement	0.04	-	-
BF-8841-26 - Feasibility Study – Decommissioned FH 7-4 Kleinburg	-	-	0.35
BF-8842-21 - FH7-1 Facility and Energy Renewal (Zero Carbon Building Standards)	2.22	-	-
BF-8873-23 - FH 7-6 Feasibility Study for Expansion of Fire Station	0.04	-	-
FL-5482-25 - EMERG MGMT - Replace Unit #1505 with passenger mini van	-	0.05	-
ID-2093-20 - New Fire Station 7-12	0.10	-	-
ID-2094-26 - New Fire Station 7-11	-	-	6.57
Subtotal Managed by Other Departments	2.40	0.05	6.91
TOTAL	8.30	5.87	11.58



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CITY OF VAUGHAN

Veterans Of Afghanistan

VAUGHAN

CANADA

VETERANS AFFAIRS CANADA
ANCIENT COMBATANTS CANADA

VAUGHAN FIREFIGHTERS

PROVINCE OF ONTARIO
PROVINCE OF ONTARIO

TORK REGIONAL POLICE



vaughan.ca/fire

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Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: UPDATES TO RECORDS MANAGEMENT PROGRAM

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek Council's approval to update the City's records management program by authorizing the City Clerk to establish and amend the retention and disposition of records for the municipality, and to repeal the Records Retention By-law. The proposed changes will streamline records management processes, enhance operational efficiencies, and facilitate the City's efforts in electronic records management.

Report Highlights

- Staff is seeking Council's authorization for the City Clerk to manage records retention and disposition, and to repeal the current Records Retention By-law to facilitate a more flexible and up-to-date approach to records management through a policy-based framework.
- The City's Enterprise Information Management (EIM) policy will be revised to include a Records Retention Procedure to replace the by-law.
- This update to the City's records retention and disposition program would align well with our current practices under *the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and create a more comprehensive and effective records management program for the City.

Recommendations

1. That the City Clerk be authorized to establish, amend and approve the City's records retention periods from time to time, as legal and business needs arise or change over time; and

2. That the Records Retention By-law 046-2017 be repealed.

Background

The *Municipal Act* requires that municipal records in all media and formats be retained, preserved, accessible, and secure. Municipalities shall maintain records according to requirements of statute, by-laws, and policies. The intent of these requirements is to facilitate accountability, transparency, and business efficiency. Notwithstanding the requirement to maintain all records, section 255 of the *Municipal Act* permits municipalities to establish retention periods for their records, and records may only be destroyed upon expiry of the retention period.

Through a detailed process of systematically assessing the value of records in light of legislative/ regulatory requirements and business needs, the City has established a records retention schedule under By-law 046-2017.

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) sets the framework for municipal information and privacy management. It provides the public a formal right of access to records that are in a municipality's custody or under its control and it also protects the privacy of individuals with respect to their personal information held by institutions.

At the Council meeting of November 20, 1990, the City Clerk was delegated authority under MFIPPA to administer all duties and responsibilities under the Act. The Clerk was also directed *"to proceed with establishing a records management program to effectively manage and control the creation, maintenance, transfer, retention and destruction of all records of the Corporation of the Town of Vaughan thereby facilitating identification of said records to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act."*

Previous Reports/Authority

Council approved the adoption ([Item 8, Report No. 5 of the Finance, Administration and Audit Committee](#)) of the current Records Retention by-law ([By-law 046-2017](#)) on May 16, 2017.

Council Meeting of November 20, 1999, re: Records Management/ Freedom of Information

Analysis and Options

The current approach of establishing and maintaining the City's records retention schedule in a by-law format has limitations in terms of adaptability, particularly when records management requirements evolve due to legal, regulatory, or technological

changes. As part of the implementation of the Enterprise Content Management (ECM) system, staff has been reviewing the records retention periods and a number of important updates have been identified. As the project is being implemented across the corporation to each department, it is crucial to have the flexibility to make amendments to the schedule as required to support automated retention and disposition features of the ECM system.

It is recommended that the City move towards a policy-based framework for records retention and provide authority to the City Clerk to establish, amend and approve the City's records retention periods from time to time. This will allow staff to address necessary updates as required more effectively without requiring by-law amendments, ensuring that the City meets legislative obligations and business needs from various departments.

Under MFIPPA, the City Clerk is already responsible for administering access to information and protecting personal privacy, which includes making decision regarding the disclosure of corporate records. Providing authority to the City Clerk regarding records retention and disposition will ensure staff has the necessary control to manage records throughout their lifecycle. This facilitates Council's goal for the City Clerk to establish an effective records management program and ensure compliance with both MFIPPA and other applicable legislation.

Next Steps

Staff will revise the City's Enterprise Information Management (EIM) policy to include a Records Retention Procedure, in lieu of a standalone by-law. The Administrative Policy and Procedure will then be reviewed by the Policy Committee.

Financial Impact

There are no financial impact associated with this report.

Operational Impact

Any amendments to the Records Retention Schedule will be made in collaboration with affected departments to ensure they meet their business needs, as well as in consultation with Legal Services to ensure legislative compliance.

Broader Regional Impacts/Considerations

None.

Conclusion

The authority for the City Clerk to establish and amend records retention periods will allow for a more comprehensive and coordinated approach to records management, aligning retention and disposition practices with the City Clerk's existing responsibilities under MFIPPA. It is a necessary step to modernizing the City's records management practices and facilitating the implementation of the City's ECM system.

For more information, please contact: Todd Coles, City Clerk. extension 8281

Attachments

None.

Prepared by

Isabel Leung, Deputy City Clerk & Manager, Administrative Services, extension 8190

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024 **WARD(S):** ALL

TITLE: **GOVERNANCE POLICIES – CORPORATE POLICY
DEVELOPMENT AND DELEGATION OF POWERS AND DUTIES**

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To recommend approval of the proposed amendments to the Corporate Policy Development and Delegation of Powers and Duties policies and to repeal By-law 033-2018.

Report Highlights

- Revising the Corporate Policy Development and Delegation of Powers and Duties policies is recommended to continue to support an accountable, transparent and compliant policy framework for the City.
- In addition to the recommended policy amendments, staff recommend repealing Delegation By-law 033-2018 as an administrative housekeeping matter.

Recommendations

1. That Council approve the Corporate Policy Development (03.C.01) policy substantially in the form set out in Attachment 1 of this report;
2. That Council approve the revised Delegation of Powers and Duties (03.C.02) policy substantially in the form set out in Attachment 2 of this report; and
3. That By-law 033-2018 be repealed.

Background

Policies are fundamental tools of municipal governance that facilitate consistent decision-making. The Corporation's staff-led Policy Committee was initiated in 2016 and is currently comprised of the Senior Leadership Team – Executive and the Chief Human Resources Officer and is chaired by the City Clerk. The Committee convenes monthly and was established to consider and review policies, promoting good governance with a consistent and transparent approach to policy decision-making and approval and to examine issues related to policies, procedures and by-laws.

In 2018, Council ratified a new Corporate Policy Program, modernizing the review and approval of corporate policies. As part of the Program, two foundational policies were established: Corporate Policy Development (03.C.01) and Delegation of Powers and Duties (03.C.02). Section 270 of the *Municipal Act, 2001* provides that a municipality must adopt and maintain certain policies, including the delegation of its powers and duties. In keeping with best practices, it is recommended that corporate policies be reviewed at least every three years, to ensure that policies are kept up to date to capture any new legislative requirements, operational needs and alignment with best practices. As such, staff have reviewed these two policies and are proposing some changes for Council's consideration.

Previous Reports/Authority

[Committee of the Whole \(Working Session\) June 6, 2018 – Corporate Policy Development and Modernization, Approval Authorities and Prioritization](#)

[Committee of the Whole \(Working Session\) February 12, 2018 – Corporate Policy Development and Modernization](#)

[Finance, Administration and Audit June 27, 2017 – Update on Leadership Alignment – Policy Review](#)

Analysis and Options

Corporate Policy Development and Delegation of Powers & Duties Policies

The Policy Committee has reviewed both policies and recommends updates that do not alter the policies' intent, impact or applicability. These recommended updates continue to support the Corporation's legislative compliance while maintaining the distinct role of Council and the Administration and include:

- Reorganization of the policies with formatting updates to reflect current corporate standards.
- Revisions to and inclusion of new definitions to close any contextual gaps and provide more concise language regarding the different types of policies.

- Enhanced language within the Approval Authorities section to provide more explicit parameters of what constitutes a Council or Administrative policy.
- The requirement to engage with Legal Services for the purpose of reviewing and providing advice with regards to any contract with a third-party.
- Migration of the delegation language from Delegation By-law 033-2018 to the Corporate Policy Development policy (as detailed below).

Delegation By-law 033-2018

In 2018, Council also adopted Delegation By-law 033-2018 which provided delegated authority to the City Manager to approve policies that are administrative in nature and make minor deletions, additions or other administrative changes to Council policies that do not alter the purpose or scope of the Policy. Upon reviewing Delegation By-law 033-2018, it is recommended that the by-law be repealed, as that delegation is more appropriately captured in the actual policy on Corporate Policy Development as proposed in this report. This would provide clarity on the policy development and approval process with all the relevant provisions contained in one document.

Financial Impact

There are no financial impacts associated with this report.

Operational Impact

There are no operational impacts associated with this report.

Broader Regional Impacts/Considerations

There are no regional impacts associated with this report.

Conclusion

The Corporate Policy Development and Delegation of Powers and Duties policies have been reviewed for their effectiveness and some revisions are proposed to ensure operational and legislative alignment and in keeping with best practices. Additionally, it is recommended that Delegation By-law 033-2018 be repealed.

For more information, please contact: Todd Coles, City Clerk

Attachments

1. Corporate Policy Development policy (03.C.01)
2. Delegation of Powers and Duties policy (03.C.02)

Prepared by

Jacquelyn Gillis, Corporate Policy and Research Specialist, ext. 8566



THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: CORPORATE POLICY DEVELOPMENT

POLICY NO.: 03.C.01

Section:	Administration & Legal		
Effective Date:	February 21, 2018	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Administrative Services & City Solicitor		

POLICY STATEMENT
A strong policy framework supports the City’s commitment to accountability, transparency and effective governance by clearly defining the City’s governance practices and ensuring that policies will be made transparent to the public.
PURPOSE
To establish a framework for the development and approval of corporate Policies and Procedures for the City of Vaughan.
The City of Vaughan will operate a standardized system of developing, recording, approving, distributing and maintaining Policies and Procedures.
SCOPE
This policy applies to all corporate Policies and Procedures of the City approved by Council or Administration.
LEGISLATIVE REQUIREMENTS
1) <i>Municipal Act, 2001, S.O. 2001, c. 25, as amended.</i>
DEFINITIONS
1) Administrative Policy: A Policy that focuses primarily on the internal operations and processes of the municipality, and to execute on delegated authority granted by Council. An Administrative Policy directs staff by setting operational duties and expectations and guiding the administration’s decision-making processes.

POLICY TITLE: CORPORATE POLICY DEVELOPMENT

POLICY NO.: 03.C.01

- 2) **Approval Authority:** As stated in each Policy, being either Council or the Administration (by the City Manager).
- 3) **Council Policy:** A Policy that sets overall direction for staff, set standards of performance in programs and services, defines a City position on public issues, and that generally has greater external focus on the community or is otherwise required by legislation are to be approved by Council.
- 4) **Policy:** A document that sets the overall governance framework on certain City matters and is either approved by Council or the City Manager.
- 5) **Policy Committee:** The internal staff Committee, chaired by the City Clerk and comprised of members of the Senior Leadership Team – Executive and/or Senior Leadership Team, responsible for reviewing proposed Policies/Procedures or their amendments.
- 6) **Policy Manual:** An electronic consolidation of City of Vaughan Policies and Procedures maintained by the Office of the City Clerk.
- 7) **Policy Owner:** A member of the City’s Senior Leadership Team – Executive who assumes responsibility for a specific Policy or Procedure or their revision activity.
- 8) **Procedures:** Administrative guidelines that set out the steps to be followed to implement and achieve the desired outcome of the Policy.

POLICY

1) GUIDING PRINCIPLES

- a) City of Vaughan policies will be:
 - i) Presented in a common format in the Corporate Policy and Procedure templates, adhering to the principles and expectations outlined in the “Guidelines Governing Policies and Procedures” (PRC.11);
 - ii) Formally approved by the appropriate Approval Authority after review and approval by the Policy Committee;
 - iii) Kept current with operational and organizational frameworks;
 - iv) Linked electronically to Procedures for implementing the Policy; and
 - v) Maintained centrally and accessible to all interested parties.

2) APPROVAL AUTHORITIES

a) Council Policies

Council is the Approval Authority for all Policies that meet the definition of Council Policy as set out above. A Council Policy may focus on one or more of the following elements:

i) Community

- (1) Supports the establishment and functioning of community groups, activities and programs;
- (2) Enhances a supportive community creating equity for residents;
- (3) Formulates useful partnerships benefitting the community;
- (4) Governs the actions of the public within municipally-owned facilities, buildings or property;
- (5) Provides programs, activities and events that enhance communities and neighborhoods; and
- (6) Supports the achievement of citizen's desires for the community's future.

ii) Financial & Fiscal Responsibility

- (1) Budget approval and amendment;
- (2) Establishes principles and authority for the procurement of goods and services for the City;
- (3) Upholds financial integrity of the municipality through decision-making and monitoring;

iii) Legislative and Regulatory Requirements

- (1) Meets certain legislative requirements as required.

iv) Council Relations

- (1) Guides interaction between the Members of Council and staff;

(2) Provides guidelines for Members of Council pertaining to their role as an elected official.

v) Delegation of Authority

(1) Provide guidance related to the scope of powers and duties that Council may delegate certain authority to staff and establish principles governing such delegations.

vi) Strategic Practice

(1) Provides high-level direction pertaining to:

(a) Corporate programs;

(b) Corporate service levels, objectives, goals and priorities; and

(c) The accountability and transparency of the operations of the municipality.

b) Administrative Policies

The City Manager as the head of the Administration is the Approval Authority for all Policies that meet the definition of Administrative Policy as set out above. This authority may be delegated by the City Manager to another senior administrator. An Administrative Policy may focus on one or more of the following elements:

i) Finance & Fiscal Responsibility

(1) Guides the exercise of financial/budgetary control within delegated authority.

ii) Legislative and Regulatory Requirements

(1) Guides actions necessary to carry out legislated responsibilities and ensure corporate compliance.

iii) Staff and Representatives of the City

(1) Defines clear administrative practices;

POLICY TITLE: CORPORATE POLICY DEVELOPMENT

POLICY NO.: 03.C.01

(2) Guides behaviour of staff, contractors and consultants in executing City initiatives and projects;

(3) Standardizes corporate operational duties/expectations of staff performance; and

(4) Addresses matters required for the management of the corporation.

iv) Strategic Practice

(1) Governs how the Administration carries out Council's direction;

(2) Governs how the corporation will carry out day-to-day operations;

(3) Supports administrative direction exclusive of interpretation or discretionary judgment; and

(4) Supports practical implementation and administration of programs or activities.

3) PROCEDURES

a) Procedures are approved administratively by the City Manager after receiving approval at Policy Committee and do not require Council approval.

b) Development and revision of supporting Procedures are the responsibility of the Policy Owner as identified in the Policy and are subject to the approval process in accordance with this Policy.

4) ACCESSIBILITY

a) Once approved, Policies and Procedures will be posted in the Policy Manual and will be maintained by the Office of the City Clerk.

5) REVIEW AND AMENDMENTS

a) Policies will be reviewed at least once every five years.

b) Where a Policy has a supporting Procedure associated with it, the Procedure will be reviewed at the same time as the parent Policy.

c) The City Manager, or their designate, may make minor administrative amendments to any Council Policies that do not alter the purpose or scope of

POLICY TITLE: CORPORATE POLICY DEVELOPMENT

POLICY NO.: 03.C.01

the Policy, such as providing minor wording changes to provide for greater clarification.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	February 21, 2023
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Related Policy(ies):	03.C.02 – Delegation of Powers & Duties
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Related By-Law(s):	033-2018, 012-2013
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Procedural Document:	PRC.11 – Guidelines Governing Policies and Procedures
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Revision History

Date:	Description:
21-Feb-18	Approved at Council. Report No. 8 Item No. 2
28-Nov-19	Minor administrative update.

THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: DELEGATION OF POWERS & DUTIES

POLICY NO.: 03.C.02

Section:	Administration & Legal		
Effective Date:	February 21, 2018	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Legal and Administrative Services & City Solicitor		

POLICY STATEMENT

The Council of the City of Vaughan, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote.

The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the perimeters as set out in the Municipal Act and other applicable legislation.

PURPOSE

The *Municipal Act, 2001* (the "Act") requires that all municipalities adopt and maintain a policy with respect to the delegation of Council's legislative and administrative authority. This policy sets out the scope of the powers and duties which Council may delegate its legislative and administrative authority to establish principles governing such delegation.

SCOPE

This policy applies to all powers and duties delegated to committees and staff enacted through Council enacted by-law.

POLICY TITLE: DELEGATION OF POWERS & DUTIES

POLICY NO.: 03.C.02

LEGISLATIVE REQUIREMENTS

- 1) Section 224 of the Act requires Council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
- 2) Section 270(1) of the Act states that a municipality shall adopt and maintain policies with respect to certain matters, including policies with respect to the delegation of its powers and duties.

DEFINITIONS

None.

POLICY

1) GUIDING PRINCIPLES

- a) All delegations of Council powers, duties or functions shall be affected by by-law, which may include a Council approved policy as confirmed by the Confirmatory By-law.
- b) Unless a power, duty or function of Council has been expressly delegated in accordance with section 1(a), all of the powers, duties and functions of Council shall remain with Council.
- c) A delegation of a power, duty of function under any by-law to any member of staff includes a delegation to a person who is selected from time to time by the delegate or their supervisor to act in the capacity of the delegate in the delegate's absence.
- d) Subject to section 1 (c), a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
- e) Legislative matters may be delegated by Council to a specific individual where such matters are minor in nature. Council may provide terms and conditions under which the delegated powers shall be exercised. Delegation of legislative matters must take into account the limitations set out in the Act.
- f) Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy and must take into account the limitations set out in the Act.
- g) In exercising any delegated power, the delegate shall ensure the following:

POLICY TITLE: DELEGATION OF POWERS & DUTIES

POLICY NO.: 03.C.02

- i) Any expenditure related to the matter shall have been provided for in the current year's budget and meets other by-law or policy requirements.
- ii) The scope of the delegated authority shall not be exceeded by the delegate.
- iii) Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirm compliance with the delegated authority and this policy.
- iv) Delegates shall ensure the consistent and equitable application of Council policies and guidelines.
- v) Delegates shall ensure that Legal Services is engaged to review and provide advice with regards to any contract with a third party, prior to entering into such arrangements, unless alternative review process has previously been established with Legal Services.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years <small>If other, specify here</small>	Next Review Date:	February 21, 2023
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Related Policy(ies):	03.C.01 – Corporate Policy Development
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Related By-Law(s):	033-2018, 012-2013
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Procedural Document:	
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Revision History

Date:	Description:
21-Feb-18	Approved at Council. Report No. 8 Item No. 2

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024 **WARD(S):** ALL

TITLE: **COUNCIL AND COMMITTEE MEETING SAFETY POLICY
AND PUBLIC CODE OF MEETING CONDUCT POLICY**

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

The Office of the City Clerk, in consultation with partner departments and the City's Policy Committee, has undertaken a comprehensive assessment for the implementation of a "Council and Committee Meeting Safety" policy and a "Public Code of Meeting Conduct" policy.

Report Highlights

- Through a coordinated consultation process, two new corporate policies are proposed to provide governance around Council and Committee Meeting Safety and Public Code of Meeting Conduct.
- The Council and Committee Meeting Safety policy establishes the City's responsibilities and measures for public access and participation during City Council and Committee meetings, to ensure the safety of all attendees and proper decorum during meetings.
- The Public Code of Meeting Conduct policy provides a set of shared expectations and values to encourage and support a safe and welcoming environment during Council, Committee Meetings and Town Halls.

Recommendations

1. That Council approve the Council and Committee Meeting Safety (06.C.04) policy, substantially in the form set out in Attachment 1 of this report; and

2. That Council approve the Public Code of Meeting Conduct (06.C.05) policy, substantially in the form set out in Attachment 2 of this report.

Background

Various departments at the City of Vaughan are, from time to time, required to manage difficult or inappropriate behaviour exhibited by members of the public. Such behaviour can occur in-person, electronically, or by phone interactions and can be directed towards City staff, appointed committee members or Members of Council. There have been incidents where difficult or inappropriate behaviour has been observed or reported during meetings of Statutory Committee, Ad Hoc Committees, Sub-Committees and Council, which has created a need for policies to manage these occurrences.

Currently, the City refers to the Procedure By-law 7-2011 (as amended) as the governance tool to assist Members of Council and staff in managing meetings and the behaviour of participants. The proposed policies provide more prescriptive details, roles, responsibilities and responses, further enhancing the Procedure By-law and further empowering Members of Council and staff with the ultimate objective of creating a safe and welcoming environment while supporting the democratic process.

In preparing the Council and Committee Meeting Safety and Public Code of Meeting Conduct policies, staff reviewed court decisions, ombudsman reports, and similar policies and by-laws from other Ontario and Canadian municipalities. Additionally, internal consultations were conducted across a variety of City departments, including Legal Services, Facility Management, the Office of the City Clerk, Office of the Chief Human Resources Officer and Recreation Services.

Previous Reports/Authority

None.

Analysis and Options

At present, the City has existing sources of authority, such as the *Trespass to Property Act*, upon which it can rely on when issuing restrictions or consequences to members of the public. However, implementing the recommended corporate policies will increase consistency and fairness when staff have to address or respond to inappropriate behaviour by providing clear definitions, response protocols and a set of shared expectations during the City's Council, Committee Meetings and Town Halls.

Council and Committee Meeting Safety Policy

The proposed Council and Committee Meeting Safety policy will apply to any Council or Committee meeting that is conducted, either in person or by electronic participation, and applies to Members of Council, staff, residents and meeting participants.

The intent of the policy is to emphasize the City's commitment to support public participation at Council and Committee meetings, while welcoming debate of public matters in a safe and welcoming environment based on principles of respect, accountability, dedication, integrity and inclusiveness.

This policy establishes the roles, responsibilities and measures for the City to effectively manage and deliver safety and security for all meeting participants, and in extenuating circumstances, execute on the Chairs direction to expel an individual(s). Once unreasonable behaviour or prohibited items have been identified or reported, the policy describes the role that various staff are to take in addressing the unreasonable behaviour or prohibited item. The policy makes it clear that under no circumstances are staff to put themselves at risk or jeopardize their safety or the safety of others. Where there is an immediate threat, staff are to contact the police and, if applicable, follow all emergency procedures.

Corporate Security will be arranged as needed and will be readily available and responsive for Meetings in accordance with the Policy.

Public Code of Meeting Conduct Policy

The proposed Public Code of Meeting Conduct policy will apply to the conduct of meeting participants attending a Council, Committee Meeting or Town Hall at any City-owned property or facility, either in person or by electronic participation, and works in conjunction with the proposed Council and Committee Meeting Safety policy.

The behaviour and decorum of Members of Council is guided under the City's Procedural By-law 7-2011 (as amended) as well as the Code of Ethical Conduct for Members of Council policy (CL-011). Equally, the behaviour and decorum of staff is outlined in the Employee Code of Conduct policy (13.A.02), Respectful Workplace policy (13.C.01), Workplace Violence policy (13.A.03) and accompanying Procedures.

The purpose of this policy is to establish a set of shared expectations for the conduct, decorum and behaviour of all individuals participating in Council, Committee Meetings or Town Halls. It outlines clear expectations for behaviour with the aim of preventing harassment, disrespect and other forms of misconduct that can create a hostile or unwelcoming environment. Overall, defining a set of shared expectations and

behaviours allows for the facilitation of meaningful public meeting engagement and upholds the integrity of the democratic process.

Similar to the Council and Committee Meeting Safety policy, clearly defining the roles and responsibilities of public meeting participants ensures that meeting rules and procedures are adhered to and that deliberations of public matters are undertaken in a safe and welcoming environment.

Financial Impact

The costs associated with the presence of security at Council and Committee meetings as required in accordance with the policies criteria, are captured within existing budgets.

Operational Impact

This report was written in consultation with partner departments including the City's Policy Committee. There are no operational impacts associated with this report.

Broader Regional Impacts/Considerations

There are no regional impacts associated with this report.

Conclusion

Together, the Council and Committee Meeting Safety and Public Code of Meeting Conduct policies provide for a foundation built upon respect, accountability, dedication and inclusiveness with the goal of active and engaged civic participation in a safe and welcoming environment.

For more information, please contact: Todd Coles, City Clerk

Attachments

1. Council and Committee Meeting Safety policy (06.C.04)
2. Public Code of Meeting Conduct policy (06.C.05)

Prepared by

Jacquelyn Gillis, Corporate Policy and Research Specialist, ext. 8466



THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

Section:	Council & Committees		
Effective Date:	Click or tap to enter a date.	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Legal and Administrative Services & City Solicitor		

POLICY STATEMENT

The City of Vaughan is committed to supporting public participation at Council and Committee Meetings and welcomes debate of public matters in a safe and welcoming environment based on principles of respect, accountability, dedication, integrity and inclusiveness.

PURPOSE

This policy establishes the roles, responsibilities and measures for the City to effectively manage and deliver Safety and security for all Meeting Participants.

This policy emphasizes open communication, professionalism, respect and adherence to laws, while also outlining potential disciplinary action for violations. This is done via a focus on both education for the public and support in responding to breaches.

- 1) Education
 - a) Provides guidance regarding the City’s expectations of appropriate Meeting conduct and how the City is providing a safe Meeting environment.
 - b) Builds awareness and understanding of the City’s standards, as it defines what conduct negatively impacts the Safety, well-being and rights of its Meeting Participants.
 - c) Outlines the City’s commitment to Council and Committee Meeting Safety that takes a position of education and support rather than punitive to promote an understanding of standards and expectations.

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

2) Support

- a) Ensures that the City is committed to responding to breaches of this policy and to ensure that all Meeting Participants are treated and interacted with equitably and equally.

SCOPE

This policy applies to any Council or Committee Meeting that is conducted, either in person or by electronic participation, and applies to Members of Council, Staff, residents and Meeting Participants.

This policy does not apply to or include community events, offsite tours, private events or town halls.

LEGISLATIVE REQUIREMENTS

- 1) *Criminal Code*, RSC 1985, c C-46.
- 2) *Canadian Charter of Rights and Freedoms*, s 7, Part 1 of The Constitution Act, 1982, Schedule B to the Canada Act 1982 (UK), 1982, c11.
- 3) *Human Rights Code*, RSO 1990, c H19.
- 4) *Municipal Act, 2001*, SO 2001, c. 25.
- 5) *Occupational Health and Safety Act*, RSO 1990, c O1.
- 6) *Trespass to Property Act*, RSO 1990, c T.21.

DEFINITIONS

- 1) **City:** The Corporation of the City of Vaughan.
- 2) **City Clerk:** A statutory officer of the Corporation as prescribed by s. 228(1) of the *Municipal Act*, or their designate.
- 3) **Committee:** Per the City's Procedure By-law, a Committee includes Committee of the Whole, Committee of the Whole (Closed Session), Committee of the Whole (Public Hearing), a Statutory Committee, an Ad Hoc Committee, or a Sub-Committee.
- 4) **Communications:** Correspondence received from interested parties to an item on a Council or Committee agenda.

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

- 5) Corporate Security:** The Corporate Security section of the Facility Management Department. For the purpose of this Policy, reference to Corporate Security shall include Staff and/or contractors retained by Corporate Security to execute the functions of Corporate Security as contained in this Policy.
- 6) Council Secretariat Staff:** Staff employed within the Council Secretariat division of the Office of the City Clerk.
- 7) Incident:** Any occurrence involving an event that is outside the normal conduct or decorum of a Council or Committee Meeting.
- 8) Meeting:** Any regular, special or other meeting of Council or Committee, or a local board or its committee, held in person and/or electronically, where:
 1. A quorum of the Council or Committee members is present; and
 2. The members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or Committee, local board or its committee.
- 9) Meeting Chair:** The person presiding at a Council or a Committee Meeting.
- 10) Meeting Participants:** Any individual who either physically or electronically participates in, or attends, a Meeting, including but not limited to, Members of Council, Staff, appointed Meeting members or members of the public.
- 11) Member of Council/Council:** A person currently elected or appointed to hold office on City Council.
- 12) Procedure By-law:** The City's Procedure by By-law 7-2011, as amended or superseded.
- 13) Prohibited Items:** Anything used, designed to be used or intended for use to cause injury or death or display threatening or intimidating behaviour.
- 14) Requests to Speak (Deputations):** An oral submission made by a member of the public which may be supported by written material.
- 15) Safety:** The state in which hazards and conditions leading to physical, psychological or material harm are controlled in order to preserve the health and well-being of Meeting Participants and the community.
- 16) Security Incident:** Any situation affecting the conduct, decorum or Safety of a Meeting that potentially threatens, or does threaten, Meeting Participants by causing physical, mental or emotional harm.

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

17) Staff: An employee of the City and for the purposes of this policy, “Staff” includes volunteers retained by the City.

18) Trespass Notice: A notice pursuant to the *Trespass to Property Act* that is authorized to be given prohibiting entry to one or more City Facility.

POLICY

1) COMMITMENT

The City of Vaughan’s policy on Meeting Safety is guided by principles that protect the rights and responsibilities of all Meeting Participants with the ultimate objective of supporting the democratic process through access and participation, while providing a safe, inclusive and welcoming environment. As such, the City of Vaughan is committed to:

a) Mutual Respect and Dignity

Meeting Participants have the right to, and responsibility for, contributing to a democratic environment of mutual respect where the dignity of all Meeting Participants of the City of Vaughan is valued.

b) Freedom of Dialogue and Assembly

The City of Vaughan values freedom of speech and supports peaceful assemblies, demonstrations and lawful protest, in accordance with the law.

c) Collaboration and Fair Process

The City of Vaughan will work collaboratively to resolve Meeting disruptions where possible. Disruptions will be handled in a fair and equitable manner adherent to principles of procedural fairness and the promotion of civic participation.

2) ROLES AND RESPONSIBILITIES

a) City Clerk

i) In accordance with the Procedure By-law, the City Clerk is responsible for providing advice regarding Meeting procedures and advising on effective governance in accordance with the principles set out in the by-law.

ii) In addition to the roles and responsibilities as set out in the Procedure By-law, the City Clerk will:

- (1) Uphold the principles of this policy;
- (2) Ensure that relevant Council Secretariat Staff supporting a Meeting are familiar with their roles and responsibilities and are aware of how and when to contact Corporate Security in accordance with this policy;
- (3) Coordinate the presence of Corporate Security;
- (4) Ensure that all potential Security Incidents or potential threats to Meeting Participant Safety are promptly reported to Corporate Security;
- (5) With the assistance of Corporate Security, take all reasonable, practical and safe measures to mitigate potential Security Incidents; and
- (6) Act on the basis of procedural fairness and promotion of civic participation, while ensuring the Safety of all Meeting Participants.

b) Meeting Chair

- i) In accordance with the Procedure By-law, the Meeting Chair is responsible for:
 - a) Presiding over the Meeting impartially in accordance with the Procedure By-law's rules and principles; and
 - b) Enforcing the observance of order and decorum among all Meeting Participants.
- ii) In accordance with the Procedure Bylaw, the Meeting Chair may expel or exclude from the Meeting, any person, who, in the opinion of the Meeting Chair, has behaved improperly under the principles and rules of the by-law.
- iii) In addition to the roles and responsibilities as set out in the Procedure By-law, the Meeting Chair will:
 - (1) Enforce the City's Procedure By-law;
 - (2) Uphold the principles of this policy;
 - (3) Are familiar with their roles and responsibilities and are aware of how and when to contact Corporate Security in accordance with this policy;
 - (4) With the assistance of Corporate Security, take all reasonable, practical and safe measures to mitigate potential Security Incidents; and

(5) Act on the basis of procedural fairness.

c) Council Secretariat Staff

- i) Will provide the City Clerk with Meeting information, to allow for the City Clerk to make the determination for the presence of Corporate Security;
- ii) Are familiar with their roles and responsibilities and are aware of how and when to contact Corporate Security in accordance with this policy; and
- iii) Ensure that all potential Security Incidents or potential threats to Meeting Participants Safety are promptly reported to the Meeting Chair, City Clerk and/or Corporate Security.

d) Audio Visual

- i) Audio-visual Staff will cease audio-visual broadcasting at the request of the Meeting Chair or the City Clerk, should a Security Incident arise.

e) Corporate Security

Corporate Security will:

- i) Allocate sufficient Corporate Security staff and other resources to Meetings as determined in s. 5;
- ii) Conduct and manage applicable Security Incidents, investigations, in accordance with this Policy, and act as a liaison with law enforcement as required; and
- iii) Maintain the utmost professionalism, customer service and confidentiality when interacting with Meeting Participants.

f) Other City Departments

- i) Should Staff in other departments become aware of the potential of increased participation or attendance of a Meeting, the Staff will provide notification to the City Clerk, who can request security presence from Corporate Security.

3) UNREASONABLE BEHAVIOUR AND PROHIBITED ITEMS

- a) In addition to complying with all applicable laws, Meeting Participants shall conduct themselves in a manner that supports an environment in which civility, respect, inclusiveness and opportunity are valued.

- b) No Meeting Participants shall conduct themselves in a manner that:
 - i) Causes a disturbance that impedes on the undertaking or orderly conduct of the Meeting;
 - ii) Tries to discourage any Meeting Participant(s) proper participation including direct or indirect intervention (e.g. through coercion, intimidation, threats or social pressure);
 - iii) Engages in verbal or non-verbal behaviour or communication toward any Meeting Participant(s) and/or group that is intimidating, degrading, harassing and/or discriminatory or in a manner that exceeds the bounds of freedom of expression;
 - iv) Engages in actions which are threatening, abusive and/or compromise the Safety and security of any Meeting Participant(s) and/or group; and/or
 - v) Is otherwise contrary to the City's Public Code of Meeting Conduct policy.
- c) In the course of the Meeting, no participant shall possess or use any hazardous material, explosive substance or weapon, including any item that can be reasonably perceived to be a weapon by others (e.g. replica gun, airsoft gun, bb gun).

4) CORPORATE SECURITY PRESENCE

- a) In fulfilling on the commitment of a safe and welcoming environment at Meetings, Corporate Security will do their best to keep their visual presence to a minimum so as to not intimidate, interfere with, or deter Meeting Participants from participating in the Meeting in accordance with the Procedure By-law or this and other applicable policies. Corporate Security will function in a support/response capacity only.
- b) Corporate Security will be readily available and responsive for Meetings in accordance with this Policy.

5) DETERMINATION OF CORPORATE SECURITY PRESENCE CRITERIA

- a) The Office of the City Clerk will do its best to anticipate the need for and amount of Corporate Security presence. Determining the need and presence of Security Staff will take into consideration:
 - i) Number of received Communications;
 - ii) Number of received Requests to Speak (deputations);

Information received by the City Clerk that there may be an increased Meeting participation or attendance;

- iii) Receipt of any Communication or materials about the Meeting that are considered to be threatening, aggressive or abusive as determined by the City Clerk.

6) COMPLIANCE AND SAFETY RESPONSE

The City is committed to undertaking all reasonable attempts and remedial actions to safely de-escalate Security Incidents to ensure the ongoing Safety and participation of its Meeting Participants. Should the Security Incident be deemed to cause or potentially cause immediate danger, Corporate Security, senior officials and/or senior Staff shall request the support of local police services.

- a) In the event that any Meeting Participant(s) conducts themselves in a manner not keeping in proper decorum or exhibits unreasonable behaviour or possess a Prohibited Item, the following steps will be taken:
 - i) If a Meeting Participant(s) is deemed to be disruptive by the Meeting Chair, the Meeting Chair shall request the Meeting Participant(s) to stop the unreasonable behaviour.
 - ii) In the event that the unreasonable behaviour continues, the Meeting Chair may request that Corporate Security request the person to stop being disruptive.
 - iii) When advised by Corporate Security that the unreasonable behaviour is continuing, or if the Meeting Chair deems the Meeting Participant(s) to exhibit improper conduct, the Meeting Chair may expel any person(s) for improper conduct at a Meeting.
 - iv) If the decision is made to expel the Meeting Participant(s) from the Meeting, Corporate Security will request the Meeting Participant(s) to leave the Meeting. Or in the case of electronic participation, the Meeting Participant(s) may be removed from the meeting room at the direction of the Meeting Chair and will be denied re-entry to the Meeting.
 - v) Should the Meeting Participant(s) refuse to leave the Meeting, or if the City Clerk or Corporate Security deem necessary, police will be contacted for assistance.
 - vi) Notwithstanding the above, at any point when a disruption or unreasonable behaviour by a Meeting Participant(s) is deemed to be a source of

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

immediate danger, the Meeting Chair, City Clerk, and/or Corporate Security may request the assistance of the police.

vii) Should a Meeting Participant(s) be expelled from a Meeting, the City reserves the right to issue a Trespass to Property Notice in accordance with the *Trespass to Property Act*.

viii) The City recognizes that situations may arise that are not specifically identified in this policy, but still raise concerns for the Safety of those participating in a Meeting. In such cases, the City reserves the right to use efforts as it deems appropriate to ensure the Safety of its Meeting Participants. This may include, but not limited to, the Meeting Chair calling for an immediate recess of a Meeting.

(1) Should a Meeting be recessed, the meeting room will be cleared of all Meeting Participants by Corporate Security. All electronic participation will be terminated.

(2) The City may issue a Trespass to Property Notice to any Meeting Participant(s) who refuse to vacate the Meeting at the request of Corporate Security or the police.

(3) If a Meeting is recessed, the City may reconvene again in accordance with the *Municipal Act* and City's Procedure By-law.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	3 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):	13.C.01 – Respectful Workplace, 13.C.03 – Workplace Violence, 06.C.05 – Public Code of Meeting Conduct		
Related By-Law(s):	7-2011 – Procedure By-law (as amended)		
Procedural Document:			

Revision History

Date:	Description:
Click or tap to enter a date.	
Click or tap to enter a date.	

POLICY TITLE: COUNCIL AND COMMITTEE MEETING SAFETY

POLICY NO.: 06.C.04

Click or tap to
enter a date.

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THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: PUBLIC CODE OF MEETING CONDUCT

POLICY NO.: 06.C.05

Section:	Council & Committees		
Effective Date:	Click or tap to enter a date.	Date of Last Review:	Click or tap to enter a date.
Approval Authority:	Policy Owner:		
Council	DCM, Legal and Administrative Services & City Solicitor		

POLICY STATEMENT

The City of Vaughan recognizes the importance of promoting a respectful and inclusive environment at its Council, Committee Meetings and Town Halls, both physical and digital. A clear code of conduct is essential to ensure that the deliberations of public matters are undertaken in a safe and welcoming environment.

PURPOSE

This policy provides a set of shared expectations for the conduct, decorum and behaviour by all individuals participating in Council, Committee Meetings and Town Halls. By setting clear expectations for behaviour, the City aims to prevent harassment, disrespect, and other forms of misconduct that can create a hostile or unwelcoming environment while facilitating meaningful engagement and upholding the integrity of the democratic process.

SCOPE

This policy applies to the conduct of Participants attending a Council, Committee Meetings and Town Hall at any City-owned property or facility, either in person or by electronic participation.

This policy does not apply to or include community events, offsite tours, or private events.

LEGISLATIVE REQUIREMENTS

- 1) *Criminal Code*, RSC 1985, c C-46.
- 2) *Canadian Charter of Rights and Freedoms*, s 7, Part 1 of The Constitution Act, 1982, Schedule B to the Canada Act 1982 (UK), 1982, c11.

POLICY TITLE: PUBLIC CODE OF MEETING CONDUCT

POLICY NO.: 06.C.05

- 3) *Human Rights Code*, RSO 1990, c H19.
- 4) *Municipal Act, 2001*, SO 2001, c. 25.
- 5) *Occupational Health and Safety Act*, RSO 1990, c O1.
- 6) *Trespass to Property Act*, RSO 1990, c T.21.

DEFINITIONS

- 1) **City:** The Corporation of the City of Vaughan.
- 2) **City Clerk:** A statutory officer of the Corporation as prescribed by s. 228(1) of the *Municipal Act*, or their designate.
- 3) **Committee:** Per the City's Procedure By-law, a Committee includes Committee of the Whole, Committee of the Whole (Closed Session), Committee of the Whole (Public Hearing), a Statutory Committee, an Ad Hoc Committee, or a Sub-Committee.
- 4) **Corporate Security:** The Corporate Security section of the Facility Management Department. For the purpose of this Policy, reference to Corporate Security shall include Staff and/or contractors retained by Corporate Security to execute the functions of Corporate Security as contained in this Policy.
- 5) **Meeting:** Any regular, special or other meeting of Council or Committee, of a local board, or its Committee, held in person or by electronic participation, where Members of Council are present.
- 6) **Meeting Chair:** The person presiding at a Council or a Committee Meeting.
- 7) **Member of Council/Council:** A person currently elected or appointed to hold office on City Council.
- 8) **Participants:** Any member of the public who either physically or electronically participates in or attends a Meeting or Town Hall.
- 9) **Procedure By-law:** The City's Procedure By-law 7-2011, as amended or superseded.
- 10) **Prohibited Items:** Anything used, designed to be used or intended for use in causing injury or death or the purpose of threatening or intimidating behaviour.

POLICY TITLE: PUBLIC CODE OF MEETING CONDUCT

POLICY NO.: 06.C.05

11) Safety: The state in which hazards and conditions leading to physical, psychological or material harm are controlled in order to preserve the health and well-being of Participants and the community.

12) Security Incident: Any unforeseen situation affecting the conduct, decorum or Safety of a Meeting that potentially threatens, or does threaten, Participants by causing physical, mental or emotional harm.

13) Staff: An employee of the City and for the purposes of this policy, "Staff" includes volunteers retained by the City.

14) Town Hall: Meetings to allow for an open dialogue and a free exchange of ideas and information between residents and Members of Council in an informal atmosphere.

POLICY

1) COMMITMENT

The City of Vaughan's policy for Public Code of Meeting Conduct is guided by principles that protect the rights and responsibilities of all Members of Council, Staff and Participants with the ultimate objective of supporting the democratic process through access and participation while providing a safe, inclusive and welcoming environment. As such, the City of Vaughan is committed to:

a) Mutual Respect and Dignity

Participants have the right to, and responsibility for, contributing to a democratic environment of mutual respect where the dignity of all Participants of the City of Vaughan is valued.

b) Freedom of Dialogue and Assembly

The City of Vaughan values freedom of speech and supports peaceful assemblies, demonstrations and lawful protest, in accordance with the law.

c) Collaboration and Fair Process

The City of Vaughan will work collaboratively to resolve Meeting disruptions where possible. Disruptions will be handled in a fair and equitable manner adherent to principles of procedural fairness and the promotion of civic participation.

2) ROLES AND RESPONSIBILITIES

a) Participants are expected to:

i) Observance of Meeting Rules and Procedures

- (1) Observe the Meeting procedures and rules as set out in the Procedure By-law as well as the Council and Committee Meeting Safety Policy (06.C.04).
- (2) Respect the authority of the Chair and abide by their rulings on Meeting conduct.
- (3) Raise questions or concerns through appropriate channels and in a respectful manner.
- (4) Adhere to the allotted speaking time limits established for public comments or presentations in accordance with the Procedure By-law, unless permission is otherwise granted by the Chair.

ii) Respect for Others

- (1) Treat all individuals with respect and dignity, regardless of their race, ethnicity, religion, gender, sexual orientation or disability.
- (2) Refrain from engaging in behaviour that is disruptive, disrespectful, or intimidating to others.
- (3) Refrain from using offensive language, gestures, or actions that could be deemed discriminatory or harmful.

iii) Inclusivity and Diversity

- (1) Support an environment in which civility, respect, inclusiveness and opportunity are valued.
- (2) Be mindful of different cultural norms and practices.

iv) Safety and Security

- (1) Report any prohibited or unreasonable behaviour to appropriate Staff or authorities.
- (2) Refrain from engaging in unreasonable behaviour that compromises the Safety and security of others.

POLICY TITLE: PUBLIC CODE OF MEETING CONDUCT

POLICY NO.: 06.C.05

(3) Comply with all applicable laws and policies in their conduct at the Meeting.

v) Civil and Constructive Engagement

(1) Engage in discussions and debates in a constructive and respectful manner.

(2) Present viewpoints and opinions with clarity and civility.

(3) Listen attentively to others' viewpoints and refrain from interrupting.

vi) Environmental Stewardship

(1) Help maintain cleanliness and orderliness in Meeting spaces.

(2) Dispose of waste properly and respect the natural environment.

(3) Contribute to the preservation and sustainability of public resources.

3) Compliance and Safety Response

a) Safety and Security responses for Council and Committee meetings will be carried out in accordance with the Council and Committee Meeting Safety policy (06.C.04).

b) Town Hall Safety will be coordinated with Corporate Security at the request of the Member of Council. Safety and Security Incident responses will be carried out in accordance with the Council and Committee Meeting Safety policy (06.C.04) to the extent as applicable to a Town Hall.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	3 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):	13.C.01 – Respectful Workplace, 13.C.03 – Workplace Violence, 06.C.04 – Council/Committee Meeting Safety, 13.A.02 – Employee Code of Conduct, CL-011 – Code of Ethical Conduct for Members if Council		
Related By-Law(s):	7-2011 – Procedure By-law (as amended)		

POLICY TITLE: PUBLIC CODE OF MEETING CONDUCT

POLICY NO.: 06.C.05

Procedural Document:	
Revision History	
Date:	Description:
Click or tap to enter a date.	
Click or tap to enter a date.	

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: PROCLAMATION REQUEST: NATIONAL CHILD DAY

FROM:

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

ACTION: DECISION

Purpose

To seek approval for the above-noted proclamation request.

Report Highlights

- Respond to the request received by the Office of the City Clerk for National Child Day.

Recommendations

1. THAT November 20th be proclaimed as "National Child Day; and
2. THAT the proclamation be posted on the City's website and that the Communications, Marketing and Engagement department be directed to promote the above noted proclamations through the various corporate channels.

Background

National Child Day

The request for proclamation was received from the Office of the City Clerk on October 16, 2024.

World Children's Day is UNICEF's annual day of action for children, by children, marking the adoption of the Convention on the Rights of the Child on November 20, 1989. The Convention on the Rights of the Child is a promise to children that their governments will do everything in their power to protect and promote their human rights.

From conflict, climate change, and mental health, to ending racism and gender discrimination, children are raising their voices on the urgent issues that matter to them and sharing their visions for a better world. On this day, UNICEF advocates and raises awareness to protect and fulfill the rights of every child, without discrimination.

Previous Reports/Authority

Not applicable.

Analysis and Options

The proclamation request meets the requirements of the City's Proclamation Policy, as follows:

- 2.1. For the purposes of section 2, a proclamation may be issued for:
 - 2.1.4. Public awareness campaigns

Financial Impact

There is no financial impact expected in regard to this request.

Operational Impact

The Communications, Marketing and Engagement team will oversee the promotion of these proclamations on corporate channels.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

After reviewing the request, staff is recommending that November 20, 2024, be proclaimed as "National Child Day." Additionally, staff recommends that the proclamation be posted on the City's website and that the Communications, Marketing and Engagement department be directed to promote the above noted proclamation through the various corporate channels.

For more information, please contact: Todd Coles, City Clerk, ext. 8281

Attachments

1. Proclamation Request Form from UNICEF Canada

Prepared by

Sonia Furtado, Acting Supervisor, City Clerk's Administrative Services, ext. 8329

FLAG RAISING & PROCLAMATION REQUEST FORM

I am requesting the following (please select all that apply):

- Flag Raising** (Complete Parts 1-3, Parts 5 & 6, Annex A, Annex B)
- Proclamation** (Complete Parts 1-4)

PART 1: ORGANIZATION DETAILS

ORGANIZATION NAME

UNICEF Canada

ORGANIZATION TYPE

Charitable

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Caverhill

FIRST NAME

Jaelin

POSITION

Domestic Advocacy Intern

STREET ADDRESS

90 Eglinton Avenue E

APT/UNIT NUMBER

Suite 400

CITY/TOWN

Toronto

PROVINCE

ON

POSTAL CODE

M4P2Y3

EMAIL ADDRESS

caverhill@unicef.ca

TELEPHONE NUMBER

416 482 6552 ext. 8834

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

POSITION

STREET ADDRESS

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

ON

POSTAL CODE

EMAIL ADDRESS

TELEPHONE NUMBER

PART 4: PROCLAMATION REQUEST DETAILS

CAUSE/EVENT/COMMEMORATION TO BE PROCLAIMED *(Written as you want it to be Declared by Council)*

National Child Day

DAY

WEEK

MONTH

PART 5: FLAG RAISING DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

FLAG TO BE RAISED *(Please attach an image of the flag to this form)*

ANTHEM OR MUSIC TO BE PLAYED *(If required)*

WILL THERE BE A PUBLIC EVENT AT CITY HALL FOLLOWING THE FLAG RAISING CEREMONY?

YES - Please note additional permits, fees and charges may apply for extended use of the space and other resources.

NO

PART 6: PUBLIC CEREMONY DETAILS

The City of Vaughan endeavors to accommodate the requestor's preferred date, however it is **NOT GUARANTEED**. To assist in scheduling your public ceremony, we ask you to designate up to 3 alternate dates for booking.

PREFERRED CEREMONY DATE

ALTERNATE CEREMONY DATE

TIME OF DAY PREFERENCE

AM (09:00 a.m. – 12:00 p.m.)

PM (12:00 p.m. – 4:00 p.m.)

ESTIMATED NUMBER OF ATTENDEES

MEMBER'S RESOLUTION

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

**TITLE: CREATIVE AND CULTURAL INDUSTRIES ADVISORY
COMMITTEE**

FROM:

Mayor Steven Del Duca

Whereas, Mayor Steven Del Duca announced the development of a Performing and Cultural Arts Centre in the Vaughan Metropolitan Centre (VMC) on March 20, 2024; and,

Whereas, the City of Vaughan and QuadReal Property Group entered into a Memorandum of Understanding (MOU) announced on June 20, 2024, to develop a Performing and Cultural Arts Centre as part of QuadReal's development in the VMC; and,

Whereas, Mayor Steven Del Duca announced the creation of a Creative and Cultural Industries Advisory Committee in March 2024 to support the development of the arts, creative industries and local talent in Vaughan; and,

Whereas, in successive Economic Development strategies, the creative and cultural industries have been identified by Council as opportunities to develop the local business community, attract talent and cultivate a sense of place; and

Whereas, as part of the City of Vaughan's ongoing tourism development and destination master planning efforts, the Tourism Vaughan Corporation identifies the importance of creative and cultural industries toward fostering local tourism opportunities; and

Whereas, public art is critical to city-building, strengthening connections between residents, stakeholder groups and the municipality. Of note, in June 2023, the City of Vaughan unveiled the Group of Seven REMIXED pilot project as part of the ARTonBOXES program. This pilot project profiles original work by Vaughan secondary

school visual art specialty students. Twelve designs were selected for installation on traffic signal boxes at prominent locations in all five wards across the city; and

Whereas, several foundational plans and strategies have specifically pointed to the need for and importance of developing the Vaughan Metropolitan Centre (VMC) as an arts and creative industries hub, including the VMC Secondary Plan; the VMC Culture and Public Art Framework; and the Economic Development Action Plan, 2024-27; and

Whereas, through Economic Development, the City operates the Tourism Vaughan Corporation (TVC) which supports more than 100 private and not-for-profit community and cultural events every year; and

Whereas, the Vaughan Destination Master Plan (VDMP) calls on the city to develop Vaughan as a destination through various means, including arts and culture; and,

Whereas, the TVC has a standing Tourism Vaughan Advisory Committee (TVAC) made of local tourism stakeholder that support local arts and culture; and,

Whereas, the City is the steward of a corporate art collection of nearly 80 original works that highlight local culture; and

Whereas, in June 2023, the City of Vaughan, the McMichael Canadian Art Collection and the Vaughan International Film Festival entered into a Memorandum of Understanding to advance the city's arts, culture and creative industries and bring a new Creative Industries Centre of Excellence to life; and

Whereas, the City of Vaughan's Economic Development department is working with the McMichael to support its public capital campaign for private contributions as well as funding applications with the provincial and federal governments, as part of McMichael's revitalization and capital campaign; and

Whereas, Vaughan is enriched by having dedicated, talented and passionate creative and cultural industries professionals and thought leaders whose insights, experiences and expertise are critical to shaping future initiatives.

It is therefore recommended:

1. That the City of Vaughan establish a Creative and Cultural Industries Advisory Committee for the remainder of this term of Council with the inaugural meeting of this proposed committee to take place in 2025;

2. That City staff report back in December 2024 with a draft Terms of Reference for the proposed Creative and Cultural Industries Advisory Committee; and
3. That a public recruitment be undertaken for applicants to serve as members of the Creative and Cultural Industries Advisory Committee, including but not limited to, critical industry stakeholders identified by the City of Vaughan's Economic Development department.

Financial and Staff Resource Impact

There are no financial impacts related to this Member's Resolution.

Attachments

N/A

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD: 1

**TITLE: PROPOSED DESIGNATION OF 6120 KING-VAUGHAN ROAD
UNDER PART IV OF THE ONTARIO HERITAGE ACT
(REFERRED) (TRANSMITTAL REPORT)**

FROM:

Heritage Vaughan Committee

ACTION: DECISION

Purpose

To forward recommendations from the Heritage Vaughan Committee meeting of October 23, 2024, (Item 1, Report No. 13) with respect to the subject matter, for consideration by Committee of the Whole.

Report Highlights

- This matter was initially considered by the Heritage Vaughan Committee on September 26, 2024, and it was recommended that consideration of this matter be deferred to a future Heritage Vaughan Committee meeting.
- The report proposes the designation of 6120 King-Vaughan Road, a 1½ storey building of Ontario Cottage style with Gothic influence built circa 1875.
- The property holds physical, historical, and contextual cultural heritage value as described in the attached Statement of Cultural Heritage Value (Attachment 2).
- The designation of this property meets the policies of the Vaughan Official Plan and the objectives and required criteria outlined in the *Ontario Heritage Act* by the Province of Ontario Regulation 9/06.

Recommendations

The Heritage Vaughan Committee at its meeting of October 23, 2024, adopted the following recommendation (Item 1, Report No. 13):

The Heritage Vaughan Committee recommends that the following recommendations be forwarded to Council for approval:

- 1) That the recommendations contained in the report of the Deputy City Manager, Planning and Growth Management, dated September 26, 2024, be approved; and
- 2) That the presentation by Nick Borcescu, Senior Heritage Planner, Development Planning, be received.

Recommendations from the September 26, 2024, Heritage Vaughan Committee meeting:

The Heritage Vaughan Committee at its meeting of September 26, 2024, adopted the following recommendation (Item 4, Report No. 12):

- 1) That consideration of this matter be deferred to a future Heritage Vaughan Committee meeting in accordance with the recommendation contained in Communication C1., Memorandum from the Deputy City Manager, Planning and Growth Management dated September 25, 2024:
 1. That Items 4, 5 and 6 be deferred to a future Heritage Vaughan Committee meeting.

Recommendations of the Deputy City Manager, Planning and Growth Management, dated September 26, 2024:

THAT Heritage Vaughan recommend Council approve the proposed designation as presented, subject to following conditions:

1. That Council approve the recommendation of the Heritage Vaughan Committee to designate 6120 King-Vaughan Road in accordance with Part IV, Section 29 of the *Ontario Heritage Act* R.S.O. 1990, c. O.18.
2. That Staff be authorized to publish and serve the Notice of Intention to Designate in accordance with the requirements under Part IV, Section 29 of the *Ontario Heritage Act* R.S.O 1990, c.O.18 to the Property Owner, the Ontario Heritage Trust, and published on the City Website.
3. If no objection is served on the City Clerk within 30 days of the date of publication of the Notice of Intention, Council shall pass a By-law designating 6120 King-Vaughan Road and a copy of the By-law shall be served on the Owner and Ontario Heritage Trust and a notice shall be published on the City Website.

Background

6120 King-Vaughan Road was evaluated as having architectural, historical and contextual value, and was noted by Cultural Heritage staff as a “Property of Interest” in 2005. Further research on the subject property has confirmed that the cultural heritage value of 6120 King-Vaughan Road meets the criteria set out under OHA Regulation 9/06 for physical, associative and contextual cultural heritage value. A complete designation report that outlines these values is included herewith.

Previous Reports/Authority

Not applicable.

Analysis and Options

In June 2019, the *More Homes, More Choice Act*, 2019 (Bill 108) received Royal Assent. Schedule 11 of this Act included amendments to the *Ontario Heritage Act* (‘OHA’).

The Bill 108 Amendments to the OHA came into force on July 1, 2021, and include a shift in Part IV designations related to certain Planning Act applications. These changes affect Section 29(1.2) of the OHA which now restricts City Council's ability to give notice of its intention to designate a property under the Act to within 90 days after the City Clerk gives notice of a complete application.

Bill 23 (the *More Homes Built Faster Act*, 2022) amendments to the OHA that came into force on January 1, 2023, mandated the municipalities to remove properties from the heritage register under section 27 if a By-law is not enacted designating the property by January 1, 2025. This was superseded by Bill 200 (the *Homeowner Protection Act*, 2024) which extended this deadline to January 1, 2027.

In light of this new legislation, it is imperative for City of Vaughan staff to identify cultural heritage properties that are currently Listed under Section 27 of the OHA or identified as a property of interest to be evaluated as a candidate for designation under Part IV, Section 29 of the OHA. The Province has amended O. Reg. 9/06 under the *Ontario Heritage Act*, which establishes nine provincial criteria for determining whether a property is of cultural heritage value or interest if it meets two or more of the nine criteria.

As set out in Vaughan’s Official 2010 Plan, the City of Vaughan states that it is the policy of Council:

6.1.1.1. To recognize and conserve cultural heritage resources, including heritage buildings and structures, Cultural heritage landscapes, and other cultural heritage resources, and to promote the maintenance and development of an appropriate setting within, around and adjacent to all such resources.

6.1.2.6. That the City shall use criteria established by Provincial regulation under the *Ontario Heritage Act* for determining cultural heritage value or interest and for identifying and evaluating properties for listing in the Heritage register and for Designation under Part IV of the *Ontario Heritage Act*. The City may further refine these criteria and provide guidelines for their use through the Vaughan Heritage Conservation Guidelines.

6.1.2.7. Any property worthy of Designation under Part IV of the *Ontario Heritage Act* that fulfills one or more of the criteria identified in policy 6.1.2.6 will be considered to possess cultural heritage value.

6.2.1.1. To make full use of the provisions of Provincial legislation, such as the *Ontario Heritage Act*, *Planning Act*, *Municipal Act* and *Environmental Assessment Act*, to protect and conserve cultural heritage resources in Vaughan.

Following a thorough examination of archival documentation, and after a documented site visit, staff finds that the subject property holds cultural heritage value and meets the criteria set out under the *Ontario Heritage Act* by the Province of Ontario Regulation 9/06 for the categories of design/physical, historical/associative and contextual value.

Designation Comments

ADDRESS: 6120 King Vaughan Road

LEGAL: Lot 1, Concession 9

EVALUATION UNDER O.REG 9/06 CRITERIA

Ontario Regulation 9/06 made under the *Ontario Heritage Act* establishes nine criteria for determining cultural heritage value or interest. A property may be Designated under Section 29 of the OHA if it meets two or more of these criteria. The following evaluation tables identify the application of each criterion as “N/A” (not applicable) or “X” (applicable) to the property, with explanatory text below.

1. DESIGN OR PHYSICAL VALUE

The property has design value or physical value because it	
▪ is a rare, unique, representative or early example of a style, type, expression, material or construction method	X
▪ displays high degree of craftsmanship or artistic merit	X
▪ demonstrates high degree of scientific or technical achievement	N/A

Dating to circa 1875, the MacTaggart House at 6120 King-Vaughan Road is a brick dwelling that is a good representative example of the Ontario Cottage architectural style with Gothic influence in Vaughan. The structure features Gothic motifs including steeply pitched centre gables, gothic arched and segmental arched window openings and a segmental arched entranceway with a transom and side lights.

The MacTaggart House at 6120 King-Vaughan Road has a high degree of craftsmanship and artistic merit displayed in a number of its features, including its decorative dentilated cornice moulding, elaborate dichromatic patterned brickwork featuring buff brick quoining, banding, and radiating voussoirs.

2. HISTORICAL OR ASSOCIATIVE VALUE

The property has historical value or associative value because it	
▪ has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community	X
▪ yields, or has the potential to yield, information that contributes to an understanding of a community or culture	X
▪ demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community	N/A

The MacTaggart House at 6120 King-Vaughan Road has historical and associative value for its direct association with Gabirel Hawman, who was an early settler of Vaughan and King townships with a significant farming operation. The MacTaggart House at 6120 King-Vaughan Road also has historical and associative value for its direct association with the MacTaggart family, who were significant early settlers of Vaughan and King townships, and important members of the local community throughout the 19th and 20th centuries.

Arriving in Vaughan and King townships in the early 1830s, the MacTaggart family quickly acquired a substantial amount of property. Hugh MacTaggart purchased all 200-acres of Lot 1, Concession 9 in 1869 and constructed the subject dwelling where he raised several children with his wife Janet: William A., Robert James, Archibald, Tena, and Margaret. The MacTaggart family owned and operated the farmstead and dwellings on Lot 1 Concession 9 for 93 consecutive years from 1869 to 1962, contributing to a remarkable total of 132 years of uninterrupted agricultural use.

Kenneth MacTaggart, the first mayor of King Township and prominent figure in both King and Vaughan, inherited the subject property and dwelling in 1956 upon the death of his father Robert James, who was born and raised in the subject dwelling. Kenneth MacTaggart continued to maintain the property throughout the late 1900s.

The MacTaggart House at 6120 King-Vaughan Road also has historical and associative value for its connections to 19th and early 20th century farming practices and rural settlement patterns along King Vaughan Road, which has the potential to yield information that contributes to an understanding of early settlement patterns and practices in Vaughan and King.

3. CONTEXTUAL VALUE

The property has contextual value because it is	
▪ important in defining, maintaining or supporting the character of an area	X
▪ physically, functionally, visually or historically linked to its surroundings	X
▪ a landmark	N/A

The MacTaggart House at 6120 King-Vaughan Road, which has retained its original location, form, orientation, and massing, serving as a fine example of Ontario Cottage architecture with gothic influences has contextual value because it is important in defining, maintaining and supporting the fine-grained 19th and early 20th century rural character of King-Vaughan Road. Though this property was not part of Vaughan Township until 1971, it carries similar history and context to those which were always part of Vaughan Township.

The MacTaggart House at 6120 King-Vaughan Road also has contextual value because it is physically, functionally, visually, and historically linked to its surroundings. The subject property is located within an area that has a definable rural character, surrounded by remnant farmhouses/farmsteads in close proximity, contributing to a distinctive sense of place. The property has a long-standing relation to agricultural history and practices of the area and is linked to two particular family names (Hawman and MacTaggart) who had a significant presence in the early history of Vaughan and King Townships.

Financial Impact

There are no Financial Impacts associated with this report.

Operational Impact

There are no Operational Impacts associated with this report.

Broader Regional Impacts/Considerations

There are no Regional impacts or considerations for this application.

Conclusion

Staff finds that, as examined from archival documentation, the subject property holds cultural heritage value and meets the criteria as set out under the *Ontario Heritage Act* by the Province of Ontario Regulation 9/06 for the categories of design/physical, historical/associative and contextual value.

The Development Planning Department is satisfied that the proposed designation of 6120 King-Vaughan Road conforms to the policies of the Vaughan Official Plan and the objectives and criteria of the *Ontario Heritage Act*. Accordingly, staff can support a Heritage Vaughan recommendation for Council approval of the proposed designation of 6120 King-Vaughan Road under the *Ontario Heritage Act*.

For more information, please contact: Michael Maugeri, Heritage Specialist, ext. 6817.

Attachments

1. 6120 King Vaughan Road - Location Map
2. 6120 King Vaughan Road - Statement of Cultural Heritage Value
3. 6120 King Vaughan Road - Historic Maps
4. 6120 King Vaughan Road - Building Photos
5. 6120 King Vaughan Road - Aerial Photo
6. Communication C1. from Heritage Vaughan Committee meeting of September 26, 2024.

Prepared by

John Britto, Legislative Specialist, Office of the City Clerk.

In consultation with

Michael Maugeri, Heritage Specialist, ext. 6817.

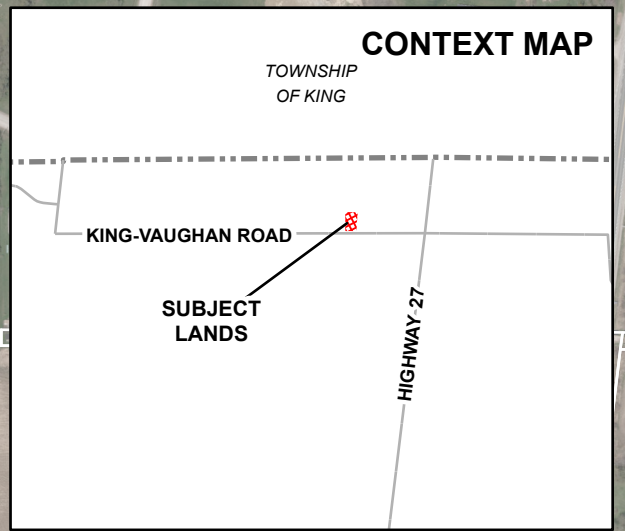
Nick Borcescu, Senior Heritage Planner, ext. 8191.

Shahrzad Davoudi-Strike, Manager Urban Design and Cultural Services, ext. 8653.

Nancy Tuckett, Director of Development Planning, ext. 8529.



TOWNSHIP
OF KING



6120 KING-VAUGHAN ROAD

6300

6290


6100

12330

6120

KING-VAUGHAN ROAD

HIGHWAY 27

 Subject Lands

0 60 120 240
Metres

Location Map

LOCATION:
6120 King-Vaughan Road
Part of Lot 1, Concession 9



Attachment

DATE:
September 26, 2024

1

STATEMENT OF CULTURAL HERITAGE VALUE

OVERVIEW

The cultural heritage value of the property known as 6120 King-Vaughan Road meets the criteria set out by the *Ontario Heritage Act* under Province of Ontario Regulation 9/06 for the categories of design/physical, historical/associative and contextual value.

Name: The MacTaggart House
Date Built: c. 1875
Location: North side of King Vaughan Road, west of Highway 27
Condition: Good



DESCRIPTION

Municipal Address: 6120 King-Vaughan Road
Legal Description: Concession 9, Part of Lot 1
Brief description: 1-1/2 storey structure built in the Ontario Cottage style

SUMMARY OF CULTURAL HERITAGE VALUE

Physical/Design Value

Contributing

- A good representative and surviving example of a brick clad 1½-storey Ontario Cottage with Gothic influence
- Steeply pitched and side gabled roof with cornice returns and masonry chimney
- Elaborate dichromatic brick orange/red brick cladding with buff brick banding, quoining, and radiating voussoirs
- Decorative dentiled cornice moulding
- Segmental arched and arched window openings
- Segmental arched entranceway with transom and sidelights

Historical/Associative Value

- Connection to significant archaeological resources both of early settler and indigenous peoples
- Direct connection to specific historic settler families such as the Hawman family, and MacTaggart family and their significant 19th to early 20th century farming practices
- Connection to the first mayor of King Township, Kenneth MacTaggart
- Connection to early Ontario settlers and architectural styles
- The property had roughly 132 years of continuous agricultural use since the early 1830's until the 1960's. Notably, a single family, the MacTaggart's, operated the farm for 93 years from 1869 until 1962

Contextual Value

- The subject property reflects some of the earliest settler architecture and siting, giving insight into settler practices
- The subject property is contextually linked to Vaughan's agricultural history from initial settlement and land clearing, 19th and early 20th century farming practices, the evolution from subsistence farming to specialization in livestock.
- The subject structure has contextual value as it is historically linked to the Lot and Concession it was built upon
- The subject structure has contextual value as it is historically linked to the Lot and Concession it was built upon
- The subject structure has contextual value as it is historically linked to the historic village of Nobleton
- Longstanding ownership by the same family creates a significant historical link to the local community

DESIGN OR PHYSICAL VALUE

The Ontario Cottage is a vernacular variant of the Regency Cottage style of house that was commonly built in Ontario throughout the 19th century. This style of architecture became popular in the 1820s and remained a common style until the end of the century. Ontario Cottages were mainly constructed in small towns and rural areas during a period in which European settlers began to populate the interior of the province. This architectural style borrows elements from the Regency style with symmetrical, rectangular plans and a single gable above the door in the center of the building. Similarly, by the second half of the 19th century Gothic had become an increasingly popular architectural style in Canada and many Ontario Cottages built during this era incorporate gothic ornamentation as well.¹

Dating to circa 1875, the MacTaggart House at 6120 King-Vaughan Road has design and physical value as a good and well-maintained representative example of the Ontario Cottage architectural style with Gothic influence in Vaughan. The building has retained many of its original architectural details expressing Ontario Cottage and Gothic styles, including its simple floor plan, side gabled roof with cornice returns, and a steeply pitched centre gable featuring decorative dentiled cornice moulding. The dichromatic brickwork featuring red-brick laid in a stretcher bond with decorative masonry detailing in buff-brick including banding, quoining, and radiating voussoirs further contributes to the visual interest and architectural depth of the dwelling.² These decorative elements are also indicative of the popular Gothic influence at the time.

The building features segmental-arched windows on the first and second storey and arched windows in the steeply pitched centre gables, each with radiating voussoirs. The building's main entrance is raised and covered by a hip-roofed verandah that wraps around the southern and eastern facing elevations and features a doorcase with a segmental arched transom and sidelights. The original hipped roof verandah was removed at an unknown date and a new one was added with square posts along with a rear addition in 2006.³

HISTORICAL / ASSOCIATIVE VALUE

6120 King-Vaughan Road

The property at 6120 King-Vaughan Road originated as part of Lot 1, Concession 9, King Township. The subject property is located on the north side of King Vaughan, west of Highway 27. Land registry records indicate that the 200-acre Lot 1 was first patented from the Crown in 1803 by James Hunter. In 1804, James Hunter sold the 200-acre Lot 1 to Abraham Horning, who owned the property until 1833 when he sold all 200-acres to Gabriel Hawman for \$800.⁴

Gabriel Hawman

The Hawmans came from Pennsylvania and were of German descent. Gabriel Hawman appears as the owner of Lot 1, Concession 9 in the 1860 Tremaine map. Gabriel, the son of

¹ DiStefano, Lynne D. "The Ontario Cottage: The Globalization of a British Form in the Nineteenth Century." *Traditional Dwellings and Settlements Review* 12, no. 2 (2001): 33-43. <http://www.jstor.org/stable/41757868>.

² "The use of dichromatic brickwork (bricks of two colours) for the decoration of buildings was fashionable in Ontario in the last century. The fashion frequently involved the use of buff or yellow bricks at the corners and around window and door openings of red brick buildings and arranged in decorative designs in the walls. Examples are given of various decorative features used in dichromatic brickwork, including diamonds, zigzags, bands and crosses." *Notes on Dichromatic Brickwork in Ontario*, Richie, T, *Association for Preservation Technology Bulletin*, 11, 2, pp. 60-75, 1979 <https://nrc-publications.canada.ca/fra/voir/td/?id=b4862dc4-0c6f-4c3b-a927-62921480f466#:~:text=The%20use%20of%20dichromatic%20brickwork,Ontario%20in%20the%20last%20century.>

³ Arc-GIS, City of Vaughan.

⁴ Ontario Land Registry Abstract/Parcel Register Book. York Region, Concession 9, Lot 1, King Township

Michael Hawman and Elizabeth Godfrey, was born in Vaughan in 1809⁵ and had a half-brother named John, who farmed on Lots 6 and 7 on the same concession.⁶ Gabriel married Elizabeth Burkholder in 1830 and together they had nine children. In 1833, Gabriel Hawman purchased all 200-acres of Lot 1, Concession 9 from Abraham Horning for \$800.⁷

Archival records indicate that there was initially a dwelling made of mud on Lot 1 Concession 9 that burnt down and was replaced by a stone dwelling.⁸ This stone dwelling is believed to have been constructed by Gabriel Hawman prior to the 1861 Census in which Gabriel is listed as a 52-year-old farmer living in a one-storey stone house.⁹ The 1860 Tremaine map also depicts a structure or dwelling on the east part of Lot 1, Concession 9, likely Gabriel's stone house.¹⁰

Tax assessment records from 1860 indicate that Gabriel Hawman was a prominent early settler in King Township, listing him as a 51-year-old farmer in King Township on Lot 1, Concession 9, with a total real property value of \$5500, indicating the presence of a dwelling and additional farm buildings as well as crops and farm animals. Furthermore, the 1861 Agricultural Census also notes that Gabriel Hawman's farm was producing 900 bushels of wheat on 44 acres, 280 bushels of peas on 14 acres, 1040 bushels of oats on 14 acres, 150 bushels of potatoes on $\frac{3}{4}$ of an acre, and 200 bushels of turnip on 1 acre, amassing a total of 63 $\frac{3}{4}$ acres under crops, 40 acres under cultivation, 32 $\frac{1}{4}$ acres under pasture, and 4 acres under gardens or orchards with the remaining 59 acres being wooded/wild. Additionally, the 1861 agricultural census notes that the total cash value of Gabriel Hawman's farm at this time was \$7000 with an additional \$325 cash value of implements, indicating a substantial farming operation.

In 1869 Gabriel sold the 200-acre Lot 1 to Hugh McTaggart for \$12,000. This substantial increase in price likely reflects not only the construction of the stone dwelling but also further enhancements to the property, including additional structures like barns and farm buildings, new farming implements, and the overall appreciation of the land. By 1870, Gabriel and his wife Elizabeth had moved to the United States.¹¹

MacTaggart Family

Hugh MacTaggart

William and Martha MacTaggart, who immigrated to King Township from Scotland around 1832, originally took up land on the 8th Concession near the 16th Sideroad, and had 7 children: James, Alexander, Robert, Martha, Hugh, Isabella and Janet.¹²

Hugh MacTaggart, born in Vaughan in 1837¹³, bought all 200-acres of Lot 1, Concession 9 in 1869 from Gabriel Hawman.¹⁴ Hugh married Janet MacGillivray around the same time.¹⁵ Archival sources indicate that together the couple lived in a house that Hugh later bricked and

⁵ "Gabriel Hawman (1809 - 1883)." Wiki Tree. Accessed August 12, 2024. <https://www.wikitree.com/wiki/Hawman-9>.

⁶ Hawman Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

⁷ Ontario Land Registry Abstract/Parcel Register Book. York Region, Concession 9, Lot 1, King Township.

⁸ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

⁹ 1861 Census of Canada, Ancestry- Library Edition; www.ancestry.ca (Vaughan Public Libraries).

¹⁰ This stone house is believed to have been 12330 Highway 27, which was located on the northeastern part of Lot 1, Concession 9 until 2009 when it was lost in a fire.

¹¹ "Elizabeth Burkholder (1813 - 1893)." Wiki Tree. <https://www.wikitree.com/wiki/Burkholder-271>.

¹² MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

¹³ Hugh McTaggart (1837 – 1909), Ancestry- Library Edition; www.ancestry.ca (Vaughan Public Libraries).

¹⁴ Ontario Land Registry Abstract/Parcel Register Book. York Region, Concession 9, Lot 1, King Township.

¹⁵ Marriage Registers, Ancestry- Library Edition; www.ancestry.ca (Vaughan Public Libraries).

enlarged on the King-Vaughan Town Line¹⁶ (King-Vaughan Road), likely referring to the subject property. It was in this brick house that Hugh and Janet raised several children: William A., Robert James, Mary, Archibald, Tena, and Margaret.

The first evidence of the subject dwelling appears on the 1878 Tremaine Map of York County, in which two structures or dwellings can be identified in the whole of Lot 1, Concession 9. It is believed that the structure or dwelling to the east is the stone house constructed by Gabriel Hawman, and the structure to the west is the subject dwelling, constructed by Hugh MacTaggart.

Although not visible on any maps prior to the 1878 Tremaine map, Tax Assessment records indicate that the real property value of Lot 1 Concession 9 increases from \$5800 in 1875 to \$11500 in 1878. This increase in value suggests that the subject dwelling was constructed between 1875 and 1878. The 1875 Tax Assessment records also indicate that Hugh had 12 cattle, 25 sheep, 8 hogs, and 4 horses on his farm, further highlighting the presence of a significant farming operation on Lot 1, Concession 9. Tax Assessment rolls continue to note similar quantities of cattle, sheep, hogs and horses throughout the 1880s, 1890s, and early 1900s, highlighting a long-standing agricultural use of the property.

The 1891 Census lists Hugh MacTaggart and his family as living in a 2-storey brick house with 7 rooms, referring to the subject property.

Aside from running a significant farming operation, Hugh was made an executor for many estates in Scotland and often had to make trips to oversee this business. He was also an elder at the St. Andrew's Presbyterian Church on the 10th Line, which was often referred to as the "Old Kirk," and was removed in 1960.¹⁷

Sometime around 1908, Hugh left the farm and moved to the Kleinburg/Nashville area, where he lived for about a year before dying of heart failure in 1909.¹⁸ Prior to his departure, Hugh divided his farm into north and south halves, with his son Archibald receiving the south half, known as *Thistlebrae*, and his other son Robert James the north half, known as *Willow Grove*.

Archibald MacTaggart

Archibald was born in Nobleton in 1836 and was raised in the subject dwelling at 6120 King-Vaughan Road. After the death of his father in 1909, Archibald was granted 100-acres of Lot 1 Concession 9, identified as the south half. Archibald rented out his half of the farm for a year and then sold it to his brother Robert James in 1910 for \$7500. Archibald then traveled to the McTaggart township in Saskatchewan in the same year, where he was a prominent pioneer and farmer.¹⁹

Archibald returned home for a year in 1919 to marry Orpha Pringle of Nobleton, and together they returned to the west, settling once more in McTaggart, Saskatchewan, where the couple resided for a total of 41 years, until Archibald's death in 1959.²⁰

¹⁶ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

¹⁷ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

¹⁸ Deaths and Deaths Overseas, Ancestry- Library Edition; www.ancestry.ca (Vaughan Public Libraries).

¹⁹ *Service Held for Pioneer*, The Leader-Post, June 23, 1959.

²⁰ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

Robert James MacTaggart

Robert James MacTaggart was born in 1879 in Nobleton and was raised in the subject dwelling with his brother Archibald. Robert married Viola Ham around 1906, and together they had four children: Margurite, Kenneth, Templeton, and Norene.

Upon the death of his father, Hugh MacTaggart, in 1909, Robert James took over the family farm that his father had left him. In the same year, Robert James also inherited 100-acres, identified as the west half of Lot 3 Concession 9 from his uncle Robert. Robert James then sold the west half of Lot 3 in 1912 and bought his brother Archibald's half of the farm on Lot 1 Concession 9, which he had been using as an income property.²¹

Tax Assessment records from 1910 indicate that the total value of the buildings on Lot 1 Concession 9 was \$2000 and the "Actual Value of the Parcel of Real Property Exclusive of Buildings" was \$8000. This suggests that the change in value of the property over time was largely attributed to the assessed value of the farmland itself, as well as any fencing, outbuildings, irrigation systems, crop and soil quality, and any permanent improvements such as land clearing.

Around 1910, Robert James sold his farm stock and implements and moved to Toronto to go into real estate with his brother-in-law, Herbert Patton. Robert James then returned to Nobleton in 1915 and purchased a General Store from J.W. Larkin, which he operated for many years. Along with the general store, Robert James also held the position of Secretary Treasurer of Nobleton School Section, a position which he held for 42 years.²² In 1919, Robert James left the store and returned to the family farm, where he lived until his death in 1956.²³

Throughout his life, Robert James was an ardent supporter of the Presbyterian Church, serving as an elder for many years in the same church on the 10th line of King Township that his father was an elder at, as well as in the United Church.

Kenneth MacTaggart

Kenneth MacTaggart, a son of Robert James, worked in Toronto for the Bank of Nova Scotia for several years before returning to the family farm. After his father Robert James' death in 1956, Kenneth inherited all 200-acres of Lot 1 Concession 9. Kenneth then operated the family farm until 1962, when the barns were destroyed by a fire.²⁴ In 1966 Kenneth MacTaggart began to sell of large portions of his 200-acre property.

To shift away from farming, Kenneth entered politics in the early 1960s. Successful in this endeavor, Kenneth first served King Township as deputy reeve, a position which he held until the end of 1970. Kenneth was also elected to the King Township Council in 1963. An excerpt from Kenneth's obituary from *The Liberal* in 1990 describes Kenneth's political career as well as his other contributions to the community:

"Mr. MacTaggart first was elected to the King Township council in 1963. He was elected deputy reeve in 1960, retaining that position in annual elections to the end of 1970. He became the township's first mayor, serving in 1971 and 1972, before retiring from the local political scene following the death of his first wife, Marion Smith... Prior to being

²¹ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

²² Ibid.

²³ *Obituary*, *The Liberal*, March 22, 1956.

²⁴ MacTaggart Family File, King Township Archives, Local History and Genealogy Collection, date Unknown.

elected to the council, Mr. MacTaggart served for 10 years as secretary-treasurer of S.S. 19, the school board that operated what is now the Nobleton Junior Public School which his grandfather [Hugh MacTaggart] had helped build... Mr. MacTaggart worked in Toronto for the Bank of Nova Scotia for a couple of years before returning to the farm.”²⁵

Archival sources indicate that Kenneth MacTaggart also operated a school bus for Langdon’s Coach Lines of King City.²⁶ A very active member in King Township during this time, Kenneth MacTaggart served as President of King Township’s Federation of Agriculture for multiple years.²⁷ Kenneth was also an active member in local hockey and baseball, the Nobleton Lions Club, Bolton’s True Blue Lodge, a noble of the Ramses Shrine, and part of the choir for the United Church in Nobleton.²⁸

Kenneth MacTaggart sold the remainder of his property on Lot 1 Concession 9 and moved to Stouffville around 1983.²⁹ It was here he resided until his death in 1990.

While the original 200-acre farm has since been subdivided and sold, the MacTaggart house at 6120 King-Vaughan Road stands as a poignant symbol of the farm’s storied past. The rich history associated with this dwelling and its owners not only reflects 132 years of continuous agricultural operation, but also serves as a lasting tribute to the early MacTaggart settler family, who owned and operated the farm as well as the dwelling at 6120 King-Vaughan for at least 93 years. The dwelling stands today as a testament to their enduring connection to the land and to the generations of their descendants who were active members in the local community, further enriching the historical and associative significance of the house.

CONTEXTUAL VALUE

Though this property was not part of Vaughan Township until 1971, it carries similar history and context to those which were always part of Vaughan Township. This structure, which has retained its original location, form, orientation, and massing, serves as a fine example of Victorian architecture, defining, supporting, and maintaining the fine-grained late-19th and early-20th century agricultural/rural character of King Vaughan Road.

The MacTaggart House at 6120 King-Vaughan Road also has contextual value because it is physically, functionally, visually, and historically linked to its surroundings. The subject property is located within an area that has a definable rural character, surrounded by remnant farmhouses/farmsteads in close proximity, contributing to a distinctive sense of place. The subject property also features open green space, mature trees, and shrubbery which further contributes to the historic character of the surrounding context.

The property also has a long-standing relation to agricultural history and practices of the area and is linked to two particular family names (Hawman and MacTaggart) who had a significant presence in the early history of Vaughan and King Townships.

²⁵ *Kenneth MacTaggart was King’s First Mayor*, The Liberal, October 17, 1990.

²⁶ Ibid.

²⁷ *Battle of Veterans for Reeve, Deputy-Reeve, King*, The Liberal, December 2, 1965.

²⁸ *Kenneth MacTaggart was King’s First Mayor*, The Liberal, October 17, 1990.

²⁹ Ibid.

ATTACHMENT 3
6120 KING-VAUGHAN

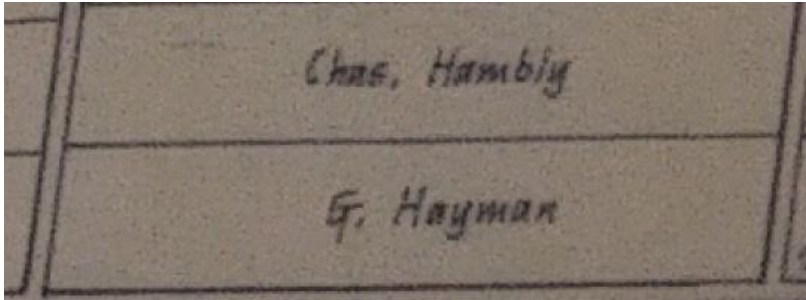


Figure 1. 1851 Map of King Township. (King City Archives, 2024).

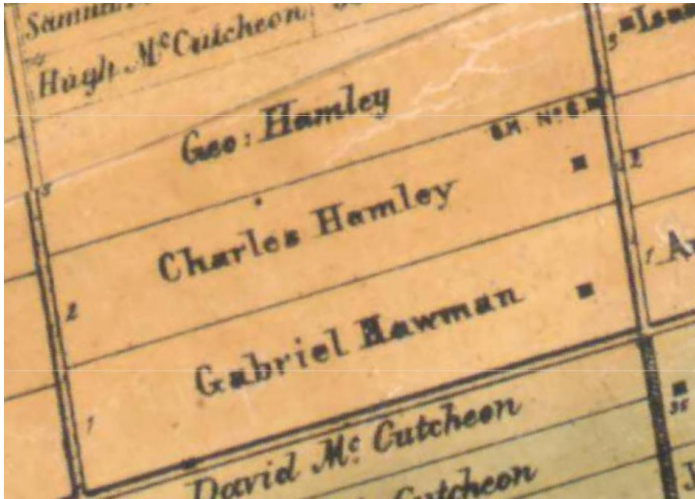


Figure 2. 1860 Tremaine Map. (City of Vaughan Archives, 2024).

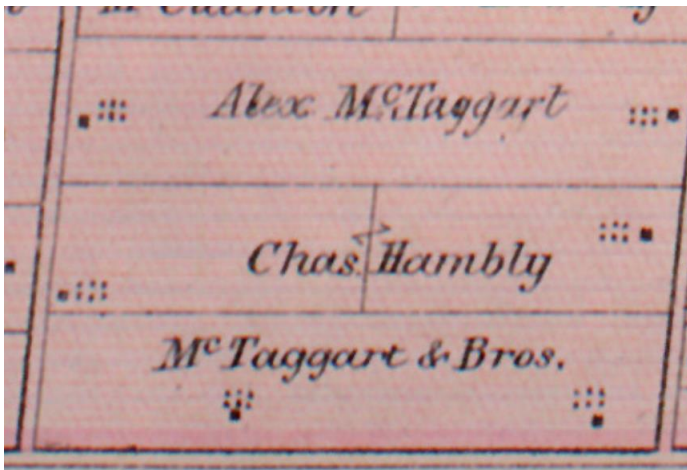


Figure 3. 1878 Tremaine Map. (City of Vaughan Archives, 2024).

15	Wm Chamberlain	R Dooks T John Dean O	
	Robt J McTaggart		F. C. Blair

Figure 4. 1917 Map of King Township. (King City Archives, 2024).



Figure 1. 6120 King Vaughan Road, South Elevation (City of Vaughan 2005).



Figure 2. 6120 King Vaughan Road, South Elevation (City of Vaughan, 2005).



Figure 3. Dentiled Cornice Moulding (City of Vaughan, 2007).



Figure 4. 6120 King Vaughan Road (Google Maps, 2024).



Figure 5. 6120 King Vaughan, South Elevation and yard. (2013 Listing. <https://tours.virtualgta.com/public/vtour/display/109751?a=1#!/>)



Figure 6. 6120 King Vaughan, South and West Elevation (2013 Listing. <https://tours.virtualgta.com/public/vtour/display/109751?a=1#!/>)



Figure 7. 6120 King Vaughan East Elevation and Addition. (2013 Listing. <https://tours.virtualgta.com/public/vtour/display/109751?a=1#!/>)



Figure 8. 6120 King Vaughan, North Elevation of Rear Addition. (2013 Listing. <https://tours.virtualgta.com/public/vtour/display/109751?a=1#!/>)



ATTACHMENT 5
6120 KING-VAUGHAN



C 1
Communication
Heritage Vaughan
Committee – September 26, 2024
Item No. 4-6

DATE: September 25, 2024
TO: Heritage Vaughan Committee
FROM: Haiqing Xu, Deputy City Manager, Planning and Growth Management
RE: HERITAGE VAUGHAN COMMITTEE, SEPTEMBER 26, 2024

ITEM 4: PROPOSED DESIGNATION OF 6120 KING-VAUGHAN ROAD UNDER PART IV OF THE ONTARIO HERITAGE ACT;

ITEM 5: PROPOSED DESIGNATION OF 3740 KING-VAUGHAN ROAD UNDER PART IV OF THE ONTARIO HERITAGE ACT; and

ITEM 6: PROPOSED LISTING UNDER SECTION 27, PART IV OF THE ONTARIO HERITAGE ACT OF 2601 KING-VAUGHAN ROAD

Recommendation

1. That Items 4, 5 and 6 be deferred to a future Heritage Vaughan Committee meeting.

Background

The items are deferred to a future Heritage Vaughan Committee to provide sufficient time for the Committee to discuss other Agenda items.

Prepared By

For more information, please contact Shahrzad Davoudi-Strike, Manager of Urban Design and Cultural Heritage, ext. 8653

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Haiqing Xu'.

Haiqing Xu, Deputy City Manager,
Planning and Growth Management

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD: 2

TITLE: DEMOLITION AND RE-BUILDING OF A NEW THREE-STOREY BUILDING LOCATED AT 65 WALLACE STREET IN THE WOODBRIDGE HERITAGE CONSERVATION DISTRICT (TRANSMITTAL REPORT)

FROM:
Heritage Vaughan Committee

ACTION: DECISION

Purpose

To forward recommendations from the Heritage Vaughan Committee meeting of October 23, 2024, (Item 2, Report No. 13) with respect to the subject matter, for consideration by Committee of the Whole.

Report Highlights

- Recommendations from the October 23, 2024, Heritage Vaughan Committee meeting are forwarded for consideration by Committee of the Whole.

Recommendations

- 1) That the recommendations contained in the report of the Deputy City Manager, Planning and Growth Management, dated October 23, 2024, be approved;
- 2) That the comments from Lisa Coles, LHC Heritage Planning & Archaeology Inc., Princess Street, Kingston, Ontario, be received; and
- 3) That the presentation by Nick Borcescu, Senior Heritage Planner, Development Planning, be received.

Recommendations of the Deputy City Manager, Planning and Growth Management, dated October 23, 2024:

THAT Heritage Vaughan recommend Council approve the proposed Demolition and Re-building of a 3-storey building located at 65 Wallace Street under Section 42 of the *Ontario Heritage Act*, subject to the following conditions:

- a) Any significant changes to the proposal by the Owner may require reconsideration by the Heritage Vaughan Committee, which shall be determined at the discretion of the Director of Development Planning and Manager of Urban Design and Cultural Heritage;
- b) That prior to the issuance of a heritage permit, the applicant either provide a letter of consent for the removal of Tree #1 from the neighbour at 73 Wallace Street or revise the site plan to show tree protection zone for the tree;
- c) That Heritage Vaughan Committee recommendations to Council do not constitute specific support for any Development Application under the *Ontario Planning Act* or permits currently under review or to be submitted in the future by the Owner as it relates to the subject application;
- d) That prior to the issuance of a heritage permit, the applicant either provide a letter of consent to injure Tree #5 from the neighbour at 57 Wallace Street or revise the site plan to protect the root zone of the tree or sign a Release of Liability Letter to waive all claims against the City;
- e) That the brick colour, glass railing above portico, front door, and window framing be revised to better align with WHCD guidelines to the satisfaction of the City; and
- f) That the applicant submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division.

Background

At its meeting on October 23, 2024, the Heritage Vaughan Committee considered recommendations contained in the report of the Deputy City Manager, Planning and Growth Management [Attachment 2].

Attachment 1 of this report contains the Location Map of the subject property.

Previous Reports/Authority

N/a

Analysis and Options

Recommendations from the Heritage Vaughan Committee meeting of October 23, 2024, are forwarded for consideration by Committee of the Whole.

Financial Impact

N/a.

Operational Impact

There are no operational impacts or considerations.

Broader Regional Impacts/Considerations

N/a.

Conclusion

This is a transmittal report from the City Clerk, on behalf of the Heritage Vaughan Committee, forwarding recommendations from its meeting of October 23, 2024, for consideration by Committee of the Whole.

For more information, please contact Todd Coles, City Clerk, extension 8281.

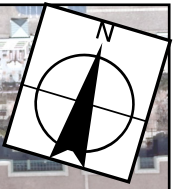
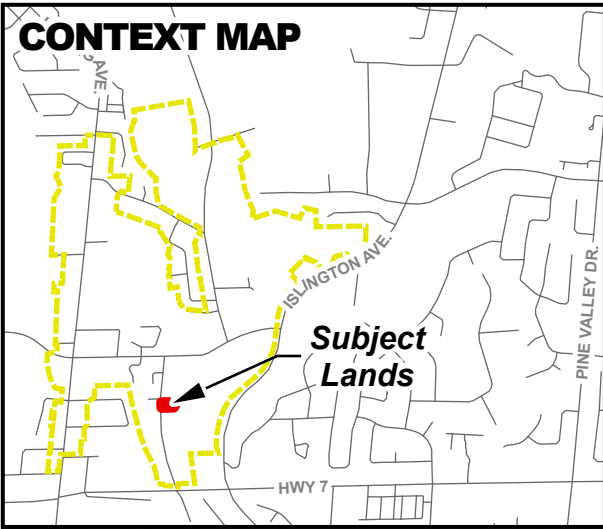
Attachments



1. Location Map.
2. Due to the size of the staff report and attachments, here is a link to the October 23, 2024, Heritage Vaughan Committee meeting [Agenda Item 2: 65 Wallace Street](#).

Prepared by

John Britto, Legislative Specialist, Office of the City Clerk, extension 8637.

CONTEXT MAP



-  Subject Lands
-  Heritage District

Location Map

LOCATION:
65 Wallace Street
Part of Lot 6, Concession 7



Attachment

DATE:
October 23, 2024

1



**CITY OF VAUGHAN
REPORT NO. 13 OF THE
HERITAGE VAUGHAN COMMITTEE**

*For consideration by the Committee of the Whole
of the City of Vaughan
on November 5, 2024*

The Heritage Vaughan Committee met at 7:01 p.m., on October 23, 2024, via electronic participation. The following members were present at the meeting:

Members Present:

Giacomo Parisi, Chair
Charlie (Hao) Zheng
Michael Eckler
Ricardo Orsini
Sandra Colica
Zohaib Malhi
Regional Councillor Mario G. Racco
Councillor Marilyn Iafrate
Councillor Chris Ainsworth

Staff Present:

Shahzad Davoudi-Strike, Manager, Urban Design & Cultural Heritage, Development Planning
Nick Borcescu, Senior Heritage Planner, Development Planning
Katrina Guy, Heritage Specialist, Development Planning
Michael Maugeri, Heritage Specialist, Development Planning
Vanessa Lio, Heritage Specialist, Development Planning
John Britto, Legislative Specialist, Office of the City Clerk

Lisa Coles, LHC Heritage Planning & Archaeology Inc., Princess Street, Kingston, ON
Frank Smith, Stantec Consulting Ltd., Riverbend Road, London, ON
Lashia Jones, Stantec Consulting Ltd., Riverside Drive, London, ON
Barry Nelson, Colborne Street, Thornhill
Duessa du Plooy, Thornhill Historical Society, John Street, Thornhill
Valerie Burke, Colborne Street, Thornhill

The following items were dealt with:

1. **PROPOSED DESIGNATION OF 6120 KING-VAUGHAN ROAD UNDER PART IV OF THE ONTARIO HERITAGE ACT (REFERRED)**

The Heritage Vaughan Committee recommends that the following recommendations be forwarded to Council for approval:

- 1) That the recommendations contained in the report of the Deputy City Manager, Planning and Growth Management, dated September 26, 2024, be approved; and
- 2) That the presentation by Nick Borcescu, Senior Heritage Planner, Development Planning, be received.

Recommendations

The Heritage Vaughan Committee at its meeting of September 26, 2024, adopted the following recommendation (Item 4, Report No. 12):

- 1) That consideration of this matter be deferred to a future Heritage Vaughan Committee meeting in accordance with the recommendation contained in Communication C1., Memorandum from the Deputy City Manager, Planning and Growth Management dated September 25, 2024:
 1. That Items 4, 5 and 6 be deferred to a future Heritage Vaughan Committee meeting.

Recommendations of the Deputy City Manager, Planning and Growth Management, dated September 26, 2024:

THAT Heritage Vaughan recommend Council approve the proposed designation as presented, subject to following conditions:

1. That Council approve the recommendation of the Heritage Vaughan Committee to designate 6120 King-Vaughan Road in accordance with Part IV, Section 29 of the *Ontario Heritage Act* R.S.O. 1990, c. O.18.
2. That Staff be authorized to publish and serve the Notice of Intention to Designate in accordance with the requirements under Part IV, Section 29 of the *Ontario Heritage Act* R.S.O 1990, c.O.18 to the Property Owner, the Ontario Heritage Trust, and published on the City Website.
3. If no objection is served on the City Clerk within 30 days of the date of publication of the Notice of Intention, Council shall pass a By-law designating 6120 King-Vaughan Road and a copy of the By-law shall be served on the Owner and Ontario Heritage Trust and a notice shall be published on the City Website.

2. DEMOLITION AND RE-BUILDING OF A NEW THREE-STOREY BUILDING LOCATED AT 65 WALLACE STREET IN THE WOODBRIDGE HERITAGE CONSERVATION DISTRICT

The Heritage Vaughan Committee recommends that the following recommendations be forwarded to Council for approval:

- 1) That the recommendations contained in the report of the Deputy City Manager, Planning and Growth Management, dated October 23, 2024, be approved; and**
- 2) That the comments from Lisa Coles, LHC Heritage Planning & Archaeology Inc., Princess Street, Kingston, Ontario, be received; and**
- 3) That the presentation by Nick Borcescu, Senior Heritage Planner, Development Planning, be received.**

Recommendations

THAT Heritage Vaughan recommend Council approve the proposed Demolition and Re-building of a 3-storey building located at 65 Wallace Street under Section 42 of the *Ontario Heritage Act*, subject to the following conditions:

- a. Any significant changes to the proposal by the Owner may require reconsideration by the Heritage Vaughan Committee, which shall be determined at the discretion of the Director of Development Planning and Manager of Urban Design and Cultural Heritage;
- b. That prior to the issuance of a heritage permit, the applicant either provide a letter of consent for the removal of Tree #1 from the neighbour at 73 Wallace Street or revise the site plan to show tree protection zone for the tree;
- c. That Heritage Vaughan Committee recommendations to Council do not constitute specific support for any Development Application under the *Ontario Planning Act* or permits currently under review or to be submitted in the future by the Owner as it relates to the subject application;
- d. That prior to the issuance of a heritage permit, the applicant either provide a letter of consent to injure Tree #5 from the neighbour at 57 Wallace Street or revise the site plan to protect the root zone of the tree or sign a Release of Liability Letter to waive all claims against the City;
- e. That the brick colour, glass railing above portico, front door, and window framing be revised to better align with WHCD guidelines to the satisfaction of the City; and
- f. That the applicant submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division.

3. THORNHILL HERITAGE CONSERVATION DISTRICT PLAN UPDATE – DRAFT STUDY PRESENTATION OF THE FIRST PHASE

The Heritage Vaughan Committee recommends:

- 1) That the recommendations contained in the report of the Deputy City Manager, Planning and Growth Management, dated October 23, 2024, be approved;
- 2) That the presentation by Frank Smith, and Lashia Jones Cultural Heritage Specialists, Stantec, London Ontario and C1., presentation materials be received; and
- 3) That comments from the following speakers and Communication be received:
 1. Barry Nelson, York Region Cultural and Built Heritage Advocate, Colborne Street, Thornhill, and C2., received at the meeting;
 2. Duessa du Plooy, Thornhill Historical Society, John Street, Thornhill; and
 3. Valerie Burke, Colborne Street, Thornhill.

Recommendation

1. That the information provided in this report, the consultant's presentation on the draft Study Report and the Thornhill Heritage Conservation District SWOT Report set out in Attachment 1 be RECEIVED.
-

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Giacomo Parisi, Chair



CITY OF VAUGHAN
REPORT NO. 8 OF THE
AGE-FRIENDLY VAUGHAN ADVISORY COMMITTEE

*For consideration by the Committee of the Whole
of the City of Vaughan
on November 12, 2024*

The Age-Friendly Vaughan Advisory Committee met at 3:01 p.m., on October 28, 2024, in the Woodbridge Room (242/243). The following members were present at the meeting:

Members Present

Regional Councillor Mario Ferri, Chair
Gerry O'Connor, Vice Chair
Randi Lopatin
Soledad Quintanilla

Also Present

Frances Morton-Chang, Program Manager, Seniors Strategy, Paramedic and Seniors Services Branch, Community and Health Services Department, The Regional Municipality of York

Staff Present

Gus Michaels, Deputy City Manager, Community Services
Anna Dara, Director of Recreation Services
Adam Mobbs, Recreation Manager, Community Centres, Recreation Services
Leigha King, Program and Project Coordinator, Recreation Services
Susan Teicht, Communications Specialist, Client Services, Corporate and Strategic Communications
Alanna MacKenzie, Sustainability Coordinator, Policy Planning & Special Programs
Sekoia Johnson, Older Adult Advocate, Vaughan Public Libraries
Richard Anderson, Area Manager-North, Vaughan Public Libraries
Stella Martinella, EA to Regional Councillor Ferri
Iulia Negutoiu, Administrative Services Representative, Recreation Services
Stephen O'Sullivan, AV Tech.
John Britto, Legislative Specialist, Office of the City Clerk

The following items were dealt with:

1. VAUGHAN'S COMMUNITY GARDEN PROGRAM

The Age-Friendly Vaughan Advisory Committee advises Council:

- 1) That the presentation by Alanna MacKenzie, Sustainability Coordinator, Policy Planning & Special Programs and C1., presentation material was received; and
- 2) That the comments from the Committee were received.

2. UPCOMING OLDER ADULT PROGRAMMING

The Age-Friendly Vaughan Advisory Committee advises Council:

- 1) That the presentation by Leigha King, Program and Project Coordinator, Recreation Services and C2., presentation material was received; and
- 2) That the comments from the Committee were received.

3. 2025 SCHEDULE OF MEETINGS

The Age-Friendly Vaughan Advisory Committee advises Council:

- 1) That the 2025 Schedule of Meetings was approved as presented.

The meeting adjourned at 4:11 p.m.

Respectfully submitted,

Regional Councillor Mario Ferri, Chair

CITY OF VAUGHAN
REPORT NO. 5 OF THE
ACCESSIBILITY ADVISORY COMMITTEE

*For consideration by the Committee of the Whole
of the City of Vaughan
on November 12, 2024*

The Accessibility Advisory Committee met at 7:01 p.m., on October 28, 2024, via electronic participation. The following members were present at the meeting:

Members:

Councillor Gila Martow, Chair
Michelle Zaldin, Vice Chair
Rudy Barrell
Noor Din
Nazila Isgandarova
Paresh Jamnadas
Michael Nigro

Staff:

Michael Genova, Chief, Communications and Economic Development
Rouya Botlani, Manager, Inclusion and Community Outreach
Jessica Stronghill, Manager, Strategic Engagement
Joanne Huy, Senior Advisor, Strategic Engagement
Alexis Moxley, Project Manager - Parks Infrastructure Planning and Delivery
An Nguyen, Project Lead - Diversity, Equity and Inclusion
Susan Teicht, Communications Advisor, Partner Communications
Saira Zuberi, Equity & Inclusion Specialist
Erin Lane, Legal Services
Adelina Bellisario, Legislative Specialist

The following items were dealt with:

1. INCLUSION AND COMMUNITY OUTREACH BUSINESS UNIT

The Accessibility Advisory Committee advises Council:

- 1) That the staff update by Michael Genova, Chief, Communications and Economic Development, was received.**

**REPORT NO. 5 OF THE ACCESSIBILITY ADVISORY COMMITTEE FOR
CONSIDERATION BY THE
COMMITTEE OF THE WHOLE, NOVEMBER 12, 2024**

2. MULTI-YEAR ACCESSIBILITY PLAN ACTIVITIES UPDATE

The Accessibility Advisory Committee advises Council:

- 1) That the staff update by Saira Zuberi, Equity & Inclusion Specialist, was received.

**3. DESIGN REVIEW FOR DOCTORS MCLEAN DISTRICT PARK:
REDEVELOPMENT AND THE RIVERWALK TRAIL EXTENSION**

The Accessibility Advisory Committee advises Council:

- 1) That the presentation by Markus Hillar, Schollen & Company Inc., and Alexis Moxley, Project Manager - Parks Infrastructure Planning and Delivery and Communication C1, presentation material entitled, "Doctors McLean District Park", was received.

**4. NEW BUSINESS – GARNET A. WILLIAMS COMMUNITY CENTRE
ACCESSIBLE PARKING SPACES AND RAMP**

The Accessibility Advisory Committee advises Council:

- 1) That further discussions take place with regards to the accessible parking spaces and ramp at the renovated Garnett A. Williams Community Centre.

The foregoing matter was brought to the attention of the Committee by member Councillor Martow, Chair.

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Councillor Gila Martow, Chair