

**COMMITTEE OF THE WHOLE (2) – DECEMBER 10, 2019****COMMUNICATIONS****Distributed December 6, 2019****Item**

- C1. Memorandum from the Deputy City Manager, Community Services, dated December 3, 2019.

11

**Distributed December 9, 2019**

- C2. Memorandum from the Chief Human Resources Officer, dated December 10, 2019.

2

**Distributed December 10, 2019 (at the meeting)**

- C3. Presentation material titled “City of Vaughan December 10, 2019 Certificate of Recognition (COR)”.

9

- C4. Presentation material titled “PBMP Update”.

10

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Please note there may be further Communications.



## memorandum

C 1  
COMMUNICATION

CW (2) - December 10/19

ITEM - 11

**DATE:** December 3, 2019

**TO:** Hon. Mayor and Members of Council

**COPY:** Gus Michaels, Director & Chief Licensing Officer,  
By-law & Compliance, Licensing & Permit Services

Senior Leadership Team

**FROM:** Mary Reali, Deputy City Manager, Community Services

**RE:** **Committee of the Whole (2), December 10, 2019**  
**Item No. 11**  
**Technical Amendments to the Parking By-law**

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### Recommendation:

That the following recommendation be added:

That the definition of Fire Route Sign, as prescribed within the City's Parking By-law No. 064-2019, as amended, be further amended from the existing required size of such signs being a minimum of 30 cm X 60 cm to minimum 30 cm X 45 cm.

### Purpose:

To amend the staff report regarding various amendments to the City's Parking By-law that will be before Committee of the Whole (2) on December 10, 2019, by adding a technical amendment to the definition of Fire Route Sign. The proposed technical amendment is minor in nature, making an adjustment to the definition of required size of fire route signs; so as to ensure that all existing signs remain lawful and are properly captured within the subject by-law.

### Analysis and Options:

In order to ensure that all existing fire route signs are properly captured under the amended definition, a more permissive size requirement is being recommended. This standard is in line with prior requirements and will ensure there is no need for private property owners to replace signage at their own expense.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'M. Reali'.

Mary Reali  
Deputy City Manager, Community Services



## memorandum

C 2  
COMMUNICATION

CW (2) - December 10/19

ITEM - 2

**DATE:** December 10, 2019  
**TO:** MAYOR AND MEMBERS OF COUNCIL  
**FROM:** DEMETRE RIGAKOS, CHIEF HUMAN RESOURCES OFFICE  
**RE:** NEPOTISM POLICY – MINOR REVISION

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### **Recommendation**

The Chief Human Resources Officer recommends:

1. That the revision to the Nepotism Policy as described in this communication be received for consideration and approval.

### **Purpose**

The purpose of this communication is to propose a minor revision to the Nepotism Policy that will serve to increase accountability and transparency in the decision-making process as per item 14 of the Policy sub-heading in the policy.

The revised policy with the proposed revision is attached at Appendix 1.

### **Attachment**

1. Revised Nepotism Policy

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Demetre Rigakos', written over a horizontal line.

Demetre Rigakos  
Chief Human Resources Officer

## CORPORATE POLICY

**POLICY TITLE:** NEPOTISM

**POLICY NO.:** 13.A.05

<b>Section:</b>	Human Resources		
<b>Effective Date:</b>	December 17, 2019	<b>Date of Last Review:</b>	November 26, 2007
<b>Approval Authority:</b> Council	<b>Policy Owner:</b> Chief Human Resources Officer		

### POLICY STATEMENT

The Corporation of the City of Vaughan (City of Vaughan) is an equal opportunity employer and will strive to ensure that fair hiring practices are utilized at all times. To ensure that our organization and hiring processes are free of any conflict of interest, we have adopted this policy to prevent nepotism and address incidents that could lead to the perception of nepotism.

### PURPOSE

The purpose of this policy is to:

1. Prevent a conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of friends and relatives; and/or
2. Prevent the misuse of authority and influence or the appearance of such misuse.

The policy must be considered when hiring, promoting, appointing or transferring any employee.

### SCOPE

This policy applies to all Staff and Elected Officials.

### LEGISLATIVE REQUIREMENTS

1. Canadian Human Rights Act
2. Employment Standards Act
3. Municipal Act
4. Municipal Freedom of Information and Protection of Privacy Act
5. Ontario Human Rights Code



**POLICY TITLE: NEPOTISM**

**POLICY NO.: 13.A.05**

## **DEFINITIONS**

1. Nepotism: Favoritism granted to relatives or close friends, usually in the form of hiring practices, and employment activities.
2. Conflict of Interest: Conflict of interest exists when an employee is able to gain a special advantage due to being a relative of another City of Vaughan employee, or conversely, where City of Vaughan is at risk as a result of the fact that two or more employees are relatives. Management, in consultation with Human Resources, will investigate potential conflicts of interest and determine if a violation of the Nepotism Policy has occurred. In the hiring and employment of relatives, conflict of interest situations include:
  - 2.1. Any influence exercised directly or indirectly by a City of Vaughan employee in the selection and hiring process in which their friend or relative is a candidate;
  - 2.2. Direct or indirect supervisory relationship;
  - 2.3. The ability of one family member to influence or exert financial or administrative control over another;
  - 2.4. The ability of one family member to influence human resource matters including, but not limited to, performance reviews, preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves, and/or access to additional hours and/or overtime; and/or
  - 2.5. Relatives that are employed in positions that establish a real or potential security, confidentiality, or financial risk to the City of Vaughan.
3. For the purposes of this policy, "family member" means:
  - spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage
  - parent, including step-parent and legal guardian
  - child, including step-child and grandchild
  - siblings and children of siblings
  - aunt/uncle, niece/nephew, first cousins
  - in-laws, including mother/father, sister/brother, daughter/son
  - any person who lives with the staff member on a permanent basis

**POLICY TITLE: NEPOTISM**

**POLICY NO.: 13.A.05**

4. Direct Reporting Relationship: Occurs when an employee reports directly to a supervisor or manager.
5. Indirect Reporting Relationship: Occurs when an employee reports to a supervisor and the supervisor reports to a manager; thus, the employee indirectly reports to the manager.

#### **POLICY**

In accordance with the Ontario Human Rights Code, the City of Vaughan will not discriminate in its hiring practices on the basis that a person is a relative to a current employee. However, the City of Vaughan hires based on merit, providing equal opportunity for employment, and will not tolerate acts of favouritism or discrimination, in favour of relatives or close friends, in the selection process.

To this end, relatives of City of Vaughan employees are eligible for employment with the City provided that:

1. The hiring process is open and equitable, and candidates are selected in accordance with the City's Recruitment Policy HR - 021;
2. The City of Vaughan shall accept applications from, and consider a member of an employee's family for employment if the candidate has all the requisite qualifications;
3. Individuals who are being considered for a position at the City are required to identify any employee who is a family member and/or individual(s) with whom they have an intimate or close personal relationship. This identification shall be made before and/or during the application process, in confidence, to the Hiring Manager or the Chief Human Resource Officer.
4. A family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the friend or family member, or if his/her employment could create a conflict of interest either real or perceived; be appointed to a position where job responsibilities would be incompatible with positions occupied by family members.
5. City of Vaughan employees do not directly or indirectly influence the selection and hiring process in which their family member is a candidate;



**POLICY TITLE: NEPOTISM**

**POLICY NO.: 13.A.05**

6. In accordance with the Recruitment Policy and Employee Code of Conduct, managers/supervisors must disclose and/or flag any potential conflict of interest related to the hiring process;
7. Managers and supervisors must exclude themselves from any hiring process where their family member is a candidate;
8. A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or
9. Family members are not employed in positions where a real or perceived conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:
  - 9.1. The employees will notify their manager/supervisor or Chief Human Resources Officer immediately.
  - 9.2. The manager/supervisor and Chief Human Resources Officer will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the Deputy City Manager will be informed.
  - 9.3. The Deputy City Manager, in consultation with the Chief Human Resources Officer and the director/manager/supervisor, will make reasonable efforts to investigate suitable options within the Corporation for one of the related employees.
10. If two related employees or two employees in a relationship are working in a real or perceived conflict of interest and fail to notify their manager/supervisor or Human Resources, they may be subject to disciplinary action. Similarly, it is the responsibility of every City employee to declare any potential or existing personal relationship which falls under the definitions provided in this policy.
11. Relationships formed after employment, are subject to the policy. Personal and familial relationships that would contravene this policy must be declared to the directing Manager and/or the Chief Human Resources Officer.
12. If a manager/supervisor has knowledge of a relationship between two employees where a real or perceived conflict of interest exists, the manager/supervisor shall notify the Deputy City Manager, Director, Manager or the Chief Human Resources Officer as soon as he/she become aware of the situation. If the director/manager/supervisor fails to notify the Deputy City Manager or Human Resources, the director/ manager/supervisor may face disciplinary action.

**POLICY TITLE: NEPOTISM**

**POLICY NO.: 13.A.05**

13. A final determination with respect to violations of this policy will come from the Office of the Chief Human Resources Officer, in consultation with the appropriate Deputy City Manager and City Manager.

14. All hiring / promotion decisions involving a family member will be subject to final approval by the City Manager.

#### **ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	Other (specify) Annually	<b>Next Review Date:</b>	February 1, 2022
<b>Related Policy(ies):</b>	13.C.02 – Delegation of Powers & Duties Policy, 13.A.02 – Employee Code of Conduct, HR-021 – Recruitment, City of Vaughan Collective Agreements, Code of Ethical Conduct for Members of Council		
<b>Related By-Law(s):</b>	012-2013 – Roles and Responsibilities of the City Manager		
<b>Procedural Document:</b>			

#### **Revision History**

<b>Date:</b>	<b>Description:</b>
Click or tap to enter a date.	





C 3
COMMUNICATION
CW(2) DEC 10/19
ITEM - 9

City of Vaughan  
December 10, 2019  
Certificate of Recognition  
(COR™)  
Ken Rayner

Over 100,000  
workers trained in  
*Working at Heights*

\*Including IHSA training partners



Certified by



IHSA is proud to be COR™ certified





# **Certificate of Recognition (COR™)**

<https://www.ihsa.ca/COR/COR-FAQ-s.aspx>



# Ontario buyers supporting COR™



For the requirements of all the buyers of construction visit - <https://ihsa-marketing-team.app.box.com/s/ryderbvvet7998ta7x1pmq0u2aut85gzf>

1. Health & Safety Policy Statement
2. Hazard Assessment, Analysis and Control
3. Safe Work Practices
4. Safe Job Procedures
5. Company Rules
6. Personal Protective Equipment
7. Preventive Maintenance
8. Training and Communication
9. Workplace Inspections
10. Investigations & Reporting
11. Emergency Preparedness
12. Statistics & Records
13. Legislation



14. Occupational Health
15. First Aid
16. Health & Safety Representative/Joint Health and Safety Committee
17. Workplace Violence and Harassment
18. Return to Work and Re-employment
19. Management Review



# COR status December 2<sup>nd</sup> 2019

- 397 certified firms
- Over 1,300 companies in the queue

#	Trade Name	Legal Name	Certificate #	Expiry Date
36	ASCO Construction Toronto Ltd.	ASCO Construction Toronto Ltd.	000369	11/03/2022
37	Ashland Paving Ltd.	Ashland Paving Ltd.	000303	17/10/2021
38	Associated Engineering (Ont) Ltd.	Associated Engineering (Ont) Ltd.	000410	26/06/2022
39	Atlas-Apex Roofing Inc.	Atlas-Apex Roofing Inc.	000243	24/11/2020
40	Avertex Utility Solutions Inc.	Avertex Utility Solutions Inc.	000331	19/12/2021
41	Ball Construction Inc.	Ball Construction Inc.	000071	10/07/2020
42	Basekamp Construction Corp.	Basekamp Construction Corp.	000375	27/03/2022
43	BDA INC.	BDA INC.	000376	29/03/2022
44	Beacon Utility Contractors Limited	Beacon Utility Contractors Limited	000431	24/09/2022
45	BEC Electric Inc.	BEC Electric Inc.	000386	16/04/2022
46	Belor Construction Ltd.	Belor Construction Ltd.	000316	20/11/2021
47	Bennett Mechanical Installations (2001) Ltd	Bennett Mechanical Installations (2001) Ltd.	000212	02/08/2020
48	Berminghammer Foundation Equipment	Soletanche Bachy Canada Inc.	000113	25/04/2022
49	Bevcon Construction & Paving Ltd.	Bevcon Construction & Paving Ltd.	000312	29/10/2021
50	Bird Management Limited & Bird Construction Inc.	Bird Management Limited & Bird Construction Inc.	000084	20/11/2020
51	Blackstone Paving & Construction Limited	Blackstone Paving & Construction Limited	000299	01/10/2021
52	Bob Hendricksen Construction Limited	Bob Hendricksen Construction Limited	000238	14/11/2020
53	Bondfield Construction Company Limited	Bondfield Construction Company Limited	000129	02/05/2019
54	Bot Construction Group	Bot Holdings Limited	000148	27/08/2022
55	Bot Construction Group	Bot Infrastructure Ltd.	000145	27/08/2022

<https://ihsa-marketing-team.app.box.com/v/ihsa-cor-certified-members>



EXCLUSIVE

# GOOD NEWS!

T



**Health & Safety Excellence Program**

**Ministry of Labour Accreditation**

TORONTO – “Ontario will reward its safest employers with an estimated \$140 million for excellence in occupational health and safety as part of a first-of-its-kind in Canada program unveiled today”.

November 22, 2019 – news.ontario.ca

<https://news.ontario.ca/mol/en/2019/11/ontario-to-reward-safe-employers.html>



Research study released 2015  
Dr. Chris McLeod  
Associate Professor  
University of British Columbia



An audit-based occupational health and safety recognition program: Is certification associated with lower firm work-injury rates?



BRITISH  
COLUMBIA



***“What we found—Overall”***

“Certified firms had, on average, a 12% lower short-term disability, long-term disability and fatality (STD, LTD, and fatality) injury rate between 2005 and 2012 compared to non-certified firms, and a 17% lower serious injury rate”.

<https://www.ihsa.ca/pdfs/cor/cor-research-brief-2015.pdf>





Research study released 2018  
Dr. Chris McLeod  
Associate Professor  
University of British Columbia



THE  
UNIVERSITY OF  
BRITISH  
COLUMBIA

An audit-based occupational health and safety recognition program: Is certification associated with lower firm work-injury rates in Alberta?

Alberta



***“What we found—Injury rates (Overall)”***

“Certified firms had, on average, a 14% lower lost time injury rate and 3% lower disabling injury rate between 2001 and 2015, compared to non-certified firms”.

<https://www.ihsa.ca/pdfs/cor/cor-research-brief-2018.pdf>



**Questions regarding this  
presentation – contact:**

**Ken Rayner**

**[krayner@ihsa.ca](mailto:krayner@ihsa.ca)**

**(416) 452-2160**





# PBMP Update

**Pedestrian and Bicycle Master Plan Update**  
Committee of the Whole  
December 10, 2019



## Outline

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- Outreach and Engagement
- Community Priorities
  - ✓ Awareness & Culture
  - ✓ Safety
  - ✓ Infrastructure
  - ✓ Connectivity

## TIMELINE OF ENGAGEMENT

JUNE 2017

APRIL 2018

3 PHASES

## ACTIVITIES



**2** Bicycle Friendly  
COMMUNITY  
WORKSHOPS



**2** STAKEHOLDER  
ADVISORY  
GROUP MEETINGS



**39**  
POP-UP  
EVENTS

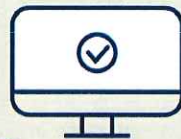


**128 HOURS**  
OF FACE-TO-FACE  
ENGAGEMENT

## ENGAGED PUBLIC



**65**  
STAKEHOLDER  
ADVISORY GROUP  
MEMBERS  
representing **19** different  
organizations/agencies



**654** respondents to  
ONLINE SURVEY



**322** respondents to  
ONLINE  
MAPPING TOOL



**507** people signed  
up for project  
EMAIL LIST



**3089**  
residents  
engaged through  
POP-UPS AND  
WORKSHOPS

## HIGHLIGHTS

## MEDIA PROMOTION OF STUDY

### SOCIAL MEDIA



City of Vaughan  
Twitter

**32** tweets  
**138** likes  
**4** comments  
**120** retweets



City of Vaughan  
Facebook

**4** posts  
**14** likes  
**3** shares  
**3** comments



Instagram



### WINTER & SUMMER RECREATION GUIDE

distributed to 80,000 homes and  
10,000 Civic locations and events



**9** LIBRARY  
book displays



**10** COMMUNITY  
CENTRES  
received handout  
information

Also

- Newspaper notices
- City eNewsletters
- Councillor Newsletters
- City TV's
- Digital signs



PEDESTRIAN AND BICYCLE MASTER PLAN

# Community POP-UP Events



[vaughan.ca/cycling](http://vaughan.ca/cycling)





**Canada Day Celebration**



**Winterfest**



**Mackenzie Glen Park**





**Menorah Lighting Ceremony**



**North Thornhill CC**



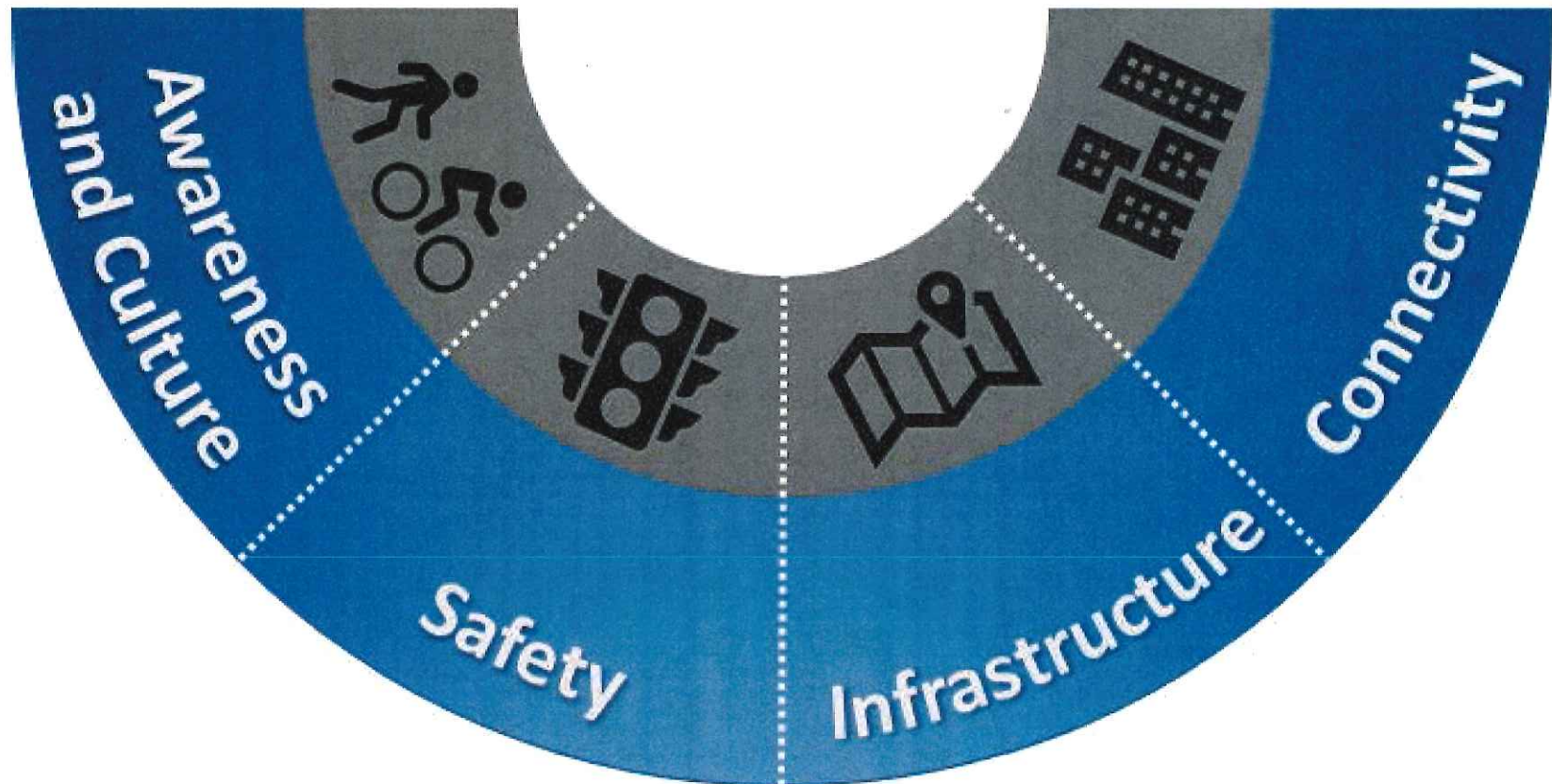
**Woodbridge Senior Social**







## Community Priorities



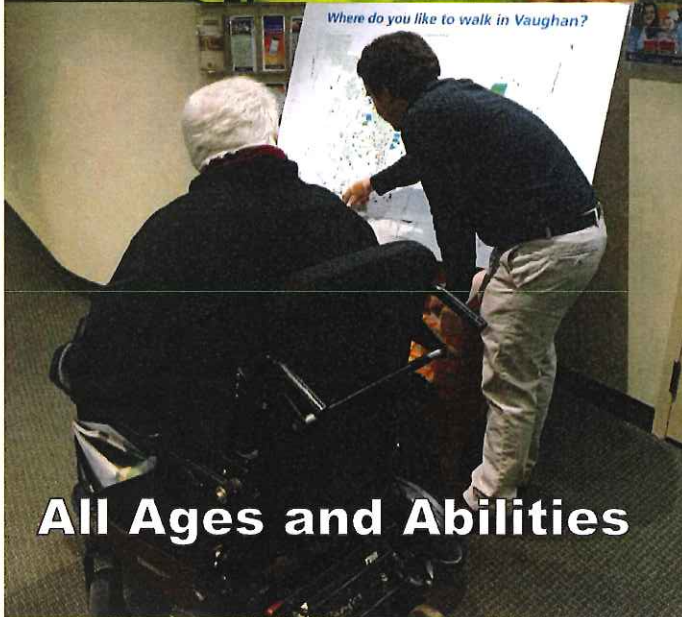


# Awareness and Culture





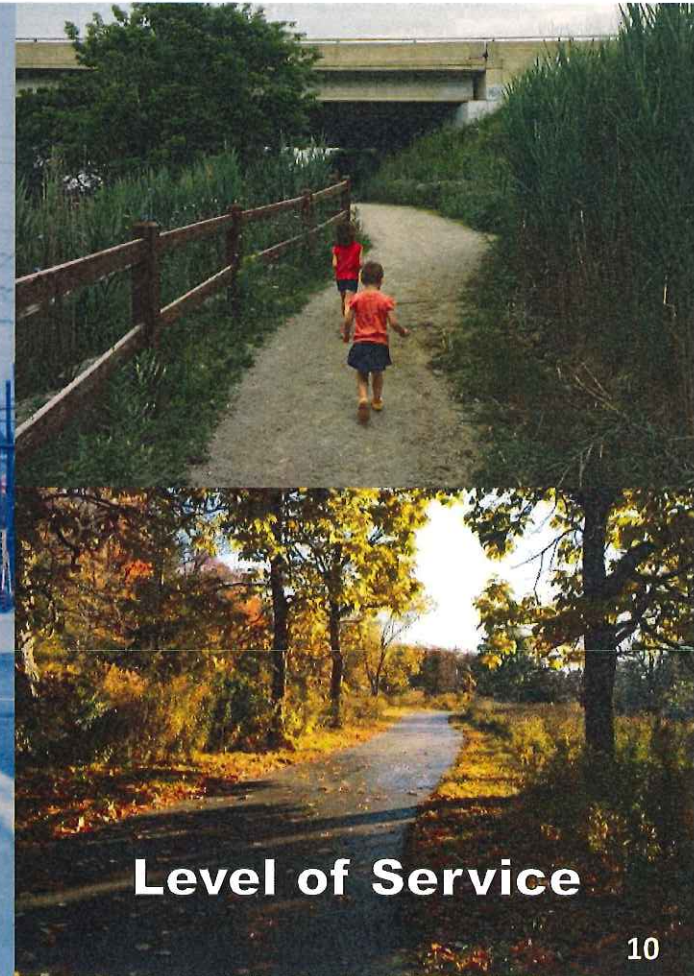
# Safety – Comfort of User



**All Ages and Abilities**



**Separated Facilities**



**Level of Service**



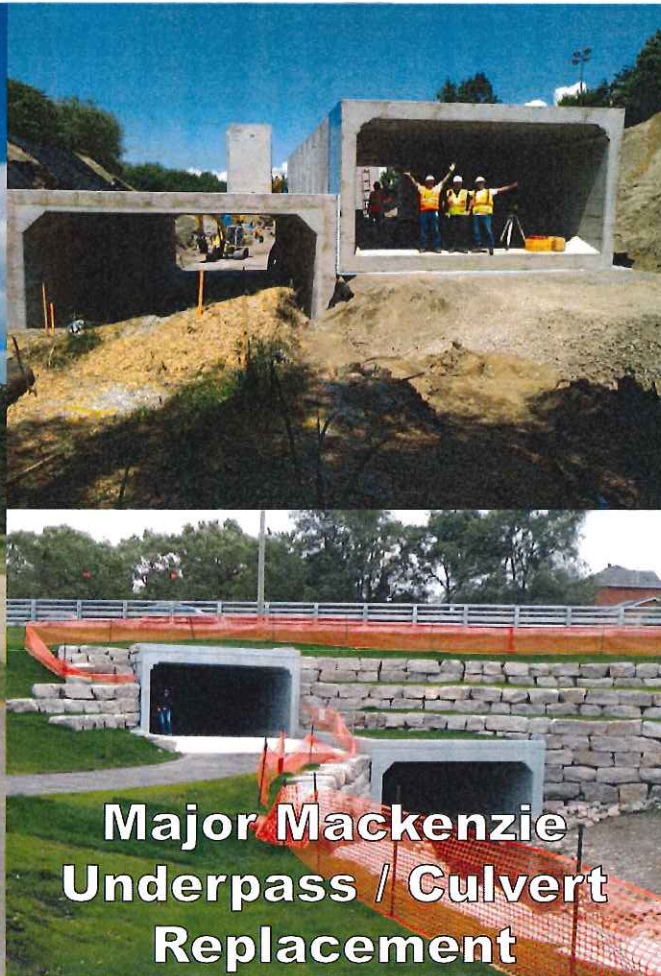
# **Infrastructure (Implementation)**

## **KEY ACTIONS:**

- 1. Leverage capital projects and development**
  - “Routine Accommodation”
- 2. Identify and prioritize network gaps**
  - Annual planning and implementation programs
  - Standalone AT capital projects



# Infrastructure - Leveraging





# Infrastructure – Filling Gaps

(with standalone AT projects)

**Rendering**



**Clark Avenue  
Cycle Tracks**



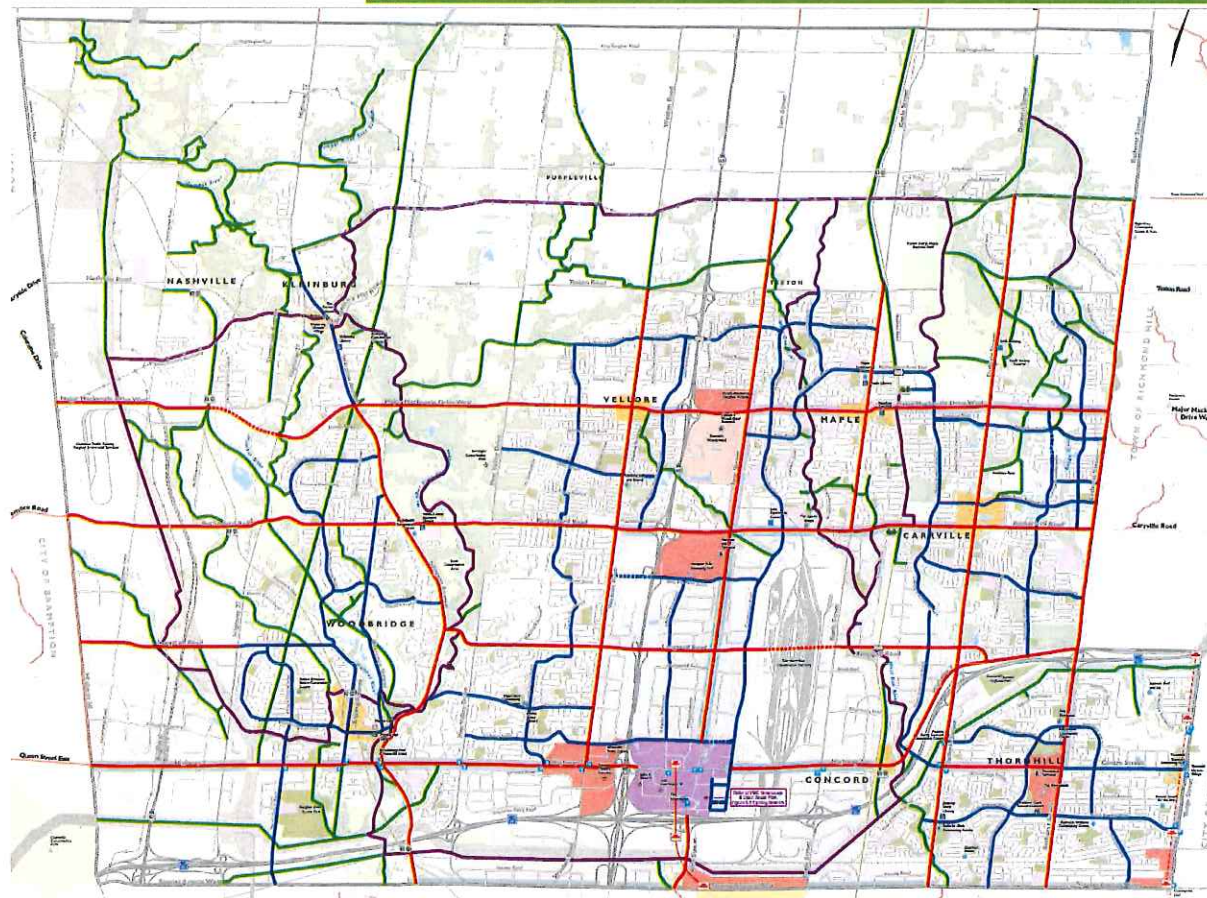
**McNaughton Rd  
Multi-use Pathway**



**VST – Bartley Smith  
Greenway**



# Connectivity – Priority Networks



## PEDESTRIAN & BICYCLE MASTER PLAN UPDATE

### PRIORITY CYCLING & MULTI-USE RECREATIONAL TRAIL NETWORK

#### LEGEND

##### PRIORITY CYCLING NETWORK

REGIONAL ROUTE

LOCAL ROUTE

\* DASHED LINE DENOTES NETWORK ON FUTURE ROADS

##### MULTI-USE RECREATIONAL TRAIL NETWORK

PRIMARY NETWORK - VAUGHAN SUPER TRAIL

SECONDARY NETWORK

##### EXTERNAL CYCLING FACILITIES

ALL TYPES

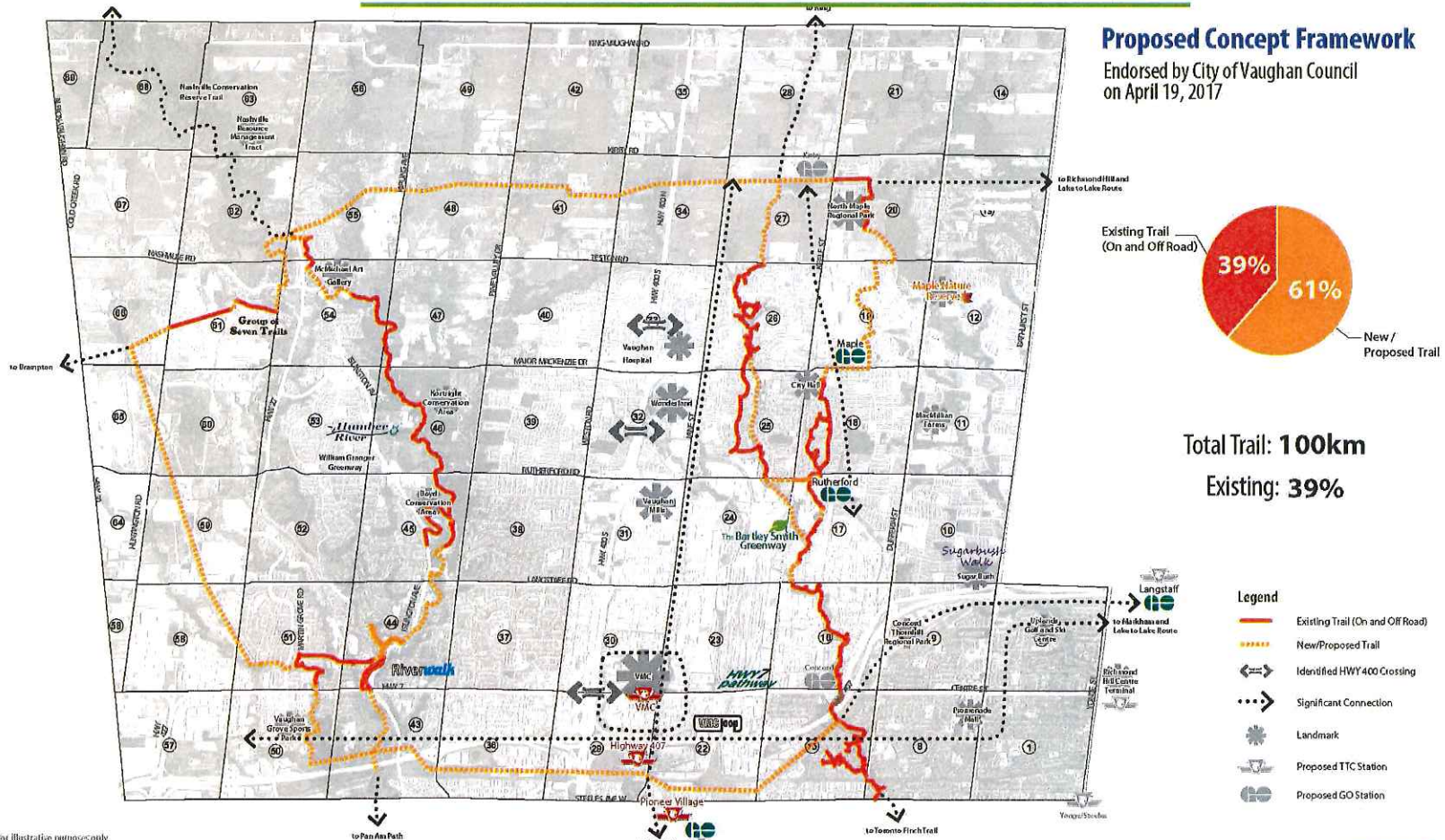
- 1) 100 KM Vaughan Super Trail Loop
- 2) Localized mini-networks:
  - Maple
  - Thornhill
  - Woodbridge
  - Intensification Centres

Note: The Cycling Network identifies the priority routes designated to service the highest proportion of potential cycling trips in Vaughan using existing travel patterns. These routes should contain the highest quality facilities and follow the 'All Ages and Abilities' Framework to provide safer, more comfortable and attractive user experience. Networks in emerging or changing areas will be identified through focused studies such as Secondary Plans and/or through the development planning process.

# Connectivity - Vaughan Super Trail

## Proposed Concept Framework

Endorsed by City of Vaughan Council  
on April 19, 2017





# Connectivity - VMC Network



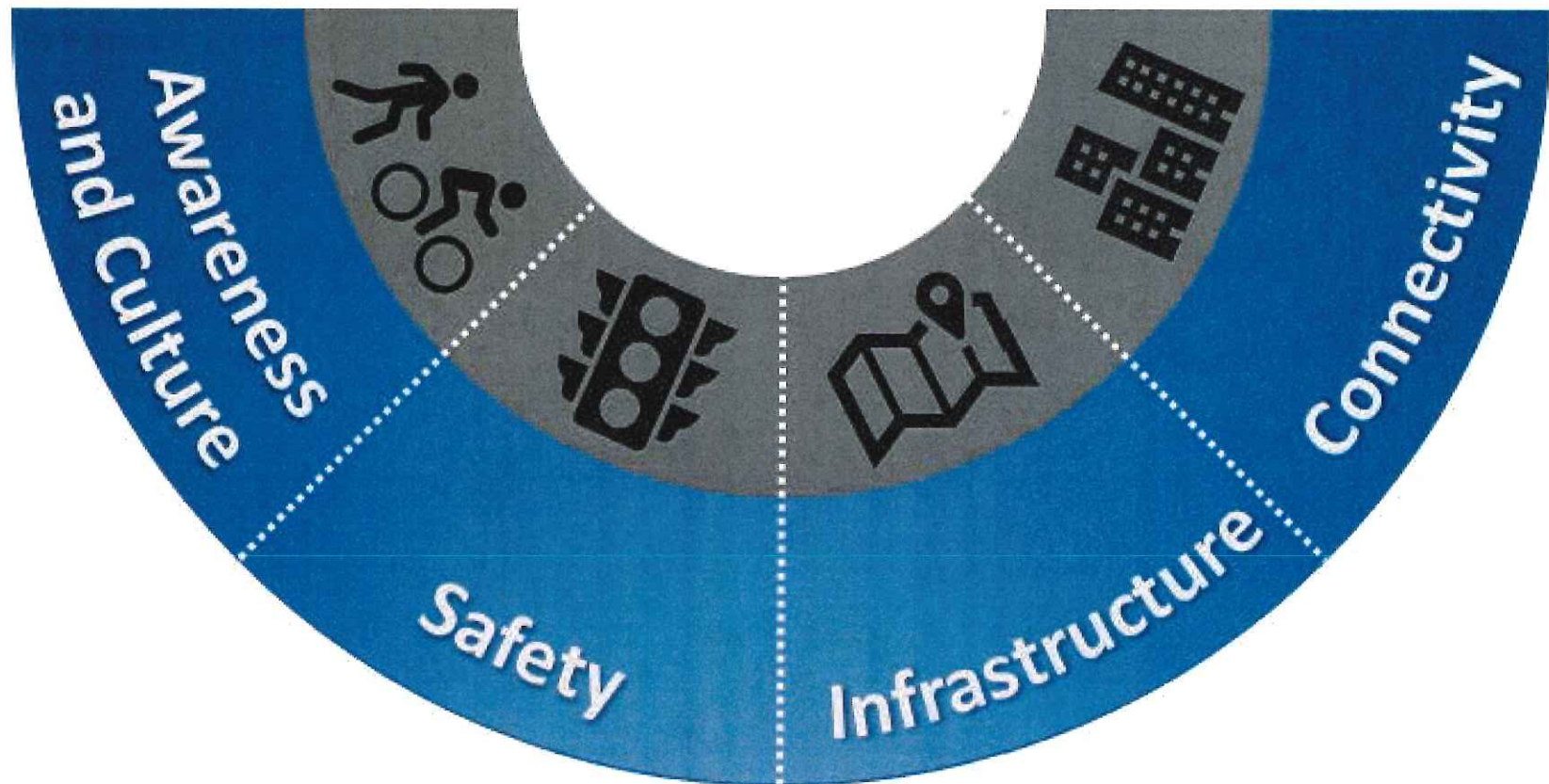
## LEGEND

-  15 km separated cycling facilities
-  1.5 km existing buffered bike lanes
-  6 km Multi-use Recreational Trails
- \* Edgeley Pond and Park Trails - designed
-  In construction or constructed
-  In design or designed





## **Commitment – Annual Updates**





**Thank You.**