



**CITY OF VAUGHAN
SPECIAL COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, March 17, 2020

5:00 p.m.

Council Chamber

2nd Floor, Vaughan City Hall

2141 Major Mackenzie Drive

Vaughan, Ontario

	Pages
1. CONFIRMATION OF AGENDA	
2. DISCLOSURE OF INTEREST	
3. COMMUNICATIONS	
4. CEREMONIAL PRESENTATIONS	
5. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION INCLUDING MEMBERS RESOLUTION(S)	
1. UPDATE ON CITY RESPONSE TO COVID-19 Verbal reports with respect to the above.	
2. CITY OF VAUGHAN ECONOMIC MEASURES IN RESPONSE TO THE GLOBAL NOVEL CORONA VIRUS (COVID-19) PANDEMIC Report of the Deputy City Manager, Community Services and the Deputy City Manager, Corporate Services, Chief Financial Officer, with respect to the above to be provided prior to the meeting.	3
3. DELEGATION OF AUTHORITY DURING COUNCIL HIATUS Report of the Acting City Manager with respect to the above to be provided prior to the meeting.	9
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6. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION
7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION
8. PRESENTATIONS AND DEPUTATIONS
9. CONSIDERATION OF STATUTORY/AD HOC COMMITTEE REPORTS
10. NEW BUSINESS
11. ADJOURNMENT

ALL APPENDICES ARE AVAILABLE FROM THE CITY CLERK'S OFFICE
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AND VIDEO BROADCAST

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Special Committee of the Whole Report

DATE: Tuesday, March 17, 2020

WARD(S): ALL

TITLE: CITY OF VAUGHAN ECONOMIC MEASURES IN RESPONSE TO THE GLOBAL NOVEL CORONA VIRUS (COVID-19) PANDEMIC

FROM:

Mary Reali, Deputy City Manager, Community Services
Michael Coroneos, Deputy City Manager, Corporate Services and Chief Financial Officer

ACTION: DECISION

Purpose

Since the declaration of the global Covid-19 pandemic on March 12, 2020, the City's Economic and Cultural Development Department (ECD) has received feedback from the business community and leading national associations.

The following recommendations are based on that feedback and are meant to provide support and stimulus to the local economy while easing strain for local citizens as they manage the repercussions from the global Covid-19 pandemic.

Enacting these recommendations will provide relief to businesses and citizens *and* demonstrate to the local business community and consumers that the City of Vaughan is committed to ensuring the well-being of citizens and the economy

Report Highlights

- The global Covid-19 pandemic is causing significant disruption to business
- The City of Vaughan has an opportunity to support its businesses and citizens by suspending bylaws that can ease legislative burdens
- The City's Business Advisory Services can help affected business owners access supports from other stakeholders and levels of government

Recommendations

1. That section 11(1), and any other section of City of Vaughan Bylaw 062-2018 as determined by the Director and Chief Licensing Officer be temporarily suspended for 30 days following Council approval of this recommendation, thereby allowing the loading and unloading of commercial vehicles, transport trucks, and other vehicles on a 24-hour basis at places of business in Vaughan.
2. That sections 7 and 8, and any other section of City of Vaughan Bylaw 284-94 as determined by the Director and Chief Licensing Officer be temporarily suspended for 30-days following Council approval of this recommendation, thereby suspending the limit imposed on the weight and size of vehicles on certain roads allowing for efficient movement of supply and goods.
3. That relevant sections of City of Vaughan Bylaws 029-2019 and 183-2019 as determined by the Chief Financial Officer and City Treasurer be suspended until June 1, 2020, namely collection of the four per cent Municipal Accommodation Tax (MAT) by transient accommodation providers in Vaughan.
4. That the City of Vaughan maintain frontline Small Business and Entrepreneurship Services designed to support and assist local businesses, regardless of other City service closures as a response to the global Covid-19 pandemic.
5. That the temporary suspensions to City of Vaughan Bylaws outlined in Recommendations #1-#3 above be subject to extension, subject to Council approval.
6. That staff be authorized to commence planning of long-range economic and fiscal measures to support and promote recovery of the local economy and key sectors, subject to Council approval.
7. That staff be authorized to bring effect to the recommendations in this report, and related operational and administrative matters presented in this report.
8. That all necessary bylaws be enacted.

Background

The global Covid-19 pandemic has led to challenges in maintaining stock in Vaughan retail businesses.

Over-buying and challenges with supply-chain management have meant that grocery stores and other retailers of essential products and services have not been able to maintain inventory.

The global Covid-19 pandemic has led to the cancellation of major sporting, corporate and leisure events thereby causing visitors and consumers to cancel reservations and travel plans.

Reports from local businesses and accommodations confirm that consumer spending and travel are down significantly.

Businesses are reaching out to all levels of government for support, including local governments such as the City of Vaughan.

City of Vaughan Business Advisory Services help businesses navigate available resources. As trained business consulting professionals, the Business Advisors' jobs are to provide advice and knowledge to local businesspeople. ECD can help businesspeople navigate available resources to help them mitigate the negative impact of Covid-19.

Previous Reports/Authority

Bylaw 062-2018 (Noise): https://www.vaughan.ca/services/residential/by-law_enforcement/Noise/Pages/default.aspx

Bylaw 284-94 (Traffic): https://www.vaughan.ca/cityhall/by_laws/Bylaws/284-94.pdf

Bylaw 029-2019 (Municipal Accommodation Tax): https://www.vaughan.ca/cityhall/by_laws/Bylaws/029-2019.pdf

Bylaw 183-2019 (Municipal Accommodation Tax – Short Term Rental): <https://pub-v Vaughan.escribemeetings.com/filestream.ashx?DocumentId=25035>

City of Vaughan MAT: <https://www.vaughan.ca/MAT/Pages/default.aspx>

City of Vaughan Business Services: www.vaughan.ca/business

Analysis and Options

ECD has heard from industry stakeholders that lifting restrictions on the delivery of goods would alleviate shortages in grocery stores AND help local businesses manage their supply chain.

The Retail Council of Canada (RCC) has identified delivery restrictions as a major contributing factor to goods shortages in stores. In addition, local businesses have notified the City that managing their supply chain has become difficult with the tremendous over-buying that has occurred during Covid-19. Temporarily lifting restrictions on delivery hours in the City of Vaughan should alleviate these issues.

ECD has heard from local hoteliers that cancelations to their facilities have grown exponentially since the announcement of a global pandemic. To support local hoteliers, and the tourism industry, the City could suspend the MAT.

Local hoteliers have contacted the Tourism Vaughan Corporation (TVC) requesting support for their businesses. There are several challenges facing the tourism industry as a result of the global pandemic. Although solutions to most challenges are outside the jurisdiction of the local municipality, City of Vaughan has the opportunity to support the local accommodation industry by suspending the four per cent Municipal Accommodation Tax (MAT) during this time of crisis.

Several business tools and Canadian federal government funds have been announced since the declaration of a global pandemic. To help businesses navigate those tools and funds, the City's Business Advisory Services should remain open to help business owners navigate the options.

The Government of Canada has announced more than \$11 Billion in business support ranging from research funds to loans to employment support to assist businesses with liquidity as sales drop and supply chains suffer. In addition, organizations like the Canadian Chamber of Commerce, Canadian Manufacturers and Exporters, and the Canadian Federation of Independent Business have produced toolkits to help businesses cope with the pandemic. However, most business owners are not aware of these resources and funds, nor are they able to access them without help. The City's business advisors can provide the needed expertise to assist.

Financial Impact

Temporarily suspending traffic and noise bylaws will have no direct financial impact.

Suspending the MAT would result in a decline loss of revenue to the City and TVC. However, it is evident that hotels are not running at normal sales levels for this time of year. Given the global situation, the loss of revenue to the City of Vaughan is likely to be much lower.

Maintaining ECD's Business Advisory Services will have no financial impact beyond their normal salaries

Broader Regional Impacts/Considerations

Vaughan's sub-economy functions within a larger Greater Toronto regional economy. Other GTA jurisdictions have moved to take similar actions in the past hours. The City of Toronto, for example, has released suspensions of noise bylaws to make it easier for stores to receive goods. Mississauga, Brampton, and Caledon are expected to follow. With a larger number of municipalities adopting similar measures, and encouraging trend, all local and regional economies will rise and be more resilient as we move to the economic recovery phase of this crisis.

Conclusion

Covid-19 has presented international, national, provincial and local governments with unprecedented challenges. The City of Vaughan has contributed to 'Team Canada' with measures that mitigate some of the negative effects of the pandemic on local businesses.

Suspending relevant bylaws will help businesses effected by Covid-19 with both supply-chain management and cashflow.

The best tools the City of Vaughan has to support its businesses is its advisory services, and temporarily adjusting policies that directly effect the operations of businesses and the local economic climate in general.

The City's Economic and Cultural Development Services shall remain open, even if delivered virtually, to help local business people navigate the tools that exist and will emerge to mitigate the effects of Covid-19.

For more information, please contact: Raphael Costa, Manager, Small Business and Entrepreneurship (raphael.costa@vaughan.ca; ext. 8891); Ashley Travassos, Manager, Tourism, Arts, and Culture (ashley.travassos@vaughan.ca; ext. 8474); Dennis Cutajar, Director, Economic and Cultural Development (dennis.cutajar@vaughan.ca; ext. 8274).

Attachments

None

Prepared by

Raphael Costa, Manager, Small Business and Entrepreneurship, ext. 8891

Special Committee of the Whole Report

DATE: Tuesday, March 17, 2020

WARD(S): ALL

TITLE: DELEGATION OF AUTHORITY DURING COUNCIL HIATUS

FROM:

Mary Reali, Acting City Manager

ACTION: DECISION

Purpose

This report provides Council with Staff's suggested changes to the City's Delegation of Authority By-laws, which are required in order to allow Staff to maintain business continuity and make decisions in the event that Council cannot meet as a result of the effects of the Novel Coronavirus disease ("COVID-19") pandemic within the City of Vaughan.

Report Highlights

- The COVID-19 pandemic is changing rapidly and will require City decisions to be made faster than the typical Council-cycle allows. In addition, the Government of Canada is recommending that all citizens practice "social distancing" meaning hosting Council or Committee meetings may not be in the best interests of Vaughan citizens at this time.
- For these reasons, Staff recommend that the Delegation of Authority By-laws, By-law 332-98, as amended, and By-law 144-2018, as amended, extend their definition of Council Hiatus to include a period of time in which Council is unable to meet due to the COVID-19 pandemic.

Recommendations

1. That Delegation of Authority By-laws, By-law 332-98, as amended, and By-law 144-2018, as amended, be amended as set out in this report.

Background

COVID-19 is a novel disease that is spreading throughout the world, including the Greater Toronto Area. In order to be as responsive as possible to the disease, and to ensure the safety of the City's residents, decisions will need to be made faster than Council may be able to meet. In addition, the Government of Canada is recommending that all citizens practice "social distancing" meaning hosting Council or Committee meetings may not be in the best interests of Vaughan citizens at this time. While section 238(3.1) of the *Municipal Act, 2001* does allow Councillors to participate in meetings electronically, the Act is clear that such Councillors must not be counted for the purpose of establishing quorum. Accordingly, full scale electronic meetings are not a feasible option to address the above-mentioned issues.

Previous Reports/Authority

N/A

Analysis and Options

The recommendations in this report are proposed to provide business continuity in the event that regular Council and Committee meetings are cancelled as a result of the COVID-19 pandemic. At this time, senior Staff are monitoring the situation and some of the April Council and Committee meetings are not cancelled or rescheduled. However, should the situation develop such that the April or any future Council/Committee cycle is cancelled, it is important for business continuity purposes that Staff have certain delegation powers from Council, similar to the delegation of authority currently delegated during regular summer and election hiatus.

Such delegation of authority includes:

- City Clerk, CFO & City Treasurer, or City Manager are authorized to approve grant applications and execution of grant agreements for grant sources that stipulate that Council approval is required for such applications or agreements.
- City Manager is authorized to approve execution of agreements for the acquisition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions, provided the value of consideration does not exceed \$100,000.
- Senior Manager, Real Estate or City Solicitor are authorized to approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements.

Staff recommends that the authority granted to staff for Council summer hiatus and election period be expanded to include the period of time when Council is unable to meet due to the COVID-19 pandemic.

Financial Impact

N/A

Broader Regional Impacts/Considerations

N/A

Conclusion

The COVID-19 pandemic will have significant impact on the City's ability to hold regular Council and Committee meetings. At this time, although most of the meetings for April have not been cancelled, in the event that they are, or if there is an extended Council hiatus resulting from the COVID-19 pandemic, it is recommended that the powers that are normally delegated to staff during the summer and election hiatus be also delegated to staff to ensure business continuity.

For more information, please contact: Wendy Law, Deputy City Manager, Administrative Services & City Solicitor, ext. 8700.

Attachments

N/A

Prepared by

Rebecca Hall-McGuire, Legal Counsel, ext. 8475

Special Committee of the Whole Report

DATE: Tuesday, March 17, 2020

WARD(S): ALL

TITLE: UPDATES TO PROCEDURE BY-LAW FOR ELECTRONIC MEETING PARTICIPATION

FROM:

Wendy Law, Deputy City Manager, Administrative Services and City Solicitor

ACTION: DECISION

Purpose

To seek Committee's approval for amendments to Procedure By-law 7-2011 to allow for electronic participation in Committee of the Whole and Council meetings for Council members, on a trial basis, during the 2019 Novel Coronavirus (COVID-19) pandemic.

Report Highlights

- The 2019 Novel Coronavirus (COVID-19) pandemic may result in some members of Council being unable to physically attend Committee and Council meetings.
- Electronic participation would allow those members to contribute to the open meetings.
- Electronic participation would be done on a trial basis for Committee of the Whole and Council Meetings.

Recommendations

1. That the amendments to Procedure By-law 7-2011, listed in Attachment #1, to facilitate electronic participation at Committee of the Whole and Council meetings be approved on a trial basis, and;
2. That the necessary amending by-law be enacted.

Background

The procedure by-law establishes the principles and rules to be used for meetings of Council and its Committees. The procedure by-law enhances stakeholder participation, community involvement and opportunities for valuable input from the public, other stakeholders and relevant experts on matters that come before Council. The amendments proposed in this report continue to build upon the governance model established by the procedure by-law.

Previous Reports/Authority

[Procedural By-law Technical Amendments \(Report No. 44, Item 10, Council of December 11, 2017\)](#)

Analysis and Options

Procedure By-law

Section 238(2) of the *Municipal Act, 2001*, provides that every Municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings. Procedure By-law 7-2011 was passed on January 25, 2011 (amended by By-laws 166-2017 and 111-2019) to establish the principles and rules to be used for meetings of the Council, Committees of Council and local boards which have not adopted separate rules of procedure.

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017

On November 16, 2016, *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017*, was introduced in response to the Province's review of the *Municipal Act, 2001* and *Municipal Conflict of Interest Act, 1990*. On May 30, 2017, Bill 68 received Royal Assent. One of the changes that Bill 68 introduced was a provision for electronic participation of members in a meeting open to the public.

Allowing electronic participation in meetings

Municipal Councils may provide for electronic participation by members at open meetings through their procedure by-laws, as long as any such members are not counted for quorum purposes. This quorum rule helps to ensure that in person meetings continue to occur. At the same time, the rule allows municipalities to remove certain barriers to participation to help meet the needs of their community. This means that a quorum of members needs to be physically present at the meeting in order to conduct business.

Considerations for electronic participation

A municipality may want to address electronic participation in open meetings as part of its procedure by-law to help in reducing barriers to participation on Council for those individuals with accessibility needs or for individuals in municipalities that cover large distances. When deciding whether to include electronic participation provisions in a procedure by-law, the following considerations may need to be reviewed:

- local circumstances,
- potential costs,
- how voting issues will be addressed, and
- situations when electronic participation will and will not be permitted

Restrictions on electronic participation

Councillors are only permitted to participate electronically in meetings that are open to the public. Participating in closed session meetings will remain limited to those Councillors or members of a local board who are participating in person.

Additionally, the Chair shall not be permitted to participate in a meeting electronically, for practical reasons. The Chair is required to be physically present at the meeting in order to effectively guide the meeting.

Members who wish to participate electronically at a meeting shall provide a minimum of 48 hours' notice to the City Clerk. This is to allow sufficient time for the necessary technology to be tested.

When should electronic participation be allowed?

It is recommended that electronic participation be permitted only during the 2019 Novel Coronavirus (COVID-19) pandemic, as defined by the World Health Organization (WHO), or until the end of 2020, whichever comes sooner.

Electronic participation at this time can be used as a trial. Learnings from the trial will be reviewed with findings being reported back to Committee at a future date for consideration to include electronic participation rules within the procedure by-law.

Potential impact of the 2019 Novel Coronavirus (COVID-19) pandemic on attendance at Committee and Council meetings

The 2019 Novel Coronavirus (COVID-19) pandemic has the potential to disrupt the meetings of Committee and Council. Members of Council may find themselves in self-isolation or quarantine for a variety of reasons. Those members may wish to participate

in meetings of the Committee of the Whole and Council, however, would be unable to do so.

Amendments to the *Municipal Act* permit electronic participation in Committee and Council meetings by the members, an option not previously adopted. Given the current pandemic, electronic participation provides a viable method for members to participate when they would otherwise be unable to do so for medical/health reasons.

It is recommended that electronic participation be done on a trial basis for Committee and Council meetings in order to evaluate the effectiveness and limitations of it.

Financial Impact

Immediate costs associated with implementing the technology to allow electronic participation will be within existing budgets.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

The proposed amendments to the City of Vaughan Procedure By-law 7-2011 will update the bylaw to permit electronic participation, on a trial basis, to allow members of Council to participate in Committee and Council meetings when they would otherwise be unable to do so as a result of the 2019 Novel Coronavirus (COVID-19) pandemic.

A future report to Committee will review the results of the electronic participation trial to evaluate its effectiveness and challenges.

For more information, please contact: Todd Coles, City Clerk, Ext.8281

Attachments

1. Proposed Amendments to Procedure By-law 7-2011 to Allow Electronic Participation

Prepared by

Todd Coles, City Clerk, Ext. 8281

**ATTACHMENT #1 –
Proposed Amendments to Procedure By-law 7-2011
to Allow Electronic Participation**

The following amendments to Procedure By-law 7-2011 are required to implement electronic participation on a trial basis for members of Council:

1. Electronic participation would only be permitted for the following meetings:
 - a. Committee of the Whole (1)
 - b. Committee of the Whole (2)
 - c. Committee of the Whole (Working Session)
 - d. Committee of the Whole (Public Hearing)
 - e. Council
 - f. Any special meeting of Committee and Council
2. Definition of Electronic Participation: A Council Member who participates in a Committee or Council meeting remotely via electronic means (e.g. video or audio teleconference), who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote, with the exception that they shall not count towards a quorum of members and shall not be permitted to participate in any portion of a meeting which is closed to the public.
3. Quorum – Notwithstanding Sections **5.3 QUORUM** and **6.6 CALLING A MEETING TO ORDER AND QUORUM**, only the Council Members in physical attendance will count towards quorum.
4. Electronic participation shall be permitted only during the 2019 Novel Coronavirus (COVID-19) pandemic, as defined by the World Health Organization (WHO), or until the end of 2020, whichever comes sooner.
5. The Chair shall not be permitted to participate electronically at a meeting.
6. The Member of Council who wishes to participate in a meeting electronically shall provide the City Clerk a minimum of 48 hours' notice.