



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

**This is an Electronic Meeting. The Council Chamber will not be open to the public. Public comments can be submitted by email to [clerks@vaughan.ca](mailto:clerks@vaughan.ca). If you wish to speak to an item listed on the Agenda, please pre-register by contacting Access Vaughan at 905-832-2281 or [clerks@vaughan.ca](mailto:clerks@vaughan.ca) by noon on the last business day before the meeting.**

**Tuesday, November 10, 2020**

**1:00 p.m.**

**Council Chamber**

**2nd Floor, Vaughan City Hall**

**2141 Major Mackenzie Drive**

**Vaughan, Ontario**

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AND VIDEO BROADCAST

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## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE: INTERNAL AUDIT REPORT – AUDIT OF THE VAUGHAN  
BUSINESS ENTERPRISE CENTRE**

**FROM:**

Kevin Shapiro, Director of Internal Audit

**ACTION:** FOR INFORMATION

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**Purpose**

To communicate the findings from the audit of the Vaughan Business Enterprise Centre.

**Report Highlights**

- The City of Vaughan’s Economic and Cultural Development department offers services and support for local businesses and entrepreneurs through the Vaughan Business Enterprise Centre (VBEC).
- Based on the results of the audit, we conclude that VBEC is operating in an efficient and effective manner.
- The audit noted two issues that are minor in nature.
- Management has developed action plans which will mitigate the identified risks and address the recommendations outlined in the report.
- Internal Audit will follow up with management and report on the status of management action plans at a future committee meeting.

**Recommendation**

1. That the Internal Audit Report on the audit of the Vaughan Business Enterprise Centre be received.

## **Background**

The objective of the audit was to evaluate the adequacy and effectiveness of the internal controls, processes and procedures in place to mitigate the business risks associated with managing the VBEC programs.

The audit approach included a review of the strategic goals, objectives and oversight of the department, review of relevant policies and procedures, use of technology, and interviews with staff and management.

The scope of the audit covered the VBEC program activities for the period of January 2019 to August 31, 2020.

## **Previous Reports/Authority**

Not applicable.

## **Analysis and Options**

VBEC provides services for Vaughan's aspiring entrepreneurs and existing small business owners with access to business information, resources, training and one-to-one assistance to start or grow businesses in Vaughan. There are three main program initiatives. The Core Initiative program is available to Vaughan's small business owners and entrepreneurs. The Starter Company Plus and Summer Company programs provide training and consulting with opportunities for micro-grants. Between 2019 and 2020, VBEC provided 118 seminars and events in business planning, marketing, finances, sales and operations to more than 943 participants and assisted in the start or growth of more than 229 businesses.

Through participation in the Ministry of Economic Development, Job Creation and Trade's (MEDJCT) Small Business Enterprise Centre program, VBEC receives provincial funding for issuing grants to qualified program participants. MEDJCT also provides partial funding for staffing and operations. The remainder of the staff funding is provided by the City of Vaughan through the Economic and Cultural Development department.

Small businesses account for more than 85% of Vaughan's businesses. According to recent Census data, Vaughan has more self-employed workers compared to the rest of Canada. VBEC's results support that the City provides services and resources that foster a significant contribution to local innovation and entrepreneurship.

Further, in response to the challenges of COVID-19, VBEC saw a 90% increase in business consultations at the onset of the pandemic. As part of the Vaughan Small Business Resiliency Program, VBEC has introduced an on-line program, Digital Boost, to provide training and mentorship for developing digital business strategies.

## **Financial Impact**

There are no direct economic impacts associated with this report.

## **Broader Regional Impacts/Considerations**

Not applicable.

## **Conclusion**

Based on the results of the audit, we conclude that VBEC is operating in an efficient and effective manner. The audit noted two issues that are minor in nature.

The 2019-2022 SBEC (Small Business Enterprise Centre) agreement with the MEDJCT saw funding reduced by \$300,000 from the previous agreement, with the expectation that VBEC will provide the same caliber of services to a growing number of clients. Given the importance of small business, and the economic potential in entrepreneurship to generate prosperity for the City of Vaughan, Internal Audit recommends VBEC management develop a contingency plan in the event the Province either decreases funding or abandons the SBEC program when the current agreement expires.

VBEC staff have been administering their programs and providing services and resources based on the MEDJCT guidelines and the requirements of the Transfer Agreement that exists between the City and the Province. Opportunities exist for VBEC management to develop standard operating procedures (SOPs) that will provide more clarity to staff on how to execute the guidelines and requirements by:

- Clearly defining roles and responsibilities of all stakeholders
- Outlining program expectations
- Providing guidelines to achieve those expectations
- Developing measurements that can verify program compliance

### ***Management agrees with both recommendations and has drafted the following action plans***

With the business unit relying on \$330,000 a year from the Province to enable staffing, direct granting programs to small businesses, and entrepreneurship programming and services, VBEC's business model is vulnerable to significant disruption should the funding model change or be eliminated. With over 85% of Vaughan's business community represented by small businesses, the service the SBEC provides is essential to the creation of new businesses, and growth of our existing small business community. Management will prepare a contingency plan that consists of a business case to consider alternative options to continue service delivery should there be a disruption in funding from the Province. The current funding agreement with the Province runs until March 31, 2022, and so the contingency plan will be developed and shared with Senior Leadership to give time to consider the best option and align with the budget process for 2022 if required.

There are operational instructions and standards that are followed in regards to current operations like business consultation support and seminar delivery, but these instructions should be updated and formalized into procedures to ensure all staff are clear on business unit expectations. Being partially funded by the Ministry of Economic Development, Job Creation and Trade, the Small Business Enterprise Centre uses the deliverables in the contractual agreement with the Ministry to guide some of their operations. Combining those deliverables with internal-initiated requirements would provide further clarity of how to achieve expectations.

Actions have already been taken to ensure there are clearer processes, for example to ensure accuracy in metrics. However, Management will build the framework for SOPs based on the recommendation above by Q1 2021, with a full roll-out to the business unit of the formalized SOPs by Q3 2021.

Internal Audit will follow up on the status of the outstanding management action plans related to this audit and will report the status to the appropriate Committee.

**For more information**, please contact Kevin Shapiro, Director of Internal Audit, ext. 8293

**Attachments**

Not applicable.

**Prepared by**

Rebecca Burchert, Audit Project Manager, extension 8124

**Approved by**

A handwritten signature in black ink, appearing to be 'K. Shapiro', with a long horizontal flourish extending to the right.

Kevin Shapiro, Director of Internal Audit



## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE:** 2021 BUDGET DIRECTIONS REPORT

**FROM:**

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

**ACTION:** DECISION

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**Purpose**

To seek Council endorsement to develop the 2021 Budget with assumptions of a tax increase of 0%, a water and wastewater rate increase of 2.9% and a stormwater average charge increase of 4.5% for 2021, which will be brought forward to the Special Committee of the Whole meetings in December 2020 for deliberation and Council approval on December 15, 2020.

**Report Highlights**

- Development of the 2021 tax supported operating budget will continue to be guided by Good Governance priorities, *Value for Money* and *Fiscal Sustainability* as part of the 2018-2022 Term of Council Service Excellence Strategic Plan.
- As uncertainty remains with respect to the time horizon and degree to which COVID19 will continue, development of the 2021 Operating Budget will also reflect the most recent projections of the financial impact of the pandemic and incorporate mitigation measures accordingly.
- Four potential scenarios to keep the tax rate increase low and affordable to residents and businesses are presented for Council consideration: 1) 0% tax rate increase; 2) 1% tax rate increase; 3) 1.2% tax rate increase; and 4) 2% tax rate increase.
- In order to provide additional support to residents and businesses, staff are recommending no change to the tax rate for 2021.

### **Report Highlights (continued)**

- York Region is expected to increase the 2021 rates charged to the city for water and wastewater by 2.9%. To ensure the safety and sustainability of the city's water and wastewater infrastructure, Vaughan should increase rates by 2.9%, equivalent to the Regional increases.
- The stormwater charge should increase by 4.5% in 2021 to ensure adequate funding for upgrades and maintenance for the stormwater infrastructure.
- Council approval for the 2021 tax and rate supported operating budget is currently planned for December 15, 2020.

### **Recommendations**

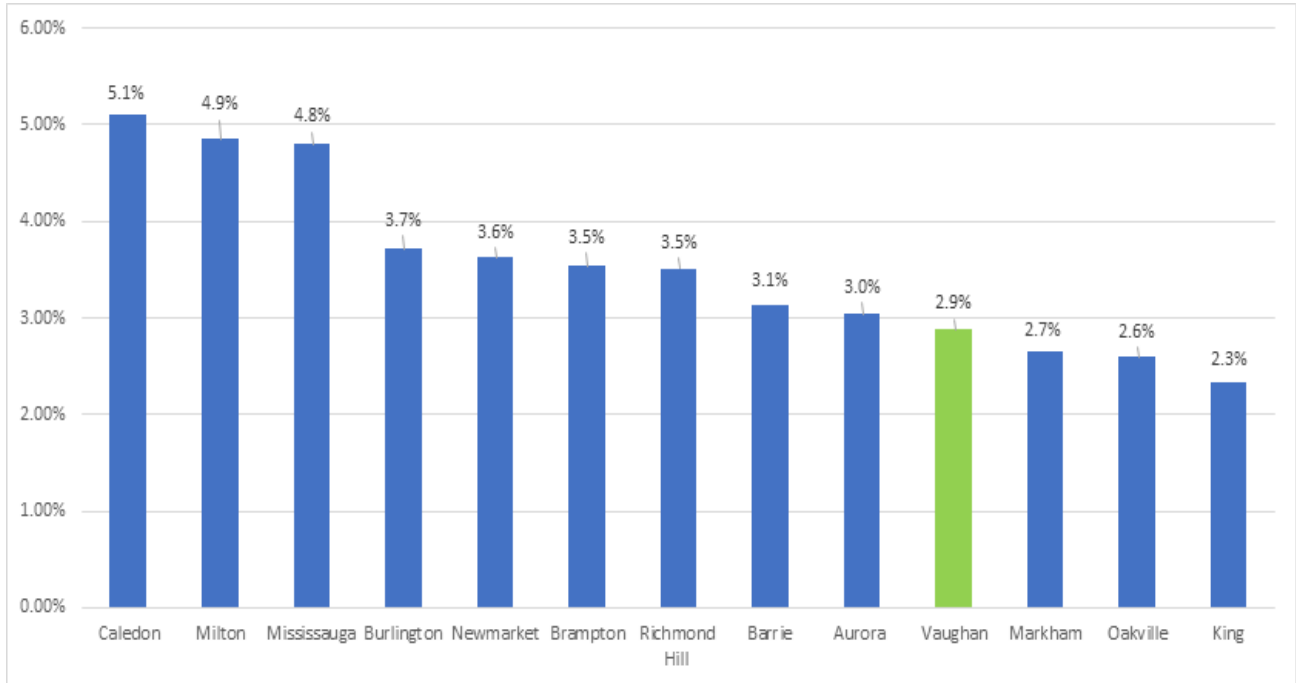
1. That Council endorse development of the 2021 Tax Supported Operating Budget with a 0% tax rate increase for 2021; and
2. That Council endorse development of the 2021 Rate Supported Operating Budget with a 2.9% combined water and wastewater rate increase for 2021 to match the expected Regional rate increase of 2.9%; and a 4.5% average stormwater rate increase for 2021.

### **Background**

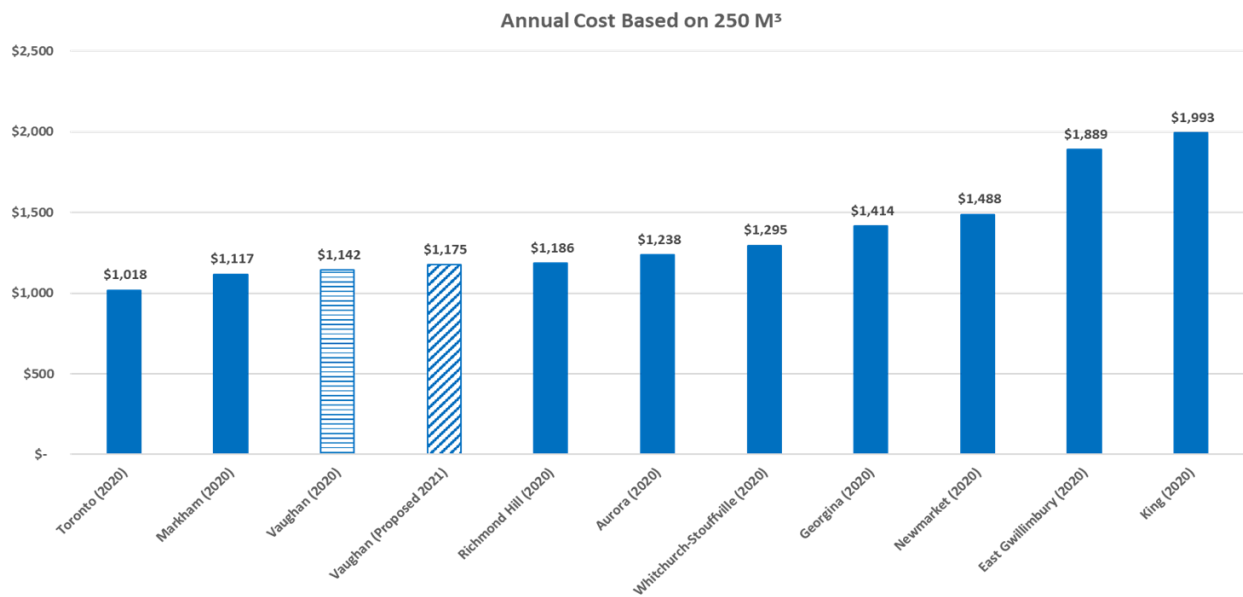
At the meeting of the Committee of the Whole (2) on October 14, 2020, a Member's Resolution was submitted by Mayor Bevilacqua (and unanimously adopted by Council), recommending City staff bring forward a 2021 Budget with the option for a zero per cent property tax increase, for Council's consideration. In response to the Member's Resolution, this report outlines four options for a potential tax rate increase in 2021, the implications of each option, and a proposed high-level roadmap to achieve the recommended target in the 2021 Budget. Also included in this report are recommendations for rate increases in 2021 for water, wastewater and stormwater for Council consideration.

Over the past four years, increases in tax rates to the residents and businesses in the City of Vaughan have averaged 2.91%. Most recently, the 2020 tax supported operating budget for the City was approved by Council with a 2.85% tax rate increase over 2019, and an outlook for 2021 with a 3% tax increase over 2020. These modest tax rate increases, which help fund contractual and inflationary budget pressures have been among the lowest tax rate increases when compared to peer municipalities in the Greater Toronto Area, as indicated in the chart below.

### Average Tax Rate Increase 2015-2019



Over the past four years, increases in water and wastewater rates for Vaughan residents and business have averaged 9.9%. Most recently, the 2020 rate supported operating budget for the City was approved by Council with a 9.0% rate increase over 2019, and an outlook for 2021 of 2.9% rate increase over 2020. Despite the proposed 2.9% increase, the City of Vaughan’s combined 2021 water and wastewater average annual consumption costs remains second lowest in the Region when compared to 2020 municipal comparators as indicated in the chart below.



Since approval of the 2020 Budget and 2021 outlook, COVID-19 and its resulting health and societal implications have had a significant impact globally, nationally and within the community. The impact to the City's operations includes loss of revenues due to the closure of facilities and programs, cancelled water and wastewater rate increases, incremental costs and avoided expenses from closures and workforce re-balancing. An update to the financial impact of COVID-19 was presented to the Ready, Resilient and Resourceful Committee on September 29, 2020 in the report entitled "Update on the City's Response to COVID-19."

The impact to many residents and businesses in Vaughan and communities across the nation included temporary and permanent loss of employment and businesses compelled to shut down to stop the spread of the virus resulting in significant losses of income. When businesses re-opened, new societal norms and the need to social distance have resulted in fewer customers and lower revenues which are expected to continue into the foreseeable future.

Since declaration of a State of Emergency in March, the City has responded with measures to support its residents and businesses including (but not limited to):

- Issued refunds without penalty for all cancelled camps, programs and permits;
- Financial assistance with respect to deferral of property taxes (waived late payment penalty on the Interim billing until July 1<sup>st</sup>);
- Cancelled budgeted 2020 water and wastewater rate increases;
- Deferred stormwater charge for two months;
- Deferred renewals of Business Licenses for existing businesses by up to 90 days;
- Deferred monthly rent payments for not-for-profit Tenants within City-owned facilities for 3 months (Apr-Jun); and
- Suspension of collection of Municipal Accommodation Tax until September 1<sup>st</sup>.

As a result of the financial challenges many residents and businesses are confronting, four options for tax rate increases are provided for Council consideration for the 2021 Operating Budget to keep tax rates low and affordable.

Options for 2021 Tax Rate Increase from 2020:

- 1) 0% tax increase;
- 2) 1.0% increase;
- 3) 1.2% increase; or
- 4) 2.0% increase.

York Region's wholesale water and wastewater rates represent approximately 75% of Vaughan's water and wastewater rates. As a result of York Region's expected 2.9% combined increase for water and wastewater for 2021, Vaughan should increase its rates at a similar 2.9%.

Increased stormwater infrastructure maintenance costs and capital spending, including projects approved for Disaster Mitigation and Adaptation Funding (DMAF) have put pressure on the stormwater reserve. Moving project start times and improving efficiency through project bundling will lower costs, however a proposed 4.5% average rate increase for 2021 will be required to help ensure the long-term sustainability of the stormwater reserve.

**Previous Reports/Authority**N/A

**Analysis and Options**

Under normal circumstances, the 2021 approved outlook with a 3% tax rate increase would have been the starting point for the 2021 budget. However, given the impact of the ongoing global pandemic to residents and businesses, staff is seeking Council approval of a tax rate increase in 2021 that is lower than the previously approved outlook as the revised starting point for the 2021 Operating Budget. It is important to note that a 1% increase in the tax rate equates to approximately \$2.1 million in additional tax revenues. The following table illustrates the impact to tax revenues of each option for the 2021 tax rate:

<b>Tax Levy Change %</b>	<b>0%</b>	<b>+1%</b>	<b>+1.2%</b>	<b>+2%</b>
<b>Additional Tax Revenues (\$M)</b>	\$0.0	\$2.1	\$2.5	\$4.2

**Impacts of COVID-19 and Guiding Principles for Development of the 2021 Operating Budget**

As the full extent of COVID-19 remains unknown, development of the 2021 budget factors this uncertainty and is guided by conservatism, flexibility and sustainability:

- Low and affordable property tax rate increase
- Factor impacts of COVID-19 – lower own-sourced revenues, new spending needs
- Conservative reserve contributions
- Continue to deliver key infrastructure projects – support economic recovery
- Modest and realistic capital programs
- Only essential and urgent Additional Resource Requests (ARRs)
- Focus on legislated deliverables, business continuity and service-level recovery
- Manage short-term liquidity / Maintain long-term fiscal sustainability

In the update to the City’s response to COVID-19 to the RRR Committee on September 29, 2020, staff have assessed the financial impact of 2 possible scenarios to the City’s operations for both 2020 and 2021. As uncertainty to the extent of the pandemic and recovery period remains, a hybrid of the projections included in the 2 scenarios is being used to inform development of the 2021 Operating Budget.

Preliminary estimates based on budget submissions suggest the total tax levy required in 2021 to deliver the same levels of services as in 2020, factoring in adjustments for COVID-19 would be \$215.6 million, an increase of \$5.7 million or 2.7% from 2020. These estimates do not include assessment growth, and additional resource requests, which will be prioritized separately based on urgency.

**Financial Assistance**

As part of the Safe Restart Agreement (SRA) announced in July, total funding of \$2 billion is to be distributed to Ontario’s municipalities to support COVID-19 operating costs and pressures in 2020 and help avoid large tax increases. Fifty percent of the funding was allocated in Phase 1 and sent to all municipalities through September and October, and 50% is allocated in Phase 2 for municipalities that require additional funding support in 2020. Vaughan received **\$6.15 million** in Phase 1. Any unused amounts can be deposited to a reserve to offset pressures in 2021.

As current SRA funding is intended to provide relief to municipalities for 2020, no support from senior levels of government has been factored into development of the 2021 budget, but the City will continue to work with municipal partners to advocate for additional funding in 2021 if required.

**Options for the 2021 Tax Levy**

Based on the estimated 2021 tax levy required (which does not include assessment growth and additional resource requests), all the proposed tax levy options for 2021 result in an operating pressure. The magnitude of the pressure is dependent on the tax levy option adopted by Council, which is illustrated in the table below.

**\$ Millions**

<b>2021 Tax Change %</b>	<b>0%</b>	<b>+1%</b>	<b>+1.2%</b>	<b>+2%</b>
2020 Tax Levy	209.9	209.9	209.9	209.9
Additional Tax Levy for 2021		2.1	2.5	4.2
2021 Total Tax Levy	209.9	212.0	212.4	214.1
ESTIMATED 2021 Tax Levy Required	215.6	215.6	215.6	215.6
<b>Surplus (Pressure)</b>	<b>(5.7)</b>	<b>(3.6)</b>	<b>(3.2)</b>	<b>(1.5)</b>

**Recommendation**

COVID-19 has created unprecedented challenges for the provincial, national and global economy. The significant impacts to residents and business of the City of Vaughan is expected to continue well into 2021. The City recognizes these challenges and

continues to evaluate and implement additional measures to support its residents and businesses during this difficult time.

In order to provide additional support to the City's residents and businesses, staff are recommending Council endorse development of the 2021 Tax Supported Operating Budget with a tax rate increase of 0%. The result will be a base operating pressure of \$5.7 million to be mitigated in the 2021 Budget, with the goal of not impacting service levels to the community.

As legislated by *the Municipal Act*, Section 290(4), municipalities must table a balanced operating budget each year. Staff have begun to develop a budget road map to achieve a 0% tax increase and comply with legislation.

### **2021 Budget Roadmap - Potential Measures and Associated Risks**

#### Ongoing Measures:

1. Apply Assessment Growth - Assessment growth in 2020 was 1.45%, slightly lower than anticipated due largely to the pandemic. Staff are forecasting an unchanged growth rate for 2021. While there is always some risk with forecasting growth rates, it is low given the historic growth and activity experienced in Vaughan.
2. Contain Cost Increases (Economic Factors, Cost of Living Adjustments) - Staff will review key cost drivers and search for ways to contain increases, such as approving fewer additional resource requests (ARR's), implementing more efficient ways of delivering services, reviewing / re-negotiating contracts and reducing use of resources. These strategies are consistent with Council Strategic Priorities of Service Excellence and Good Governance. The focus will be on strategies that are sustainable and improve / maintain service delivery and efficiency.
3. Increase the Portion of Dividends the City Receives from Alectra - The City currently receives 75% of dividends declared by Alectra, while Vaughan Holdings Incorporated (VHI) retains the remaining 25%.
4. Reduce Discretionary Expenditures - Since the beginning of the pandemic, a temporary freeze on discretionary expenditures such as events, conferences and seminars has been in place to offset pressures as a result of the pandemic. A permanent reduction in the budget for these costs will yield small savings but may have negative unintended consequences.
5. Reduce Corporate Contingency - Staff recommended an increase to the Corporate Contingency budget for 2021 due to the uncertainty of the impacts of COVID-19. A

decrease to the contingency budget would reduce the amount available to mitigate unforeseen pressures which may arise in 2021.

6. Review of Vacancies - The number of vacancies in the City has increased directly and indirectly due to COVID-19. As part of the 2020 fiscal strategy to mitigate the impacts of COVID-19, vacancies are currently only filled if they are deemed essential. Positions which have been vacant for more than a year will be reviewed to determine if they are still required.

#### One-Time Measures:

The risk associated with all one-time measures is that they are temporary, non-repeatable, and could lead to future reductions to service levels and/or increases in taxes if used over sustained periods. Staff will try to avoid recommending one-time measures in order to balance the budget in 2021. However, should that not be possible, potential options include:

1. Remaining Safe Restart Agreement (SRA) / Canada Emergency Wage Subsidy (CEWS) Funding – Any remaining funding from SRA and/or CEWS in 2020 will be transferred in a reserve to be used to offset pressures in 2021. At this time, staff are not forecasting any surplus from 2020.
2. Discretionary Reserves – As part of prudent financial management and long-term fiscal sustainability, the use of Tax Stabilization and Working Capital Reserves are generally reserved for emergencies and not a planning tool.
3. One-Time Draw of Dividends from Alectra – This option is not sustainable, but available for short-term liquidity.

Staff will review all options and to the extent possible, will recommend measures that are sustainable without impact to essential services to mitigate all known pressures in 2021.

Staff are also recommending Council endorse development of the 2021 Rate Supported Operating Budget with a water and wastewater rate increase of 2.9% to match York Region's expected 2.9% combined increase for water and wastewater for 2021 and a stormwater average charge increase of 4.5% for 2021 to help ensure the long-term sustainability of the stormwater reserve.

## **2021 Budget Timelines**



The following table provides a truncated timeline for development of the 2021 Budget:

DATE	MILESTONE
September / October	Budget Submissions Reviewed by Senior Leadership Team Draft Budget Finalized
October / November	Draft Budget Book Completed
December 2	<b>Special Committee of the Whole (Budget)</b>
December 8	<b>Special Committee of the Whole (Budget)</b>
December 15	<b>Special Council (Budget) *</b>

\* Final approval dates may need to be revisited based on COVID realities and/or Provincial Budget (tabled November 2020) and/or York Region Budget (tabled 1Q 2021)

### **Financial Impact**

The financial impact of the recommended option of 0% tax rate increase in 2021, excluding assessment growth and additional resource requests will result in pressures of \$5.7 million to be mitigated in the 2021 Base Operating Budget, with the goal of not impacting service levels to the community.

A combined 2.9% water and wastewater increase for 2021 will permit lifecycle contributions to the reserves, however the contribution amounts will be below the annual depreciation amounts. This represents a risk over the long-term as reduced reserve contributions will not keep pace with infrastructure replacement costs.

A 4.5% average stormwater rate increase is required for 2021 and further annual increases are suggested to help maintain the stormwater reserve.

All sustainable options to mitigate the financial pressures without impact to essential services in 2021 will be considered in order to deliver a balanced tax supported operating budget. Details of the measures recommended will be included in the 2021 Budget to be tabled at Special Committee of the Whole in December for Council consideration.

### **Conclusion**

COVID-19 has continued to impact people, businesses and governments around the world. The City of Vaughan, like many other municipalities across Canada and Ontario, has responded with measures to stop the spread of the virus, protect its citizens and businesses while ensuring continuation of essential services. These measures have created challenges and financial pressures for the City, which have been incorporated into the development of the 2021 budget. The City will continue to provide support to its residents and businesses by maintaining low and affordable tax, water, wastewater and stormwater rates. It will accomplish this by continually searching for efficiencies and the most cost-effective way of delivering services while maintaining public safety.

**For more information**, please contact:

Michael Marchetti, Director of Financial Planning & Development Finance & Deputy City Treasurer, Ext. 8271

Dean Ferraro, Director, Financial Services & Deputy Treasurer, Ext. 8272

**Prepared by** Kenneth Quan, Manager, Corporate Financial Planning & Analysis, Ext. 8029

Sean Skinkle, Finance Manager, Water, Wastewater and Stormwater Ext. 8486

**With Contributions from**

Lisa-Marie Russo, Manager Financial Planning & Analysis Ext. 8438

Varant Khatchadourian, Manager Financial Planning & Analysis Ext. 8338

**Approved by**



Michael Coroneos  
Deputy City Manager Corporate Services  
& Chief Financial Officer

**Reviewed by**



Jim Harnum, City Manager

## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE: CITY OF VAUGHAN'S FINANCIAL CONDITION ASSESSMENT**

**FROM:**

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

**ACTION:** FOR INFORMATION

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### **Purpose**

To provide Council with a summary of the City's financial condition based on findings from the BMA Municipal Study – 2019, and to provide an update and to reconfirm commitment to the Long-Range Fiscal Planning project.

### **Report Highlights**

- Financial Sustainability was identified as a Service Excellence Strategic Initiative, which included the development of a sustainable Fiscal Framework.
- One of the main deliverables of the Fiscal Framework project was the development of a Long-Range Fiscal Model and Forecast that would help identify and manage pressures related to the timing of growth and development within the City.
- The Financial Condition Assessment provides updates to key inputs related to population and employment assumptions, as well as the City's financial health.

### **Recommendation**

1. That the report and Financial Condition Assessment attached be received.

## **Background**

Financial Sustainability was identified as a Service Excellence Strategic Initiative related to Operational Performance. One of the key activities of the City's Financial Sustainability Program was the development of a Fiscal Framework. The City's Fiscal Framework includes Guiding Principles, Long-Range Fiscal Modelling, and Financial Policies. Council approved the Financial Sustainability Guiding Principles in 2017.

The City retained Hemson Consulting to conduct the updated 2018 Development Charge Background Study and Bylaw and develop the Long-Range Fiscal Model and Forecast. Development of the Fiscal Model and Forecast would begin upon the conclusion of the DC Background Study.

The consultants worked with City staff to collect and process data, conduct a SWOT analysis and engage with the City's project steering committee throughout the first half of 2019. During this time, there were several staffing changes within the department, including Leadership changes and staff vacancies in the Fiscal Sustainability Program. A change in project consultants at Hemson also occurred. Staff suspended the project temporarily due to significant changes in leadership and staffing.

The Long-Range Fiscal Planning project restarted in July 2020 when staff vacancies were filled. A review of the information and work completed on the project was initiated in August 2020.

## **Previous Reports/Authority**

Council received and approved the Financial Sustainability Program's work plan and the Fiscal Framework Guiding Principles at its January 24, 2017 meeting.

## **Analysis and Options**

### ***Financial Condition Assessment***

Conducting a Financial Condition Assessment provides updated information and analysis, which will help develop the Financial Model, a vital component of the Long-Range Fiscal Plan. The goal is an excel-based tool for use in future budget planning processes, allowing staff to assess the current and future financial position of the City. Model outputs will emphasize the impacts of development approvals and related growth assessment increases and evaluate tax rate stabilization requirements, infrastructure replacement reserve requirements and the optimal financial timing for the replacement of infrastructure and new services.

Initial data to develop the Fiscal Model came from the 2012 Financial Master Plan and 2018 Development Charge Background Study update. Given the changes that occurred from the project's outset and opportunities, the project team began collecting current data to provide updated information to the Consultant. Updated data included 2019 approved Operating and Capital Budget, 2019 Year-End Financial Results, and the BMA 2019 Municipal Study.

The City received the 2019 Municipal Study from BMA Management Consultants in December 2019. BMA Consulting Inc. has completed the annual municipal comparative study on behalf of participating Ontario municipalities for over eighteen years. The comprehensive report pulls together a variety of indicators that provide an overall snapshot for each municipality. The 2019 Study used the most recent information available, including:

- 2019 current value assessment
- 2019 tax policies
- 2019 levy by-laws
- 2019 development charges
- 2019 water/sewer rates
- 2018 FIRs (as available)
- 2019 user fees
- Economic development programs

The study identifies key indicators and factors to consider when evaluating a municipality's financial condition. The 2019 survey includes 110 municipalities, which allows additional context when comparing the City against other municipalities. Information and data contained in the study are consistent with approaches used by credit rating agencies and the International City/County Management Association (ICMA). The data helps analyze and interpret financial, economic and demographic trends.

Peer comparison provides additional perspective on the City's financial health. The municipal peer group includes Burlington, Oakville, Markham, Brampton and Mississauga. Richmond Hill is also a relevant peer comparator; however, the City is excluded from the municipal peer group because it did not participate in the 2019 BMA Municipal Study. Information on the peer group is found on page 6 of the Financial Condition Assessment (*Attachment 1*).

### ***The City's Financial Condition***

The City's Financial Condition Assessment, *Attachment 1*, reports on multiple industry-recognized financial and socio-economic indicators, including trend analysis, review against best practices and peer municipalities.

The results of the City's financial health assessment will be a vital component of developing the City's Long-Range Financial Model and Fiscal Plan. Key highlights of the evaluation are noted below.

***Growth & Socio-Economic Indicators (attachment 1 pp. 7-14)***

Socio-economic indicators provide insight into the City's ability to generate revenue relative to the community's demand for public services. These indicators are mainly out of the City's control but are essential to understand from a planning and financial forecasting perspective.

Strong population growth drives economic health, creates a supportive environment for business and provides the labor force relied upon by the business community. Changes in population growth directly impact both the City's revenues (assessment base) and expenditures (service demand). The City's population age profile also affects spending plans and provides insight into the potential needs for recreation programs and services.

- The City of Vaughan is the 8<sup>th</sup> largest municipality, by population, among 2019 BMA participating municipalities, with annual growth of approximately 1.2% (2019).
- Vaughan has a higher percentage of residents under the age of 14 as compared with the Provincial average; however, the City's trend has been declining since 2006, as compared with the increasing trend in the Provincial average

Construction activity is another growth-related indicator that provides information on both residential and non-residential construction. Intensification, through development, redevelopment, infill, expansion or conversion of existing buildings is also beneficial to the City, including improving access to public transit, and effective use of resources such as land, facilities, and infrastructure.

- The average building permit value per capita from 2014-2018 in Vaughan is the second highest in the municipal peer group and exceeds the GTA average.
- The City ranked the 2<sup>nd</sup> lowest among its peer comparators in population density per km<sup>2</sup>.

***Vaughan's Financial Position (attachment 1 pp. 15-22)***

The City's financial health is evaluated based on three measures:

- Sustainability – the ability to maintain services over an extended period
- Vulnerability – the level of resiliency to mitigate unexpected negative factors
- Flexibility – the ability to adapt to changing opportunities

The City of Vaughan's financial position has trended upward since 2014, primarily resulting from the changes in the City's reserves, investments and receivable revenues. From 2014 to 2018, the City's net financial position increased by \$253 million.

- In comparison with peers, the City has the strongest financial position per capita.

Every year, a percentage of property owners are unable to pay property taxes. Credit rating agencies assume that municipalities usually will not collect 2-5% of its property taxes within the year that taxes are due.

- Over the past five years, the City has been hovering around the high end of the range, with a low of 4.7% in 2016, and a high of 5.6% in 2018.
- In comparison, taxes receivable in Vaughan are higher than the peer average of 3.6%.

There are limited options for raising funds to support municipal programs and services. Debt is frequently issued and considered a standard practice in municipalities for new capital projects that are long-term in nature and benefit future taxpayers, thereby spreading the costs across future years.

- The City has low debt levels, well below the Provincial annual repayment limit (25% of own-source revenues) and its Debt Policy Limit (10% of own-source revenues).
- In 2018, the City's tax debt charges as a percentage of own-source revenues equaled the peer group average and median of 2.4%.

### ***Levy and Affordability (attachment 1 pp. 23-25)***

Understanding the cost of municipal services and affordability metrics ensures there is alignment between the cost of programs and services and taxpayer ability and willingness to support existing service levels.

- Vaughan's net levy per \$100,000 weighted assessment is below the peer median and average.
- Average municipal property taxes paid in relation to household income in Vaughan is below the peer average.

### ***Next Steps***

Development of the Long-Range Fiscal Model will continue through the first half of 2021 and intended to inform the 2022 Budget development. Council will receive the final consultant report and recommendations in the fall of 2021. Full implementation of the Long-Range Fiscal Model and Fiscal Plan will be available for the 2023-2026 Budget and Term of Council.

### **Financial Impact**

There are no financial impacts associated with the Financial Condition Assessment report.

## **Broader Regional Impacts/Considerations**

COVID-19 has had a significant impact on the City's residents and businesses, delivering the City's services and its operations. A full recovery will likely span several years. It is now more critical than ever to have a long-range fiscal plan that can accommodate different scenarios and provide options to manage and ensure long-term sustainability. The Financial Sustainability Program, which includes the development of the Fiscal Framework, Long-Range Fiscal Model and Long-Range Fiscal Planning, will ensure that adequate measures are put in place to guide the long-term financial sustainability of the City.

## **Conclusion**

The Financial Condition Assessment will inform developments of the Long-Range Fiscal Model and Long-Range Fiscal Plan. The LRFP will enhance financially sustainable decision-making practices across the City and help identify and manage pressures and constraints and mitigate the impacts of unanticipated events in the future

**For more information**, please contact:

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## **Attachments**

1. Financial Condition Assessment, November 2020

### **Prepared by**

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### **Approved by**



Michael Coroneos, Chief Financial Officer

### **Reviewed by**



Jim Harnum, City Manager





# FINANCIAL CONDITION ASSESSMENT

November 2020

## Abstract

Drawing on multiple Financial, Affordability, and Socio-Economic Indicators, Trends, and Peer Comparisons from BMA Management Consulting Inc.'s Municipal Study – 2019



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## Executive Summary

In 2012, the City retained BMA Consultants to develop a Financial Master Plan (FMP) for the City of Vaughan to guide the City towards financial sustainability. In 2012, the City's overall financial position was healthy and achieved its target for all financial indicators.

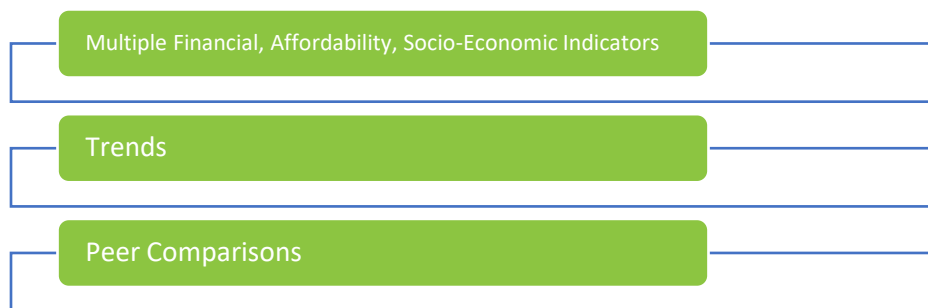
At that time, numerous industry-recognized financial and socio-economic indicators and factors were reviewed to assess the City's financial health, including trend analysis, review against best practices, and peer municipalities. This report applies a similar approach to show how the City's performance has changed in the last five years.

The results of this assessment will be an essential component of developing the City's Long-Range Financial Model and Fiscal Plan. The analysis excludes Water and Wastewater, which is undergoing its own review, and focuses on tax funding.

A variety of factors, including growth rate, infrastructure age, City policy and delivery of programs and services, contribute to the assessment of a municipality's financial health.

- This **Financial Condition Assessment** includes multiple indicators that should be viewed together, rather than viewing them in isolation.
- **Trends** are an important consideration, rather than a single point in time, to help provide interpretive and meaningful context.
- Comparing **indicators** to peer municipalities provide additional context to put the City's financial condition into perspective.

This Financial Condition Assessment report includes:



## Socio-Economic Indicators

Socio-economic indicators provide information on a municipality's ability to generate revenue and the municipality's demographic and economic characteristics that may influence programs and services' demand.

Several positive socio-economic indicators reflect Vaughan's strong local economy.

A cautionary note: In terms of demographics, the population of Vaughan is aging, which is consistent with trends across Ontario. Changing demographics can necessitate shifts in municipal service priorities.

### Summary of Findings

- ✓ From 2011-2016, Vaughan's population increased by 6.2%, and an estimated increase of 7.9% from 2016-2019
- ✓ Increasing density and intensification continues in Vaughan
- ✓ The City is experiencing similar aging population patterns experienced across Ontario
- ✓ Relatively low unemployment and high employment rates
- ✓ Construction activity in the City of Vaughan continues to exceed that of peer municipalities
- ✓ Assessment on a per capita basis is above the average of peer municipalities
- ✓ Average household income in Vaughan is higher than peer municipalities, the GTA and Ontario averages

## Financial Indicators

Financial indicators assist the municipality in evaluating its financial condition. Financial indicator trends monitor changes in financial conditions and alert to future problems.

Industry recognized indicators include:

### Sustainability

- The ability to provide and maintain service and infrastructure levels without resorting to unplanned increases in rates or cuts to services

### Vulnerability

- Addresses a municipality's vulnerability to external sources of funding that it cannot control and its exposure to risks

### Flexibility

- The ability to issue debt responsibly without impacting the credit rating. Also, the ability to generate required revenues.

### Summary of Findings

- Vaughan's 2018 **net financial position** is in a favourable position and remains relatively stable
- Vaughan's **assets** are relatively new, indicating it does not face significant infrastructure challenges in the near term
- The 5-year trend of Vaughan's **tax receivables** has varied but has been higher than the GTA median and peer average
- **Debt** levels are well below the City's policy limits as well as Provincial limits
- **Reserves and Reserve Funds** will be a critical component of the City's Long-Term Financial Plan, is currently being developed.

## Levy and Affordability Indicators

**Property taxes** were reviewed by levy per capita, per \$100,000 of assessment and in relation to household income to indicate the affordability of services in the City of Vaughan.

### *Summary of Findings*

- ✓ In comparison with the City's peer group, Vaughan's 2019 **Municipal Levy per Capita** is the 2nd highest; however, the levy per \$100,000 of assessment is below the peer average and peer median, reflecting a strong assessment base upon which to levy taxes
- ✓ Vaughan's property taxes as a **Percentage of Household Income** is slightly below the peer average and peer median
- ✓ **Non-residential Tax Ratios** are below the peer average and median
- ✓ Reviewing annual tax ratios helps to ensure competitive tax positioning

## Introduction

---

Since 2000, BMA Consultants Inc. (BMA) has completed an annual municipal comparative study on behalf of participating municipalities in Ontario. The **2019 Municipal Study**, released in December 2019 included 110 Ontario municipalities, representing over 85% of the population.

This assessment intends to update the City's financial condition and provide to Hemson Consulting (Hemson), who is engaged to assist in developing the City's Long-Range Fiscal Model and Long-Range Financial Plan.

Regular and timely financial condition assessments can provide early indicators of potential financial problems and information to take corrective action. The following sections summarize reviews in the BMA Municipal Study – 2019 of how the City of Vaughan measures against these indicators and relative to its peer municipalities.

## Ensuring Financial Sustainability

### *Prudent Financial Policies*

The City of Vaughan's financial policies helped guide corporate decisions, including annual budget development, apparent through recognition of the City's budgeting process through the Government Finance Officers Associations (GFOA) *Distinguished Budget Presentation Award*.

As part of the City's Fiscal Framework and Financial Master Plan 2012, the City has continued to refine and develop financial policies to guide financial sustainability.

### *Financial Condition Assessment – Key Indicators*

Key indicators used to assess the City's financial condition and to identify future challenges and opportunities include:

Growth & Socio-Economic Indicators	Financial Position Indicators	Municipal Levy, Property Taxes & Affordability Indicators
<ul style="list-style-type: none"><li>• Population</li><li>• Employment Statistics</li><li>• Construction Activity</li><li>• Property Assessment</li><li>• Household Income</li></ul>	<ul style="list-style-type: none"><li>• Reserves &amp; Reserve Funds</li><li>• Debt</li><li>• Financial Position</li><li>• Taxes Receivable</li></ul>	<ul style="list-style-type: none"><li>• Municipal Levy</li><li>• Comparison of Relative Taxes</li><li>• Municipal Property Taxes as a % of Income</li><li>• Non-Residential Taxes</li><li>• Tax Ratios</li></ul>

Financial sustainability ensures that the City can deliver the level and types of programs and services to the community, while proactively assessing and managing associated risks, at fair taxation and fee levels.

These industry-recognized indicators are used by credit rating agencies and recommended by the Government Finance Officers' Association (GFOA) as best practices. Trends in these key indicators are analyzed to assess the City's financial health. Peer analysis assists in gaining perspective in relation to other GTA municipalities.

### *Trend Analysis*

Fiscal challenges do not happen overnight; they develop slowly such that potential problems are unnoticed. Analyzing trends of key indicators is beneficial for many reasons, including:

- Information on changes in the City's financial health, indicating current trends;
- The pace at which a trend is changing;
- Provides a basis on which to forecast; and
- Builds awareness of the need to act on existing policies or new strategies.

Indicators must be monitored regularly and assessed to ensure informed and financially responsible decision making.

### *Peer Analysis*

Peer comparisons provide an additional perspective on the City's financial health. Figure 1 summarizes municipalities considered suitable comparators in terms of growth patterns, proximity and financial management.

**Figure 1 – Peer Municipal Comparator Group**

Municipality	Est. 2019 Population	Land Area (sq. km)	Density per sq. km.
Burlington	195,621	186	1,054
Richmond Hill	209,139	101	2,068
Oakville	209,187	139	1,506
Markham	360,792	212	1,699
Brampton	666,347	266	2,502
Mississauga	775,000	292	2,650
Average	402,681	199	1,913
Median	284,990	199	1,884
<b>Vaughan</b>	<b>330,523</b>	<b>274</b>	<b>1,208</b>

Note - Richmond Hill is excluded from peer comparison because it did not participate in the 2019 BMA Municipal Study.

## Section 1: Growth & Socio-Economic Assessment

Socio-economic indicators provide insight into a municipality’s “collective ability to generate revenue relative to the community’s demand for public services.” Standard & Poor’s notes, “demographic characteristics factor heavily into economic analysis.”

These indicators are mainly out of the municipality’s control but essential to understand from a planning and financial forecasting perspective. From growth and socio-economic perspectives, Vaughan continues to experience significant growth and positive trends.

### Population Changes

Strong population growth drives economic health and creates an environment for business. It also provides the labor force that the business community relies on to produce goods and services. Population changes directly impact both revenues (assessment base) and expenditures (service demand).

- Vaughan’s population has grown from 288,301 in 2011 to 306,233 in 2016, or growth of 6.2%, or annual growth of approximately 1.2%.
- Vaughan’s population is estimated at 330,523 in 2019 (BMA) and forecast to grow to approximately 414,600 by 2031 (Hemson) and 497,400 by 2041 (York Region).
- Vaughan is the 8<sup>th</sup> largest (by population) among BMA participating municipalities.

#### Peer Municipal Comparisons – Population Growth

- From 2011-2016, Vaughan’s population increased by 6.2%, and an estimated 7.9% increase from 2016-2019.

**Figure 2 - 2011-2016 Population Changes – Peer Municipalities**

Peer Municipalities	2011 Population	2016 Population	% change 2011-2016	est. 2019 Population	% change 2016-2019
Burlington	175,779	183,314	4.3%	195,621	6.7%
Oakville	182,520	193,832	6.2%	209,187	7.9%
Markham	301,709	328,966	9.0%	360,792	9.7%
Brampton	523,911	593,638	13.3%	666,347	12.2%
Mississauga	713,443	721,599	1.1%	775,000	7.4%
Peer Average			6.8%		8.8%
<b>Vaughan</b>	<b>288,301</b>	<b>306,233</b>	<b>6.2%</b>	<b>330,523</b>	<b>7.9%</b>

Source: BMA Municipal Studies

Since 2011, Vaughan’s population growth was third highest compared to peer municipalities, and above the GTA and Province.

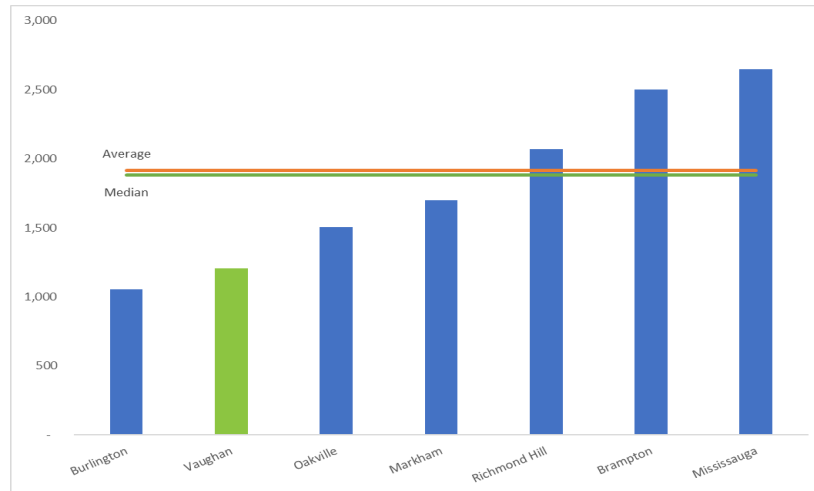
#### Population Density

Population density can lend insight into the age of a city, growth patterns, zoning practices, new development opportunities and the level of multi-family unit housing.



Intensification is developing a municipal area at a higher density than currently exists through development, redevelopment, infill and expansion or conversion of existing buildings. Intensification has several benefits, including reducing carbon footprint, improving access to public transit, using land, buildings and infrastructure effectively, enhancing community identity, and creating active streets that promote healthier activity patterns<sup>1</sup>.

**Figure 3 – Population Density per km<sup>2</sup> – Peer Municipalities**



Source: BMA Municipal Studies

- Among the peer group, Vaughan has the 6<sup>th</sup> highest population density per km<sup>2</sup> (8<sup>th</sup> highest in the GTA).

## Age Demographics

The age profile of a population impacts spending plans, especially around the type and level of services required. The needs of residents shift over the course of their lives.

- The City's **age profile** is close to the Province's average; however, there are some notable differences. The City has a lower percentage of residents over the age of 65 and a higher percentage under the age of 14 compared with the Ontario average.
- From 2011-2016, there was an increase in the proportion of residents in the age group 45 and older in Vaughan, reflecting a similar aging population pattern across Ontario.

<sup>1</sup> Assessment pre-COVID 19 pandemic; post-pandemic effects are largely unknown.

Figure 4 – Age Profile Trend

Age Profile	Vaughan			Ontario		
	2011	2016	% change	2011	2016	% change
Age 0-14	58,460	57,525	-1.6%	2,180,770	2,207,970	1.2%
Age 15-19	20,685	21,280	2.9%	863,635	811,670	-6.0%
Age 20-44	99,535	96,990	-2.6%	4,236,805	4,347,865	2.6%
Age 45-54	45,895	49,920	8.8%	2,062,015	1,993,730	-3.3%
Age 55-64	31,540	37,055	17.5%	1,630,275	1,835,605	12.6%
Age 65+	32,190	43,470	35.0%	1,878,320	2,251,655	19.9%
Total	288,305	306,240	6.2%	12,851,820	13,448,495	4.6%

Source: Stats Canada

Figure 5 – Age Profile Comparison

Age Profile	Vaughan 2016	Ontario 2016
Age 0-14	18.8%	16.4%
Age 15-19	6.9%	6.0%
Age 20-44	31.7%	32.3%
Age 45-54	16.3%	14.8%
Age 55-64	12.1%	13.6%
Age 65+	14.2%	16.7%
Total	100.0%	100.0%

Source: Stats Canada

- The City’s proportion of residents below the age of 14 is higher than the average for Ontario. The trend has been declining since 2006, compared with the increasing trend for the Ontario average. This age profile provides insight into the potential needs for recreation programs and services.

## Employment and Labour Force Indicators

Labour force statistics are an important measure of the economy’s potential. The larger the percentage of the population that enters the labour force; the larger the potential output and standard of living. Growth in the labour force implies expanding potential. The employment rate of the community’s citizens is a measure of and an influence on the community’s ability to support its local business sector. Municipalities with higher employment rates are likely to have higher standards of living, other things being equal. A decline in the employment base or higher than average unemployment rates, can be a warning signal that overall economic activity may decline.

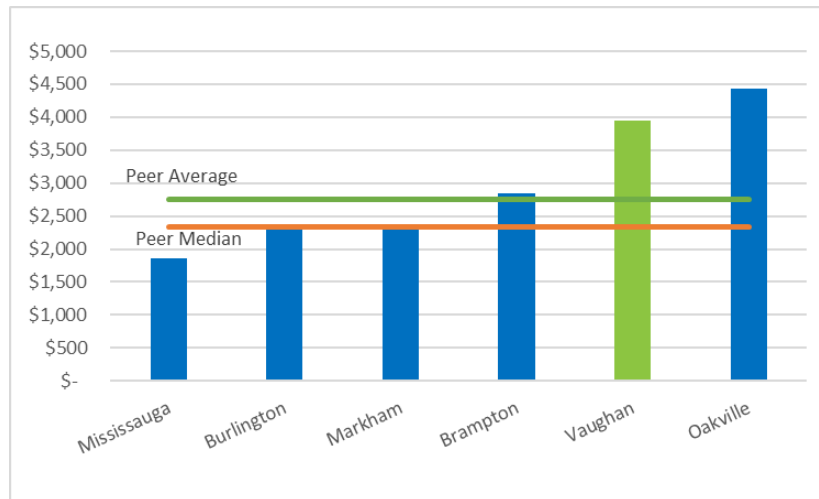
Figure 6 – Labour Force Indicators

Labour Force	2011			2016		
	Vaughan	Ontario	Difference	Vaughan	Ontario	Difference
Participation Rate	76.1%	67.3%	8.8%	68.6%	64.7%	3.9%
Unemployment Rate	7.5%	8.3%	-0.8%	5.8%	7.4%	-1.6%
Employment Rate	70.4%	61.7%	8.7%	64.6%	59.9%	4.7%

## Construction Activity

Another growth-related indicator is the construction activity within a municipality which provides information on residential and non-residential development. Changes in building activity impact other factors such as the employment base, income and property values.

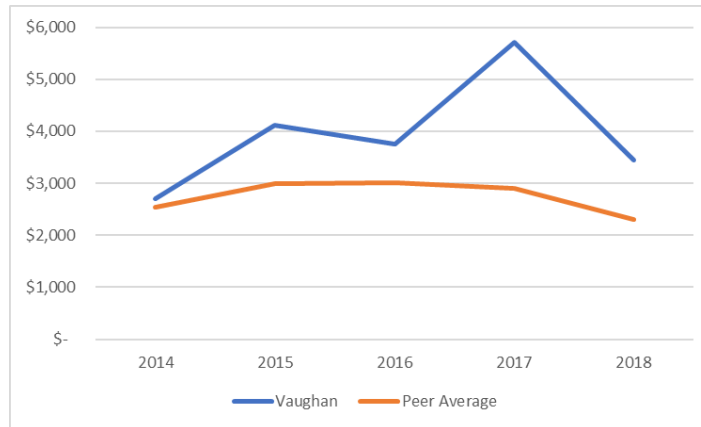
Figure 7 – Construction Activity Per Capita – Peer Municipal Comparators – 5 Year Average



Source: BMA Municipal Studies

- **Building permit value per capita** is an indicator of the relative construction activity within each peer municipality. The average building permit value per capita from 2014-2018 in Vaughan is the second-highest in the municipal comparator group and exceeds the GTA average.
- Over the five-year period 2014 – 2018, **Building Construction Value per capita** in Vaughan has exceeded the peer average, as illustrated in Figure 8.

**Figure 8 – Annual Building Construction Value per Capita**



Source: BMA Municipal Studies

## Assessment

Property assessment is the basis upon which the City raises taxes. Assessment growth, the richness of the assessment base and assessment composition, is an important indicator of fiscal strength.

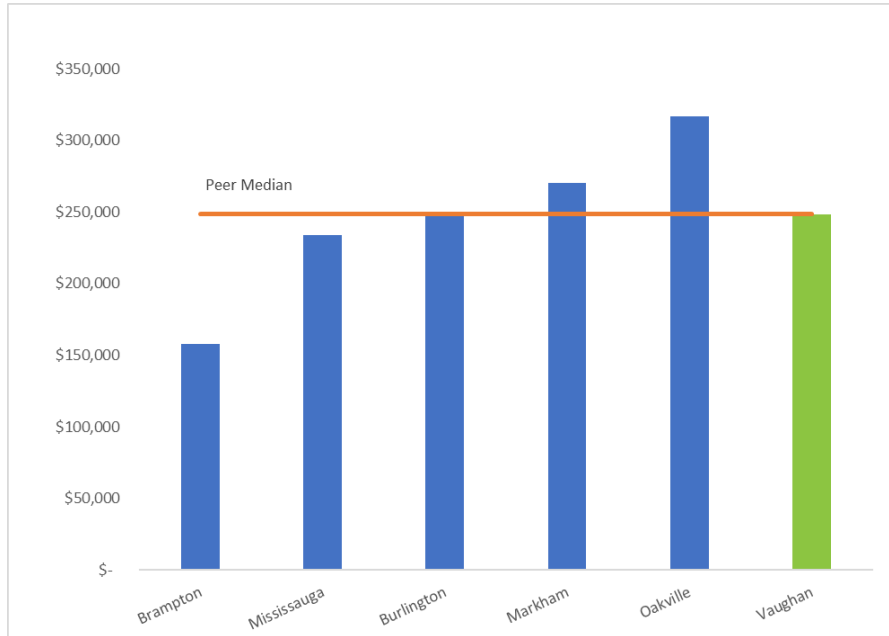
**Figure 9 – 2019 Unweighted Assessment Composition %**

	GTA Avg	Peer Avg	Vaughan
Residential	82.91	81.69	79.29
Multi-Residential	1.78	2.35	0.31
Commercial	10.62	13.24	15.03
Industrial	2.08	2.42	5.01
Other	2.60	0.30	0.36
Total	100.00	100.00	100.00

Source: BMA Municipal Studies

- Assessment composition provides an understanding of the mix of assessment. Compared to the peer municipalities and the GTA average, Vaughan’s **assessment composition** represents a balance between residential and non-residential; notwithstanding, the proportion of assessment in the commercial class in Vaughan has been decreasing since 2014. Vaughan’s residential/non-residential assessment split of 80/20 is in line with the peer average. It is more desirable to have a larger share of non-residential assessment as the municipal cost of service is generally lower than residential.

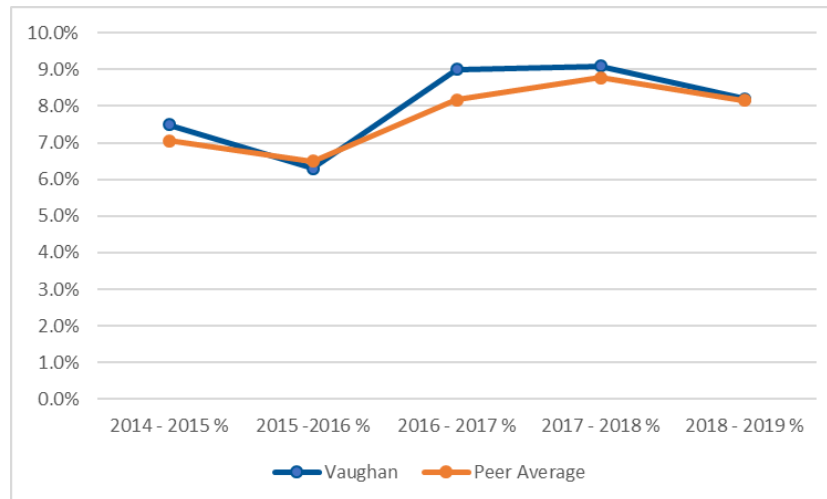
Figure 10 – 2019 Weighted Assessment Per Capita



Source: BMA Municipal Studies

- Comparing assessment per capita statistics indicates the “richness” of the assessment base in each municipality and changes in assessment from year to year. Vaughan’s **assessment base per capita** is equal to the median of the peer group, reflecting a strong assessment base upon which to raise taxes

Figure 11 – Changes in Unweighted Assessment



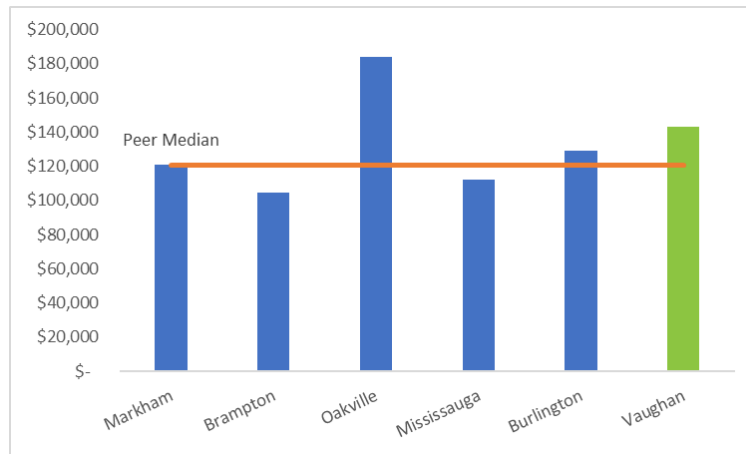
Source: BMA Municipal Studies

- From 2014-2019, Vaughan’s increase in assessment has generally been in line with the peer municipal and GTA average. However, the assessment increase includes changes in assessment-related growth and changes in the market value of existing properties (which does not generate additional revenues).

## Household Income

Household income is one measure of a community’s ability to pay. Higher relative gross income is a positive indicator of the overall local economy. It tends to lead to greater expectations for quality programs (i.e. streetscapes, artificial soccer turfs), which impacts the cost of municipal programs and services and can lead to additional challenges in balancing desired service levels with a willingness to pay for services.

Figure 12 – 2019 Average Household Income



Source: BMA Municipal Studies

- The **average household income** in Vaughan is higher than the peer municipal, GTA and Ontario average. Higher income levels provide an increased potential ability to pay for municipal services. The estimated 2019 average household income in Vaughan was \$143,086, compared with the peer average of \$130,141, GTA average of \$131,495 and Ontario average of \$109,660

## Growth & Socio-Economic Evaluation

In summary, the City has many positive indicators that support the community's ability to pay for services, including:

- One of the primary growth engines in York Region and the GTA;
- Strong employment and growth with low unemployment rates;
- Rich, diversified and growing assessment base (non-residential assessment represents 20% of the total assessment);
- An inclining tax base to support the community's ability to pay for municipal services; and,
- Construction activity continues to exceed most peer municipalities, reflecting the local economy and Vaughan's desirability as a place to invest.

As growth continues in Vaughan, the City should assess the proportion of the assessment growth in the non-residential sector as the municipal cost of service is generally lower for non-residential than residential development. When BMA conducted the Financial Master Plan assessment in 2012, the proportion of assessment was 75/25. In 2019 the ratio was 80/20, demonstrating a slight shift away from non-residential. While the City can afford the services currently provided, there will be a need to expand the services to sustain the same level of service to a broader community in a high growth environment. Since 2012, the rate of growth has tapered off. The City must also manage expectations for quality programs, the need for new recreational and other programs and services to support growth and to align with demographic changes. Further, intensification requires the City to rethink its approach to traditional policies.

To continue to be able to pay for services currently provided, the City must ensure that:

- There is a recognition that many of the City's costs are increasing at a rate greater than inflation;
- There are enough financial, technical and human resources available to meet growth pressures and the costs associated with new corporate initiatives;
- It continues to stay on its path toward financial sustainability and resiliency through well planned and executed growth-related strategies; and,
- There is alignment between the programs and services provided, shifts in demographics and the community's willingness to pay for services.

## Section 2: Vaughan's Financial Position

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Industry recognized indicators used by credit rating agencies and recommended by the Government Finance Officers Association (GFOA) and the Ministry of Municipal Affairs and Housing and the Canadian Institute of Charter Accountants (CICA) defined financial condition of a municipality's financial health to include:

### SUSTAINABILITY

- **Financial Position per Capita** of a municipality is important to consider as this takes into consideration the municipality's total financial assets and liabilities.
- **Asset Consumption Ratio** highlights the relative age of the assets and the potential timing of asset replacements.

### VULNERABILITY

- **Taxes Receivable as a percentage of Taxes Levied** is an indicator of the economic health of the community.
- **Rates Coverage Ratio** provides a measure of a municipality's ability to cover its costs through its own-source revenue.

### FLEXIBILITY

- **Reserves/Reserve Funds** are established by Council to assist with long-term financial sustainability and financial planning. Credit rating agencies consider municipalities with higher reserves more advanced in their financial planning.
- **Debt** is an essential indicator of the municipality's financial health. Debt is an appropriate way of cash flowing longer life items; however, when debt levels get too high, it compromises the municipality's flexibility to fund programs and services.

## Sustainability Indicators

### FINANCIAL POSITION

A municipality's financial position is the total fund balances, including equity in business government enterprises less the amount recovered in future years associated with long-term liabilities.

Figure 13 helps to explain the City's change in financial position from 2014-2018.



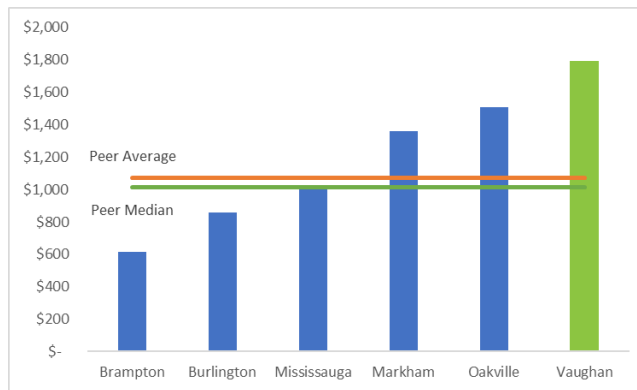
Figure 13 – City of Vaughan – Financial Position

(000s)	2014	2018	% change
<b>Assets</b>			
Cash & Investments	850,600,074	1,453,598,360	70.9%
Receivables	82,253,511	93,212,076	13.3%
Other	71,832	29,616	-58.8%
<b>Total Assets</b>	<b>\$ 932,925,417</b>	<b>\$ 1,546,840,052</b>	<b>65.8%</b>
<b>Liabilities</b>			
Accounts Payable	119,668,069	101,486,929	-15.2%
Deferred Revenue	310,773,430	657,037,760	111.4%
Temporary Loans	-	-	-
Long Term Liabilities	71,072,284	62,365,255	-12.3%
Solid Waste Management Facility Liabilities	-	-	-
Post Employment Benefits	92,700,150	134,218,756	44.8%
Liability for contaminated sites	-	-	-
<b>Total Liabilities</b>	<b>\$ 594,213,933</b>	<b>\$ 955,108,700</b>	<b>60.7%</b>
<b>Net Financial Position</b>	<b>\$ 338,711,484</b>	<b>\$ 591,731,352</b>	<b>74.7%</b>

Source: Financial Information Returns

- Vaughan’s **financial position** has trended upward since 2014.
- From 2014 to 2018, the City’s reserves, investments and receivable revenues increased, resulting in an improved overall financial position.
- The City’s net financial position increased by \$253 million from 2014-2018, primarily from investments and cash.
- Debt has decreased \$8.7 million, and post-employment benefits increased by \$41.5 million.
- The City needs to understand what is driving this indicator and monitor its trend.

Figure 14 – Financial Position per Capita



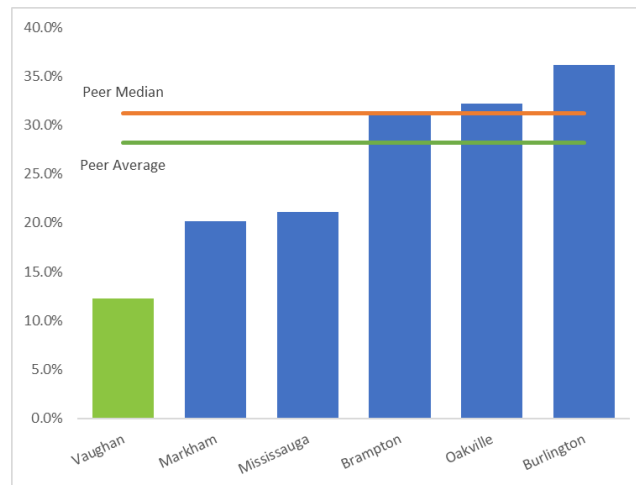
Source: BMA Municipal Studies

- Compared with peers, the City of Vaughan’s **financial position per capita** is the highest among the peer group.

## ASSET CONSUMPTION RATIOS

- The **asset consumption ratio** shows the tangible capital assets' written down value relative to their historical costs. This ratio highlights the relative age of the assets and the potential timing of asset replacements.
- As shown in Figure 15, the City's asset consumption ratios are lower than the peer average and median, reflecting lower replacement needs in short to mid-term than other municipalities. This ratio supports the need to continue investing in future infrastructure renewal and fund the asset management plan to ensure sustainable future replacement requirements.

Figure 15 – 2018 Tax Asset Consumption Ratio



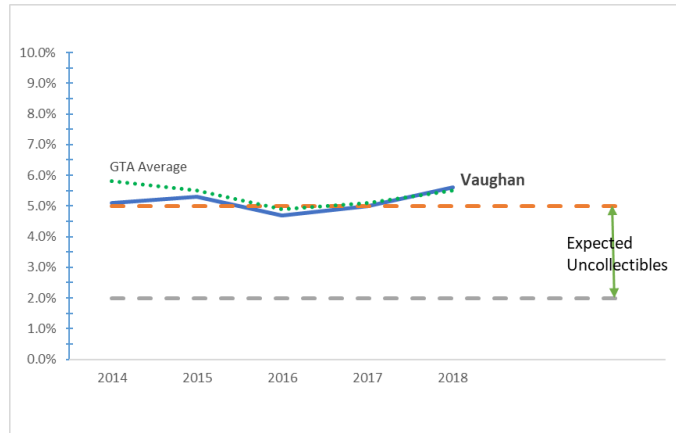
Source: BMA Studies

## Vulnerability and Flexibility Ratios

### TAXES RECEIVABLE

Every year, a percentage of property owners are unable to pay property taxes. If this percentage increases over time, it may indicate an overall decline in the municipality's economic health. Credit rating agencies assume that municipalities usually will not collect 2-5% of their property taxes within the year that taxes are due.

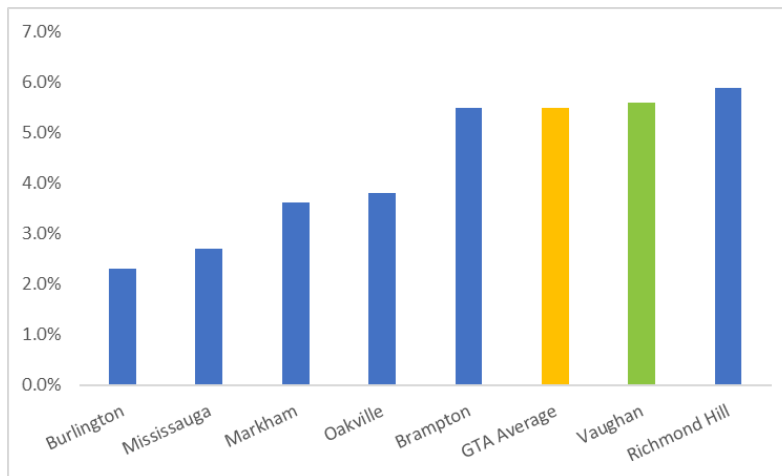
Figure 16 – City of Vaughan - Taxes Receivable as a % of Taxes Levied



Source: BMA Municipal Studies

- The City has remained around the top-end of the expected uncollectible range, and close to the GTA average each year.

Figure 17 – 2018 Taxes Receivable Ratio



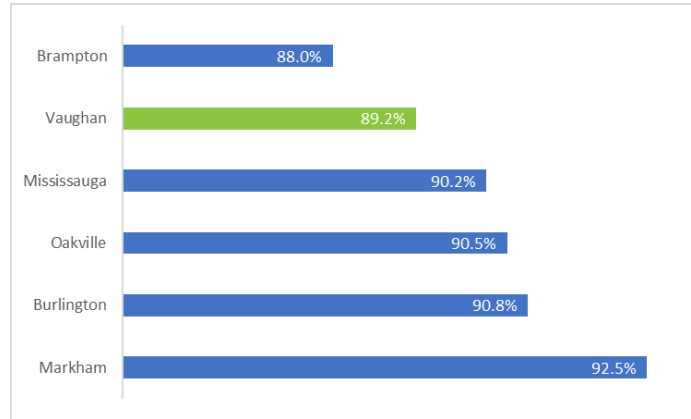
Source: BMA Municipal Studies and FIRs

- In 2018, Vaughan’s **taxes receivable ratio** was 5.6% compared with the GTA survey average of 5.5%. It is worth noting that Vaughan and Richmond Hill are at the upper end of the comparison group.

### RATES COVERAGE RATIO

The rates coverage ratio is a measure of a municipality’s ability to cover its costs through its own-source revenue. According to the Ministry of Municipal Affairs and Housing, a basic target is 40%-60%; and intermediate target is 60%-90%, and an advanced target is 90% or greater.

**Figure 18 – 2018 Rates Coverage Ratio**



Source: BMA Municipal Studies

- The City’s 2018 rates coverage ratio of 89.2% is at the top end of the intermediate target range.

**RESERVES & RESERVE FUNDS**

Reserves are a critical component of a long-term financial plan:

- Trends in the City’s **discretionary reserves/reserve funds** as a percentage of taxation were evaluated and in relation to peer municipalities. This analysis excludes obligatory reserve funds.
- For benchmarking purposes, Financial Information Returns (FIRs) were used to compare discretionary reserves as a percentage of taxation.
- As shown in Figure 19 below, the City’s tax-supported discretionary reserves as a percentage of taxation are average and have experienced variability over the five-year period.

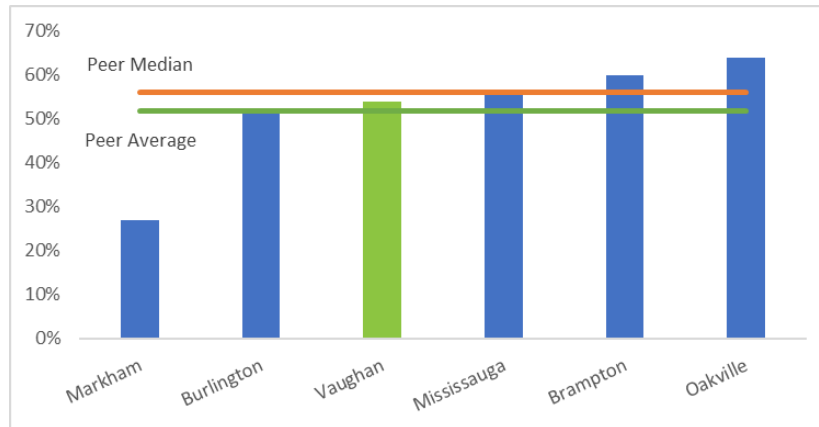
**Figure 19 - Tax Reserves/Reserve Funds as a % of Taxation**

Municipality	2014	2015	2016	2017	2018	Trend
Markham	111%	99%	80%	29%	45%	Decreasing
Brampton	71%	73%	76%	83%	85%	Increasing
Oakville	132%	113%	112%	104%	91%	Decreasing
Mississauga	79%	80%	85%	81%	91%	Increasing
Burlington	78%	80%	84%	84%	74%	Decreasing
Peer Average	94%	89%	87%	76%	77%	
Peer Median	79%	80%	84%	83%	85%	
<b>Vaughan</b>	<b>79%</b>	<b>70%</b>	<b>102%</b>	<b>83%</b>	<b>82%</b>	<b>Decreasing</b>

Source: BMA Municipal Studies

- As shown in Figure 20, the tax reserves as a % of own-source revenues for the City is between the peer average and median; and third lowest in the peer group.

Figure 20 – 2018 Tax Reserves as % of Own-Source Revenues



Source: BMA Studies

Figure 21 – Reserves/Reserve Funds 2015-2019 Balances – Major Classifications

Reserve & Reserve Fund Balances	2015	2016	2017	2018	2019	5 year Change %	2019 Uncommitted Balance
Financial Reserves	\$ 27,113	\$ 21,246	\$ 23,399	\$ 23,696	\$ 25,863	-5%	\$ 25,344
Corporate Reserves	\$ 30,817	\$ 30,316	\$ 33,158	\$ 36,007	\$ 41,263	34%	\$ 41,094
Infrastructure Reserves	\$ 56,073	\$ 72,389	\$ 68,944	\$ 70,988	\$ 76,245	36%	\$ 29,592
Special Purpose Reserves	\$ 8,664	\$ 8,814	\$ 8,729	\$ 8,230	\$ 9,228	7%	\$ (4,030)
<b>Tax Supported TOTAL</b>	<b>\$ 122,667</b>	<b>\$ 132,765</b>	<b>\$ 134,230</b>	<b>\$ 138,921</b>	<b>\$ 152,599</b>	<b>24%</b>	<b>\$ 92,000</b>
WWw Reserves	\$ 94,331	\$ 113,886	\$ 140,155	\$ 163,280	\$ 168,077	78%	\$ 148,880
<b>Rate Supported TOTAL</b>	<b>\$ 94,331</b>	<b>\$ 113,886</b>	<b>\$ 140,155</b>	<b>\$ 163,280</b>	<b>\$ 168,077</b>	<b>78%</b>	<b>\$ 148,880</b>
Corporate Obligatory Reserves	\$ 89,991	\$ 95,487	\$ 91,200	\$ 93,813	\$ 99,995	11%	\$ 95,777
Restricted Grant Reserves	\$ 25,368	\$ 27,117	\$ 27,809	\$ 30,149	\$ 36,668	45%	\$ 1,985
Development Charges	\$ 193,819	\$ 249,043	\$ 289,867	\$ 493,044	\$ 482,520	149%	\$ 299,219
<b>Obligatory TOTAL</b>	<b>\$ 309,178</b>	<b>\$ 371,647</b>	<b>\$ 408,876</b>	<b>\$ 617,006</b>	<b>\$ 619,183</b>	<b>100%</b>	<b>\$ 396,981</b>
<b>GRAND TOTAL</b>	<b>\$ 526,176</b>	<b>\$ 618,298</b>	<b>\$ 683,261</b>	<b>\$ 919,207</b>	<b>\$ 939,859</b>	<b>79%</b>	<b>\$ 637,861</b>

Source: Reserve Continuity Schedules

As shown above in Figure 21, the City's total reserves/reserve funds increased by 79% since 2015. The last column reflects the uncommitted 2019 year-end balances.

- **Tax Supported Reserves** have increased by 24% since 2015.
- **Rate Supported Reserves** have increased by 78% since 2015.
- **Obligatory Reserves** have doubled since 2015.

## DEBT MANAGEMENT

There are limited options for raising funds to support municipal programs and services. When used strategically, debt is a useful way to fund cash flow for capital expenditures. Virtually all Ontario municipalities are facing increasing infrastructure backlogs, funding gaps, and growing financial pressures in infrastructure management; Vaughan is not unique in this regard.

Debt is frequently issued and considered a standard practice in municipalities for new capital projects long-term in nature and benefit future taxpayers, thereby spreading the costs across the coming years. Under the most favourable circumstances, the City's debt should be proportionate in size and growth to

its tax base. It should not extend past the useful life of the assets which it finances. Its use should not balance the operating budget. And, should not require repayment schedules that put excessive burdens on operating expenditures. A debt management policy is vital in establishing a sustainable long-term program that supports financial discipline and stability.

*Excerpts from the City’s 2020 Budget*

- Debt financing is a mechanism to fund growth, replacement and enhancement-related capital projects.
- The City’s current practice requests a debt issuance once a project is substantially complete and there is an accumulation of substantially completed projects to warrant the issue.

**Figure 22 – Total Debt Outstanding (000s)**

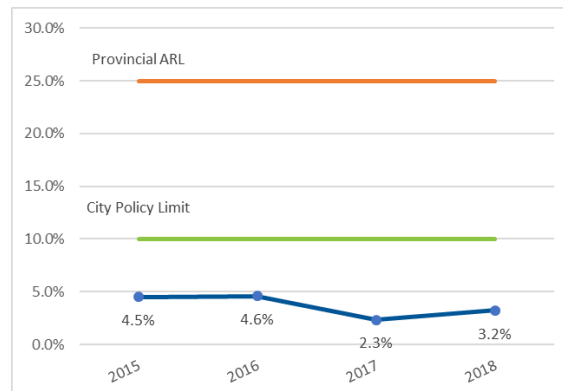
2019 Debt Outstanding (000s)	
General Government	\$ 3,750
Roads	\$ 18,119
Recreation	\$ 1,074
Water	\$ -
Sewer	\$ -
<b>Total</b>	<b>\$ 22,943</b>

Source: City of Vaughan Debenture Continuity Schedule

*Debt Service Cost to Net Revenue*

- The Province regulates the debt that municipalities issue by setting an **Annual Repayment Limit** for each municipality. The limit is 25% of a municipality’s own-source revenues and the maximum amount by which a municipality may increase its debt. Reaching the limit severely constrains future operating budgets, and taxes would increase significantly. The City’s financial policies set limitations on the use of debt to retain financial flexibility by avoiding long-term commitments for interest payments. The City’s policy limits debt to a maximum of 10% of own-source revenue, significantly lower than the Province’s 25% maximum.

**Figure 23 – Total Debt Charges as a % of Own-Source Revenues**



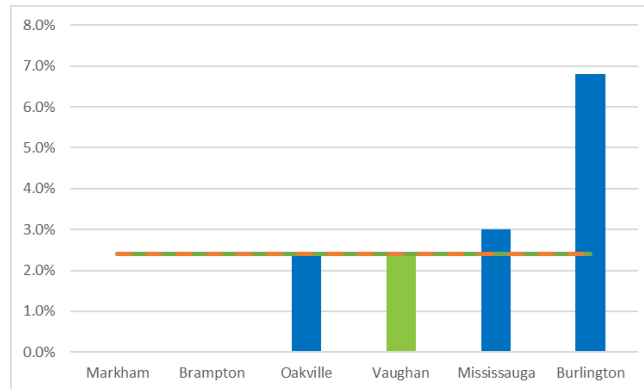
Source: Financial Information Returns

- The City has low debt levels and is well below its Debt Policy Limit of 10% of own-source revenues.

#### *Tax Debt Charges as a % of Own-Source Revenues*

- Figure 24 provides a comparison of **tax debt charges as a percentage of own-source revenues** in 2018 against peer municipalities.

**Figure 24 – Tax Debt Charges as a % of Own-Source Revenues**



Source: BMA Municipal Studies

- As shown above, the City's tax debt charges as a percentage of own-source revenues are equal to the peer group average and median.

## **Financial Position Evaluation**

At the beginning of 2020, the City was in a good financial position; however, the City's response to the unexpected global pandemic has impacted the City financially. Additional policies and strategies may be required to recover and strengthen the City's overall financial position in the post-pandemic economy.

- **Reserves/Reserve Funds** are critical to the long-term financial stability and financial planning of the City. The City of Vaughan's discretionary reserves as a percentage of taxation is around the peer group median, although decreasing.
- The City's **asset consumption** ratio is the lowest in the peer group, reflecting newer infrastructure to the peer average.
- **Debt** is an important indicator of financial health and an appropriate mechanism for financing longer-life infrastructure assets.
- The City has a low level of outstanding debt and is well below its self-imposed debt repayment limit of 10% of own-source revenues.
- The City's **financial position** is an important consideration as it considers the City's assets and liabilities.
- The City's financial position has been trending upward since 2014 and is the highest in the municipal peer group.
- **Taxes Receivable** are within the acceptable range.

## Section 3: Levy and Affordability

This section helps provide an overview of the cost of the City’s municipal services relative to peer municipalities. Property taxes in relation to household income indicate the affordability of services compared to other municipalities.

- Net municipal **levy per capita** for 2019 in Vaughan is \$1,690; higher than average
- Net municipal levy per \$100,000 unweighted CVA is \$566, which is less than average
- Vaughan’s property taxes as a % of household income of 3.8% is equal to average

### Municipal Levy Comparison

To better understand the relative tax position for a municipality, it is worth looking at comparing net municipal levies on a per capita and per \$100,000 basis. This measure indicates the total net municipal levy needed to provide services to the municipality. It does not imply value for money or the effectiveness of meeting community objectives.

**Figure 25 - Municipal Levy per Capita and \$100,000 of Weighted Assessment Comparison**

2019 Net Municipal Levy Comparison	2019 Levy per Capita	2019 Net Levy per \$100,000 Weighted Assessment	2019 Levy per Capita Ranking	2019 Net Levy per \$100,000 Weighted Assessment Ranking
Markham	\$ 1,346	\$ 498	low	low
Brampton	\$ 1,328	\$ 843	low	low
Oakville	\$ 1,801	\$ 569	high	low
Mississauga	\$ 1,490	\$ 637	mid	low
Burlington	\$ 1,540	\$ 620	mid	low
Average	\$ 1,501	\$ 633		
Median	\$ 1,490	\$ 620		
<b>Vaughan</b>	<b>\$ 1,690</b>	<b>\$ 533</b>	<b>high</b>	<b>low</b>

Source: BMA Municipal Studies

The above analysis is not an “apples to apples” comparison of services. It has been included to provide insight into the net cost of providing municipal services within each municipality.

Net municipal expenditures per capita may vary as a result of:

- Different service levels
- Different methods of providing services
- Varying demands for service
- Demographic differences
- Urban/rural composition
- Age of infrastructure
- Variations in types of services
- Assessment composition
- Locational factors
- Socio-economic differences
- User fee policies
- Collection from rates vs property taxes



## Affordability

The following figure 26 compares total property taxes based on an average valued house in each of the municipalities using the MPAC database and the average household income to get an appreciation of the tax burden on a typical home in each municipality.

Figure 26 – Affordability Comparisons

Municipality	2019 Median Value of Dwelling	2019 Average Residential Taxes	2019 Average Household Income	Property Taxes as a % of Income
Markham	\$ 722,362	\$ 5,096	\$ 120,621	4.2%
Brampton	\$ 505,955	\$ 5,013	\$ 104,652	4.8%
Oakville	\$ 777,644	\$ 5,711	\$ 184,178	3.1%
Mississauga	\$ 566,616	\$ 4,541	\$ 112,392	4.0%
Burlington	\$ 539,870	\$ 4,231	\$ 128,863	3.3%
Average	\$ 622,489	\$ 4,918	\$ 130,141	3.9%
Median	\$ 566,616	\$ 5,013	\$ 120,621	4.0%
Vaughan	\$ 789,698	\$ 5,497	\$ 143,086	3.8%

Source: BMA Municipal Studies

- The median dwelling value in the City of Vaughan is above the average and median of peer municipalities.
- Property taxes on a typical dwelling in Vaughan are higher than the peer average and median.
- Property taxes as a percentage of household income in Vaughan is slightly below the peer average.

## Municipal Tax Ratios

Tax ratios define each property classes' rate of taxation in relation to the residential property class. The Province sets the **tax ratio** for the residential class at 1.00. The Regional Municipality of York is responsible for setting the tax ratios for all York Region municipalities, including the City of Vaughan. As shown below,

Figure 27 – 2019 Tax Ratios

Municipality	Multi-Residential	Commercial	Industrial
Halton Region	2.00	1.46	2.36
Brampton	1.71	1.30	1.47
Mississauga	1.35	1.50	1.63
York Region	1.00	1.28	1.57

Source: BMA Municipal Studies

- As shown in Figure 27, tax ratios in York Region are the lowest in relation to peer municipalities.
- Low commercial and industrial tax ratios in York Region support economic development by providing a low property tax environment for non-residential properties.

## Municipal Levy, Property Taxes and Affordability Evaluation

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- In relation to the assessment base, **Municipal Levies** reflects positively for the City of Vaughan, which is higher than average on a per capita basis, reflecting a relatively high assessment base upon which to raise taxes. The City's levy per \$100,000 of weighted assessment reflects that spending is below average. (note: this does not compare service levels)
- Average **municipal property taxes** paid in relation to household income in Vaughan is slightly below the peer average.
- Non-residential **tax ratios** are lower than peer average, supporting economic development in the City by providing a low property tax environment for non-residential properties. All things being equal, lower average tax ratios increases the burden on residential properties.

## Conclusion

The City of Vaughan's financial condition has been relatively healthy and stable. The City has many positive indicators and a relatively high assessment base upon which to levy taxes that support the community's ability to pay for services. However, consistent with other Ontario municipalities, the City faces challenges to provide service and plan for the replacement of infrastructure given increased demands and limited resources. To continue to operate in a fiscally sustainable manner, a Long-Range Financial Plan is required along with additional and updated policies and strategies to strengthen and enhance the City's overall financial position.

## Comparison Summary of Financial Condition Assessment Indicators

The following table summarizes the City of Vaughan’s Financial Condition Assessment results, where available, for 2012 (the year BMA conducted a similar assessment as part of developing the City’s Financial Master Plan), 2014 (the oldest Municipal Study data available from BMA), and 2019 (based on the BMA Municipal Study).

Figure 31 – Summary of Results

	2012	2014	2019
<b>Growth &amp; Socio-Economic Indicators</b>			
Population	288,301	329,234	330,523
Population Density per sq. km.	1,054	1,204	1,208
Building Construction Value per Capita	\$2,537	\$2,706	\$3,443
Unweighted Assessment - Residential	75%	77%	79%
Unweighted Assessment - Non-Residential	25%	23%	21%
Average Gross Household Income	\$123,000	\$124,268	\$143,086
<b>Sustainability Indicators</b>			
Financial Position per Capita	\$831	\$1,029	\$1,790
Asset Consumption Ratio		11.20%	12.30%
<b>Vulnerability &amp; Flexibility Indicators</b>			
Taxes Receivable as % of Taxes Levied	7.5%	5.1%	5.6%
Tax Debt Charges as % of Own Source Revenues	3.6%	5.1%	2.4%
Tax Reserves (less WWW) as % of Taxation		79%	82%
Tax Discretionary Reserves as % of Own Source Revenues		57%	54%
Total Reserve & Reserve Fund Balance	\$ 473,044,831	\$ 510,299,253	\$939,858,706
<b>Municipal Levy &amp; Affordability Indicators</b>			
Net Municipal Levy per Capita		\$1,399	\$1,690
Property Taxes as a % of Household Income		3.89%	3.80%

Source: BMA Municipal Studies and FIRs



## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE: CITY OF VAUGHAN'S CORPORATE DEBT POLICY**

**FROM:**

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

**ACTION:** DECISION

---

### **Purpose**

To seek Council approval of the City of Vaughan's new Corporate Debt Policy.

#### **Report Highlights**

- The Service Excellence - Fiscal Framework Project identified the need to develop a Corporate Debt Policy to establish governance in the issuance and management of debt and debentures.
- The City of Vaughan is committed to service excellence and fiscal sustainability by establishing a Corporate Debt Policy to provide guidelines and standardize practices in the administration of debt and debentures, ensure they are issued in a responsible and consistent manner and provide clarity regarding management and reporting requirements.
- A strong policy framework supports the City's commitment to accountability, transparency and effective governance.

### **Recommendations**

1. That the Corporate Debt Policy be approved; and
2. That the Policy attached be approved.

## **Background**

The issuance of debt and debentures can play a very important role in the City's finances. They can provide liquidity to fund renewal and replacement of assets and infrastructure and fund other capital projects, spreading payments over the life of the asset rather than entirely upfront.

The City of Vaughan has used and continue to use debt to fund capital projects, mainly for the repair and rehabilitate of roads. As of August 31, 2020, the total outstanding debt was \$19.4 million, comprising of the remaining amounts of debentures issued between 2011 and 2016. Although the loans remain in good standing as debt servicing payments for principle and interest charges are made regularly and on schedule, there is currently no policy to govern the use and administration of debt. The purpose of the Corporate Debt Policy is to establish financial guidelines and appropriate controls for the issuance and management of debt for the City.

The Corporate Debt Policy consists of two sections. The first section is the Policy Section which provides an overview and guidance on general principles and topics that apply to the issuance, management and reporting of debt. The second section titled "Policy Appendix" provides more detailed guidance related to specific assets and capital projects funded by debt / debentures.

## **Previous Reports/Authority**

N/A

## **Analysis and Options**

While debt is not a funding source, it is recognized that it can be an efficient and effective financing tool when utilized appropriately and an equally important tool for establishing a long-range financial sustainability plan. The City of Vaughan recognizes that the issuance of debt and/or debentures must be made in the context of the optimum utilization of all available financial resources within statutory limitations and the basic need to protect and preserve capital while maintaining solvency and liquidity to meet current and future financial requirements.

This proposed policy provides guidelines, principles and procedures to ensure debt is utilized in a responsible manner with consideration of affordability while maintaining fiscal flexibility, sustainability and an overall healthy financial position to respond to future financial challenges and opportunities.

## **Financial Impact**

This policy applies to all future debt financing that may be issued by the City of Vaughan.

The City of Vaughan's internal Annual Debt Repayment Limit is established at 10% of operating revenues which will be the limit set out in the policy.

Funding for future debt servicing costs for both principal and interest will be included in future tax supported operating budgets of the City.

### **Broader Regional Impacts/Considerations**

The City recognizes that in order to ensure orderly placement of a Debenture issue within capital markets, York Region (the Region) requires a lengthy notice period for the issuance of Debentures.

The minimum notice required by the Region, excluding the time required for local Council to approve borrowing bylaw is 4 months. However, the Region typically sends out an email communication twice a year to survey any debenture requirements to match the Region's scheduled issuances of twice a year in the capital markets. Advanced notice also allows the team to work with the City to ensure the appropriate borrowing by-law is presented to Vaughan Council.

### **Conclusion**

The Corporate Debt Policy supports the City's commitment to financial sustainability by providing a principle-based approach to fiscal planning decision-making which represents stewardship of public funds. It will enhance decision-making practices across the City and help identify and manage pressures and constraints and mitigate their impacts. The City will only undertake issuance of Debt in compliance with the provisions of the Municipal Act 2001 (the Act) and its regulations governing the issuance of debt.

**For more information**, please contact:

Michael Marchetti, Director, Financial Planning & Development Finance, ext. 8271

Kenneth Quan, Manager, Corporate Financial Planning & Analysis, ext. 8029

### **Attachments**

1. Corporate Debt Policy
2. Policy Appendix A

### **Prepared by**


Tiziana Scrocco, Financial Analyst, Financial Planning & Development Finance  
ext.8724

**Approved by**



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

**Reviewed by**



Jim Harnum, City Manager





# CITY OF VAUGHAN

## CORPORATE POLICY

**POLICY TITLE:** CORPORATE DEBT

**POLICY NO.:** 12.C.09

<b>Section:</b>	Finance & Budgets		
<b>Effective Date:</b>	January 1, 2021	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b>	<b>Policy Owner:</b>		
Council	DCM, Corporate Services & CFO		

### POLICY STATEMENT

The issuance of debt and debentures can play a very important role in the City's finances. They can provide liquidity to fund renewal and replacement of assets and infrastructure and fund other capital projects, spreading payments over the life of the asset rather than entirely upfront.

The City of Vaughan is committed to ensuring municipal governance by establishing a Corporate Debt Policy to provide guidelines and standardize practices, which will assist in the administration of debt and debentures issued in a responsible and consistent manner and provide clarity regarding management and reporting requirements.

The City of Vaughan recognizes that the prudent issuance of debt and/or debentures must be made in the context of the optimum utilization of all available financial resources within statutory limitations and recognizes the basic need to protect and preserve capital while maintaining solvency and liquidity to meet ongoing financial requirements.

### PURPOSE

The purpose of the Corporate Debt policy is to establish financial guidelines and appropriate controls for the issuance and management of debt for the City of Vaughan. This policy establishes objectives, standards of care, authorized financing instruments, reporting requirements and responsibilities for the prudent financing of the City's infrastructure needs.

**POLICY TITLE: CORPORATE DEBT**

**POLICY NO.: 12.C.09**

### **SCOPE**

This policy applies to all future debt financing that may be issued by the City of Vaughan.

### **LEGISLATIVE REQUIREMENTS**

The City is permitted to enter into corporate debt under the provisions and requirements of the Municipal Act, 2001 (the "Act").

The City will only undertake issuance of Debt in compliance with the provisions of the Municipal Act 2001 (the Act) and its regulations governing the issuance of debt, specifically:

- s.1.j.** Part XIII – Debt and Investment, as well as Ontario Regulation 403/02 (Debt and Financial Obligation Limits);
- s.2.j.** Ontario Regulation 438/97 (Eligible Investments and Related Financial Agreements);
- s.3.j.** Ontario Regulation 247/01 (Variable Interest Rate Debentures and Foreign Currency); and
- s.4.j.** Ontario Regulation 276/02 (Bank Loans), as amended.

Debentures cannot be issued to finance current operations. The use of money received will be applied only for the purposes which the debentures were issued or for repayment of outstanding temporary borrowing. The City is permitted under Section 407 of the Act to draw on temporary borrowing facilities, in a tax year, pending receipt of tax revenues and passes a Temporary Borrowing By-law annually to provide the necessary authority.

Requirements include and not limited to the following:

1. The term of temporary or short-term debt for operating purposes will not exceed the current fiscal year;
2. The term of the capital financing will not exceed the lesser of 40 years or the useful life of the underlying asset;
3. Long-term debt will only be issued for capital projects;
4. The total annual financing charges cannot exceed the Growth-related Debt Servicing Ratio and Debt Servicing Ratio Limit, as applicable, for the municipality responsible for incurring the debt unless otherwise approved by the Ontario Municipal Board;

**POLICY TITLE: CORPORATE DEBT**

**POLICY NO.: 12.C.09**

5. Council has adopted or affirmed a Long-Term Debt and Financial Obligations Management Plan for each fiscal year that a Growth-related Cost Supplement is required;

6. Prior to entering into a lease financing agreement, an analysis will be prepared that assesses the costs as well as the financial and other risks associated with the proposed lease in relation to other methods of financing;

7. Prior to passing a debenture by-law which provides that installments of principal or interest, or both, are not payable during the period of construction of an undertaking, Council will have considered all financial and other risks related to the proposed construction financing;

8. A credit rating of AA - (or equivalent) will be maintained for the year and the prior year that a Growth-related Cost Supplement is required; and

9. Long-term debt will be the joint and several obligations of the Corporation and its area municipalities.

In accordance with the Act where there is a two-tier government structure, debt must be issued by the upper tier. Therefore, all external debt is issued by the Regional Municipality of York ("*Region*") on the City's behalf. The City is responsible for budgeting the annual debt repayment obligations, transferring the debt payment to the Region, and managing the proceeds of the debentures.

The City may also issue debt directly through Infrastructure Ontario, a crown agency of the Province of Ontario, with approval of Council and the Regional Municipality of York.

## **DEFINITIONS**

1. **Act:** The Municipal Act, 2001, S.O. 2001, c25 as amended. The *Municipal Act* is the statute governing the powers, duties, internal organization, and structure of Ontario municipalities.

2. **Annual Debt Financing Charges:** Estimated amount of operating budget funds, in a respective year's Approved Annual Budget, required to meet that year's share of mandatory payments in respect of outstanding Debentures, i.e. principal and interest payments, or payments of interest and contributions into Sinking or Retirement Funds.

**POLICY TITLE: CORPORATE DEBT**

**POLICY NO.: 12.C.09**

- 3. Annual Debt Repayment Limit:** Maximum amount of annual debt servicing costs that the City can undertake or guarantee without seeking the approval of the Ontario Municipal Board. The annual amount is provided by the Ministry of Municipal Affairs and Housing and must be adjusted by the Treasurer in the prescribed manner prior to the authorization by Council of a Long-Term Debt or financial obligation. Refer to Regulation 403/02. The Regulation provides a formula which limits the annual debt services costs to an amount equal to 25% of operating revenue (owned sourced revenue).
- The City of Vaughan's internal Annual Debt Repayment Limit is established at 10% of operating revenues which will be the limit set out in this policy.
- 4. Approved Annual Budget:** Annual Current (Operating) budget adopted by Council, and which is the basis for any tax-rate change in a single fiscal year.
- 5. Approved Capital Budget:** Budget estimate for capital project(s) and/or capital program(s) that has been adopted by Council and is the level at which Council approves funding and fund controls.
- 6. Bank Loan:** A loan between the City and a bank listed in Schedule I, II or III of the *Bank Act (Canada)*, a loan corporation registered under the *Loan and Trust Corporations Act* or a credit union to which the *Credit Unions and Liaison Populaires Act, 1994* applies.
- 7. Bankers' Acceptance:** A Short-Term credit obligation created by a non-financial firm, such as a corporation, which is endorsed by a bank, effectively making the obligation that of the bank.
- 8. Capital Reserve Fund:** Monies set aside for the repair, major maintenance, rehabilitation and replacement of capital infrastructure and for other large approved tax funded capital expenditures, including principally but not limited to Asset Repair and Replacement.
- 9. Debenture:** A formal written obligation to repay specific sums on certain dates. Debentures issued by a municipality are typically unsecured and are backed by the good faith and credit of the municipality. Municipalities are authorized to issue Debentures for long-term financing of capital projects. Authorized types of debentures include sinking funds, installment (serial); term; amortizing; retirement funds; construction financing and variable interest rate.
- 10. Debt:** Any obligation for the repayment of money. For Ontario municipalities, Long-Term Debt would normally consist of debentures, capital or financing leases, as well as notes or cash loans from financial institutions, but could also include

**POLICY TITLE: CORPORATE DEBT**

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loans from Reserves and Reserve Funds, Sinking Funds or an Endowment Fund. Debentures issued to Infrastructure Ontario are also considered a Debt.

- 11. Debt and Financial Obligation Limit:** The limit or amount determined annually for a municipality by the Ministry of Municipal Affairs and Housing (MMAH) that constitutes the maximum amount of new annual debt servicing costs that a municipality can undertake, or guarantee, without seeking prior approval of the Ontario Municipal Board (OMB), as prescribed by Ontario Regulation 403/02 (Debt and Financial Obligation Limits). MMAH calculates and report annually to the Treasurer the Annual (Debt) Repayment Limit (ARL), as required by the legislation and related regulations. The Treasurer shall recalculate an updated limit using the most recent ARL and provide this to Council before Council authorizes any specific work or class of work or any increase in expenditure for a previously authorized specific work or class of work that requires issuance of long-term debt.
- 12. Development Charges:** Charges imposed under the City of Vaughan's Development Charges By-Laws (#396-2002), as prescribed by the Ontario Development Charges Act, 1997, to fund new infrastructure and capital facilities required due to growth of the City.
- 13. Flexibility:** The ability of the City to issue new debt in response to emerging financial issues.
- 14. Infrastructure Ontario:** Entity established by the Province of Ontario to provide eligible public organizations such as Ontario municipalities, universities and hospitals access to alternative financing service for longer-term fixed rate loans for the building and renewal of public infrastructure.
- 15. Lease Financing Agreement:** A lease allowing for the provision of Municipal Capital Facilities, if the lease may, or will require payment by the Corporation beyond the current term of Council.
- 16. Long Term Bank Loan:** Long-Term Debt provided by a bank or syndicate (group) of banks.
- 17. Long Term Debt:** Any Debt for which the repayment of any portion of the principal is due beyond one year.
- 18. Municipal Capital Facilities:** Includes land, as defined in the Assessment Act, works, equipment, machinery and related systems and infrastructures.
- 19. Net Revenues:** Total City consolidated revenues less grants from other levels of government less sales of land development charges earned. These revenues do not include donations of tangible capital assets.

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**20. Operating (Current) Budget Forecast:** Projection of expenditures, revenues and staffing levels beyond the Approved Annual Budget year in which the forecast is made.

**21. Own-Source Revenue:** Revenue for a fiscal year, excluding:

- 21.1. Grants from the Government of Ontario or Canada or from other government type bodies such as Conservation Authorities, Commissions, Crown Corporations and Agencies, or from another municipality.
- 21.2. Proceeds from the sale of real property.
- 21.3. Contributions or net transfers from a reserve or Reserve Fund
- 21.4. Government of Ontario revenues received for the purpose of repaying the principal and interest of Long-Term Debt, toward meeting financial obligations of the municipality.

**22. Reserve Fund:** A fund that is segregated and restricted to meet a specific purpose. Monies set aside for a Reserve Fund must be deposited into a separate bank account and the interest earned on those investments must be added to the Reserve Fund.

**23. Short-Term Debt:** Any debt obligation for which the repayment of the entire principal is due within one year.

**24. Sinking Fund:** A segregated pool of funds managed by York Region for which an estimated amount contributed in each year, with interest compounded annually, will be sufficient to pay the principal of the related Sinking Fund Debentures at maturity.

**25. Retirement Fund:** A segregated pool of funds managed by York Region for a class of Debentures other than a sinking fund or term Debenture. In each year the fund must contain an amount equal to or greater than the amount required for the repayment of the principal of specific Debentures in that year, if the principal had been payable in equal annual installments and the Debentures had been issued for the maximum period authorized by the municipality for the repayment of the debt for which the Debentures were issued.

**26. Tax Supported Debt:** Debt that is to be recovered from non-water and sewer revenues sources and includes growth related debt. Repayment of this growth-related debt (principal and interest) shall be recoverable through the City's development charges.

**27. User Rate Supported Debt:** Debt that is to be recovered from water and sewer user fee revenues and includes growth-related debt. Growth-related debt (principal and interest) shall be recoverable through the City's development charges.

**POLICY TITLE: CORPORATE DEBT**

**POLICY NO.: 12.C.09**

**28. Variable Interest Rate Debentures:** Debentures that provide for one or more variations in the rate of interest payable on the principal during the term of the Debentures.

**POLICY**

While debt is not a funding source, it is recognized that debt can be an efficient and effective financing tool when utilized appropriately and equally important tool while establishing a long-range financial sustainability plan. Utilizing debt must be done with consideration of affordability while maintaining fiscal flexibility to respond to future financial challenges and opportunities. It is important to identify how the resulting debt payments will be funded (property taxes, development charges, etc.).

**1. Qualifying Criteria for Debt Utilization**

New debt issuances shall be limited to:

- 1.1. New infrastructure requirements;
- 1.2. Programs/facilities which are self-supporting, or financed by a dedicated revenue stream or expenditures savings;
- 1.3. Projects where the cost of deferring expenditures exceed debt servicing costs;
- 1.4. Projects which are intergenerational in nature (i.e. large projects with long-term benefits to future generations and who will paying for the debt through their property taxes);
- 1.5. Apart from land, the estimated useful life of the asset is greater than five years; and,
- 1.6. The project has been approved by Council as part of the annual capital budget (or other finance document/report) and had clearly been identified as being funded by debt.

**2. Disqualifying Criteria for Debt Utilization**

- 2.1. The City will only issue debt to finance capital expenditures and will not use debt to fund operational needs;
- 2.2. The City should not use debt to fund regular/ongoing capital maintenance or rehabilitation expenditures; and,

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**POLICY NO.: 12.C.09**

2.3. The City will not fund the purchase of vehicles and small equipment, computer hardware and software through long-term debt even though their life expectancy, in some instances, may be greater than five years. This excludes heavy equipment such as graders and emergency equipment such as fire trucks.

2.4. As of the effective date of this policy (January 1, 2021), the City shall not issue debt on behalf of any external agency or organization or guarantee debt issued directly by an external agency or organization, unless directed by Council.

### **3. Eligible Capital Projects**

The following types of capital works items are eligible for long-term debt financing:

3.1. New growth-related development charge funded infrastructure. Repayment of this type will be recovered through future development charge revenues received;

3.2. New Municipal Capital Facilities and Infrastructure not funded through Development Charges:

3.2.1. Projects of a general function of government will be paid for with general tax revenues; and,

3.2.2. Water and sewer related projects to be financed from user rates.

3.3. Major rehabilitation or reconstruction of existing assets as a short-term strategy to address significant backlogs or emergency situations (e.g. roads or bridge repair);

3.4. Projects that provide future cost savings or cost avoidance;

Maximum terms for each asset or type of capital project is provided in Appendix A.

### **4. Ensure Long-Term Financial Flexibility and Sustainability**

4.1. The capital financing program will be managed in a manner consistent with other long-term planning, financial and management objectives. Prior to the issuance of any new capital financing, consideration will be given to its impact on future ratepayers in order to achieve an appropriate balance between capital financing and other forms of funding.

4.2. To the extent practicable, regular and/or ongoing capital expenditures and the current portion of future rehabilitation and replacement costs will be recovered on a "pay as you go" basis through rates, tax levy, user fees and/or reserve



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fund monies. Adequate reserves must be developed and maintained for all capital assets owned by the Corporation to ensure long-term financial flexibility. However, where long-term financing is required, due consideration will be given to all forms of financing including debentures, construction financing, long-term bank loans and lease financing agreements.

4.3. The City will strive to report at minimal annually on metrics similar to those used by credit rating agencies to ensure long-term financial health. Some indicators include:

- 4.3.1. Debt per capita
- 4.3.2. Debt charges per capita
- 4.3.3. Debt charges, as a percentage of Own-Source Revenue
- 4.3.4. Debt charges, as a percentage of the municipal levy
- 4.3.5. Debt to operating revenues
- 4.3.6. Debt to Reserves and Reserve Funds
- 4.3.7. Cash and liquid assets to operating expenditures
- 4.3.8. Reserve fund balances in relation to minimum liquidity thresholds

4.4. Debt will be managed in a manner consistent with the City's long-term planning and financial and management objectives as follows:

4.4.1. Total Debt Repayment Limit for all City long term debt, inclusive of any budgeted or proposed debt issue, and which is comprised of the principal and interest component (or of the interest and Sinking or retirement Fund contribution component) for the related debentures, is set at 10% of City own-source revenues.

4.4.2. To monitor and control the impact of debt servicing costs on the approved annual budget of any given year, and in consideration of the impact on future ratepayers, the annual approved capital budget will demonstrate a balanced approach amongst all forms of funding including external debt financing, over a 10 year horizon. Annual debt charges will be the priority draw on available capital funding (development charge or tax funding as appropriate) each year.

4.5. Sufficient development charge revenue shall be held in reserve each year to fund the following year's DC funded debt repayment obligation, to minimize risk to the tax funded budget of any downturn in revenue.

4.6. Issuance of development charge funded debt shall be accompanied by implementation of a plan to eliminate any existing deficit or over-commitment.

4.7. As debt is fully retired on an asset, the amount of revenue used to service the repayment should continue as a transfer to a capital reserve to support the

future replacement of the asset. This reduces the need to finance the replacement of the asset through future debt.

## **5. Limit Financial Risk Exposure**

- 5.1. The capital financing program will be managed in a manner to limit, where practicable, financial risk exposure. As a result, it will be the Corporation's normal practice to issue debt that is only denominated in Canadian dollars with an interest rate that will be fixed over its term.
- 5.2. Notwithstanding, if a situation arises where there is a material financial advantage and/or it is deemed prudent for the Corporation to issue debt that is subject to fluctuations, in foreign currency and/or interest rates, a hedging strategy will be considered to either reduce or eliminate the risk.
- 5.3. This strategy would include the following:
- 5.3.1. For debentures that are not denominated in Canadian currency, the rate of exchange will be fixed for the term of the obligation (both principal and interest payments) on or before the date of issuance.
- 5.3.2. For variable interest rate debentures with a term exceeding one year, the interest rate will be fixed within six months of the issuance date.
- 5.4. However, long-term bank loans for which the interest rate may vary will not be fixed if prevailing market conditions are such that in the opinion of the Chief Financial Officer (CFO) / Treasurer it is in the Corporation's best interests to allow the rate to float where such debt, in addition to any other outstanding variable rate loans or debentures, does not exceed 10% of the total outstanding debt of the Corporation as authorized by O.Reg 276/02 s(2).
- 5.5. Finally, financing leases have different financial and other risks than traditional debt that must be considered and, where practicable, mitigated prior to its use, including:
- Contingent payment obligations for items such as, lease termination provisions, equipment loss, equipment replacement options, guarantees and indemnities.

## **6. Maintaining the City's / Region's Credit Rating**

- 6.1. Maintaining a superior credit rating is a key factor in minimizing the cost of debt and accessing capital markets in an efficient manner. Also, as noted elsewhere, a credit rating of a least AA - (or equivalent) will be needed by the

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Corporation / Region to meet the statutory requirements for entering into certain types of capital financing contemplated by this policy.

6.2. However, some factors affecting the credit rating are beyond the Corporation's direct control, such as the performance of the economy. To partially mitigate this concern, the Corporation has a Consolidated Reserve Policy (FPDF-004) that ensures its ability to pay operational and financial obligations even if the economy suffers setbacks or other contingencies arise.

6.3. Development charges, which are a major source of funding to repay growth-related debt are particularly sensitive to underlying economic conditions. Having an adequate Development Charge Reserve balance demonstrates to the rating agencies an ability to meet growth-related debt obligations even during periods when collections may temporarily decline.

6.4. Therefore, it will be the Corporation's practice to maintain a cash balance in its Development Charge Reserves equal to a range of 75 to 100 per cent of the projected annual principal and interest payments during the fiscal year for growth related debt.

## **7. Minimize Long-Term Cost of Financing**

7.1. Timing, type and term of debt financing for the approved capital budget will be determined in order to minimize the City's overall long-term cost of financing.

7.2. In order to minimize interest costs over time:

7.2.1. Banker's acceptance and short-term bank loans, which may be issued to bridge finance pending issuance of a debenture, will reduce up-front interest costs on an ongoing basis.

7.2.2. In accordance with Ontario Regulation 247/01, the City may issue variable interest rate debentures, wherein the interest rate is typically lower than a fixed rate debenture.

7.2.3. Long-term bank loans with a variable interest rate and variable interest rate debentures can be left variable if prevailing market conditions are favourable, as approved by the CFO / Treasurer.

7.2.4. Construction financing methods will be considered in accordance with Section 405 of the Act. In advance of the issuance of debentures, shorter term temporary borrowing for capital projects is allowed. The use of rolling short-term financing may be used for a debenture approved capital project. A construction financing debenture may be issued pursuant to

which principal and/or interest may be deferred for up to five years as the project is being completed.

7.3. Cost reduction factors which influence the timing and type of debt to be considered by the CFO / Treasurer include:

- 7.3.1. Timing of costs and revenues related to a project and any offsetting cost savings attributable to a project,
- 7.3.2. The optimal usage of overall City cash,
- 7.3.3. Capital reserve fund levels, over minimum balances and the availability of surplus
- 7.3.4. Reserve fund monies.

## **8. Suitable and Authorized Financing Instruments**

The form of financing that meets the objectives listed above will be dependent in part upon its term and the type of asset to be financed.

### **8.1. Short-Term – Under One Year**

Financing of operational needs for a period of less than one year pending the receipt of taxes and other revenues, or interim financing for capital assets pending long-term capital financing may be from one or more of the following sources:

- 8.1.1 Reserves and reserve funds. (This may be used as the primary source of short-term financing provided that interest is paid at the prevailing market rate);
- 8.1.2 Bank line of credit;
- 8.1.3 Short-term promissory notes;
- 8.1.4 Bankers' Acceptances; and,
- 8.1.5 IO (or its successor organizations) short-term advances pending issuance of long-term debentures.

### **8.2 Long-Term – Greater than One Year**

Financing of assets for a period of greater than one year may be from any of the following sources:

- 8.2.2 Debentures (including those issued to IO or its successor organizations), which may be in the following form or a combination thereof:
  - 8.2.2.1 Installment
  - 8.2.2.2 Sinking fund
  - 8.2.2.3 Term (including those with a refunding provision)
  - 8.2.2.4 Amortizing

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- 8.2.2.5 Variable interest rate
- 8.2.2.6 Foreign currency
- 8.2.2.7 Retirement fund

### 8.3 Reserves and Reserve Funds

8.3.2 These may be used for both interim and medium-term for a period of no greater than five-year financing if deemed cost effective or otherwise necessary.

8.3.3 However, reserves and reserve funds are for a defined purpose and must be available when that purpose occurs or requires them. Notwithstanding this policy, intra-fund borrowing between development charge reserve accounts for a longer period of time is permitted if the funds are available when needed.

### 8.4 Long-Term Bank Loans (including syndicated bank loans)

8.4.2 These may be used if deemed cost effective or otherwise necessary. These loans may be either fixed or variable interest rate loans as determined by the CFO / Treasurer.

### 8.5 Construction Financing

May be used for a period up to five years during construction or rehabilitation of certain facilities from which a revenue stream is expected to be generated (e.g., water plant) upon its completion.

### 8.6 Lease Financing Agreements (capital financing leases)

May be used when it provides material and measurable benefits compared with other forms of financing. Capital financing leases may include cross-border and rolling stock leases.

### 8.7 Tile Drainage Debentures

These will be used to finance the construction of tile drainage systems for agriculture and for those individual farmers who apply and are accepted for financing.

## 9 Notice Period

9.1 The City recognizes that, in order to ensure orderly placement of a Debenture issue within capital markets, York Region requires a lengthy notice period for the issuance of Debentures.

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The minimum is 4 to 5 months' notice for the Region, excluding the time required for local Council to approve borrowing bylaw. However, the Region typically sends out an email communication twice a year to survey any debenture requirements as the Region typically issues twice in the capital markets each year. Advanced notice also allows the team, to work with the City to ensure the appropriate borrowing by-law goes before Vaughan's Council.

**9.2** The CFO / Treasurer will provide no less than 75 calendar days of official notice, in writing, to York Region regarding City participation in the issuance of Debentures.

**10 Roles and Responsibilities:**

**10.1** The CFO / Treasurer will have the overall responsibility for the capital financing program of the Corporation. The Director, Financial Planning & Development Finance / Deputy Treasurer (Director) normally will have responsibility for directing/implementing the activities of the capital financing program and the establishment of procedures consistent with this policy.

**10.2** The Financial Planning & Development Finance department is responsible for developing recommendations and appropriate advice to Council on debt financing decisions and for administer any approved debt financing in conjunction with York Region.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	Other (specify) Annual	<b>Next Review Date:</b>	Click or tap to enter a date.
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<b>Related Policy(ies):</b>	
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<b>Related By-Law(s):</b>	
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<b>Procedural Document:</b>	
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**Revision History**

<b>Date:</b>	<b>Description:</b>
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Click or tap to enter a date.	
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**POLICY TITLE: CORPORATE DEBT**

**POLICY NO.: 12.C.09**

Click or tap to enter a date.	
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# CITY OF VAUGHAN

## PROCEDURE APPENDIX

### APPENDIX TITLE: MAXIMUM FINANCING TERM OF AN ASSET

APPENDIX NO.: Appendix A

APPENDIX
<p><b>3 Years</b></p> <ul style="list-style-type: none"> <li>• Computer software</li> <li>• Police patrol vehicle</li> </ul> <p><b>4 Years</b></p> <ul style="list-style-type: none"> <li>• General purpose vehicle</li> <li>• Personal computer and monitors</li> </ul> <p><b>5 Years</b></p> <ul style="list-style-type: none"> <li>• Mainframe computer/server and network equipment</li> <li>• Radio and telecommunications system</li> <li>• Office furnishings</li> <li>• Audio and Video equipment</li> <li>• Printers</li> </ul> <p><b>10 Years</b></p> <ul style="list-style-type: none"> <li>• Specialized vehicle/equipment</li> <li>• Parking lot</li> <li>• Public Works facility (depot, dome, etc.)</li> <li>• Solid waste equipment</li> <li>• Transit vehicle</li> <li>• Park, recreational facility</li> <li>• Dock, wharf, pier, breakwater</li> <li>• Retaining wall, embankment, flood control</li> <li>• Sidewalk, path</li> <li>• Tile drainage</li> <li>• Street lighting</li> <li>• Underground wiring</li> </ul> <p><b>15 Years</b></p> <p>Capital Financing and Debt Policy 24</p> <ul style="list-style-type: none"> <li>• Police station</li> <li>• Health clinic</li> <li>• Library</li> </ul>

**APPENDIX TITLE:** Appendix title as reflected on page 1.

**APPENDIX NO.:** Appendix numbering should be sequential.

- Fire station

**20 Years**

- Water main, hydrant, filtration plant, storage facility, pumping station
- Sanitary sewer, storm sewer, treatment plant, pumping station
- Solid waste landfill site
- Home for the aged
- School, other educational building
- Office building
- Hospital
- Dam, reservoir
- Road
- Emergency Medical Services station

**Greater than 20 years**

- Major infrastructure –only when term approved by Council

**30 Years**

- Water and wastewater main projects, subject to:
  - a) the underlying assets having a useful life of at least 30 years; and
  - b) the project being in receipt of dedicated revenues for a similar period.
- Housing projects, subject to:
  - a) the underlying assets having a useful life of at least 30 years; and
  - b) the project being in receipt of dedicated revenues for a similar period.

## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE: DEVELOPMENT CHARGE ADMINISTRATION UNDER BILL 108  
AND BILL 197**

**FROM:**

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

**ACTION:** DECISION

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**Purpose**

To authorize staff to enter into a tri-party agreements with the Region of York to administer the Development Charge (DC) freeze and interest, as permitted under the Development Charges Act, 1997, as amended by Bill 108, More Home, More Choices Act, 2019 and Bill 197, COVID-19 Economic Recovery Act, 2020.

**Report Highlights**

- The Development Charges Act, 1997, as amended by Bills 108 and 197, permits:
  - Developers to freeze DCs at complete application of site plan or zoning applications; and
  - Municipalities to charge DC interest on frozen DCs.
- The City to align with the Region and enter into triparty agreements to administer the DC freeze and interest rate application.
- Additional cost recovery of City staff resources to administer Bill 108 regulations of the DC freeze and interest application.

**Recommendation**

1. That Council delegate authority to the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer (CFO) to execute a tri-party

Development Charge Rate Agreement with the Regional Municipality of York, in a form satisfactory to the Deputy City Manager, Administrative Services and City Solicitor.

## **Background**

Bills 108 (“More Homes, More Choice Act, 2019”) and 197 (“COVID-19 Economic Recovery Act, 2020”) received Royal Assent on June 6, 2019 and July 21, 2020, respectively, and came into force on January 1, 2020 and September 18, 2020, respectively. Together, the bills amended the Development Charges Act, 1997 to impact the way municipalities calculate and collect development charges.

Developments subject to the provision of either a site plan or zoning by-law amendment application submitted after January 1, 2020 can receive the benefit of “frozen” development charge rates and some development types can now defer the payment of the development charges and pay for same in installments.

One of the changes included in Bill 108, as amended by Bill 197, was the requirement for municipalities to freeze development charge (“DC”) rates at site plan application or zoning application and to allow certain types of development including rental housing and institutional development to defer their DC payments and allow for payments of same in six annual installments. Non-profit housing developments are permitted to defer their DC payments and pay for same in 21 annual installments, starting at occupancy. The requirement to freeze DC rates and to begin phasing payments went into effect on January 1, 2020. Prior to this, DCs were typically calculated and payable at the rates in effect at the time of building permit issuance (i.e., for large buildings DCs were payable at issuance of conditional footing/foundation permit).

As a part of these changes to the Act, a provision was also included to allow a municipality to charge interest over the period from when the DC rates are frozen to when they are paid and, in the case of deferred payment, charge interest from when the DCs would have been payable to the date the installment is paid.

## **Developers could lock in development charge rates for many years**

The regulation released by the Province in response to the changes in the Act (section 11.2 of O. Reg. 82/98, as amended) provides for a two-year sunset clause that starts after their application is approved by Council to the time that a building permit is issued. It is now possible for developers to freeze their DC rate across multiple DC by-laws. The time to achieve approval of a development application is tied to a number of factors such as: the timing of application submission; quality of the applicant’s submission;

speed of applicant's response to review comments; status of the related Official Plan amendment (if applicable); the complexity of the application community response; appeals to the Local Planning Appeal Tribunal ("LPAT") by the applicant or a third party; timing of infrastructure delivery; and market conditions. As a result, there can be significant variability in the overall amount of time between application submission, Council approval and issuance of a building permit.

As this ability to freeze DCs could allow an applicant to lock in DC rates over a long period of time, this will result in a reduction in the amount of DCs that the City will be able to collect as compared to the previous regime is expected. Although it is difficult to determine the actual impact to DC collections in an approximate dollar figure, it should be noted that frozen rates would not be subject to the bi-annual indexing of the DC rates, and in some cases a development may freeze DC rates from the current DC by-law, while a new DC by-law may be in place at the time the DCs become payable.

### **Previous Reports/Authority**

[DEVELOPMENT CHARGES INTEREST POLICY – UNDER SECTION 26.1 AND 26.2 OF THE DEVELOPMENT CHARGES ACT, 1997](#)

### **Analysis and Options**

York Region is in the process of introducing DC Agreements to be executed by the landowner and the Region, in order to define the required dates that will trigger the DC freeze and stipulate the applicable DC interest rate. City staff initially contemplated not using the agreement process however, to maintain consistency with the Region it has been deemed beneficial to support the agreement process and enter into tri-party agreements with the Region and the landowners. The agreement will solidify the dates that trigger the DC freeze. There will also be associated fees with the agreement to allow the City to recover the increased costs of administering the DC freeze and interest calculation process. These fees are already included in the City's consolidated user fee by-law.

In consultation with the Region and the other local area municipalities, all York municipalities have also expressed interest in participating and entering into their own tri-party DC agreements with the Region.

### **Financial Impact**

Entering into the triparty agreements with the Region will allow the City to collect additional user fee revenue to offset the staff costs associated with the administration of the DC by-law, tracking of DC freeze applications and the various agreements now required to facilitate development. The Development Charge administration fee of

\$600, which already exists within the City’s Consolidated User Fee by-law, would be charged upon entering into the DC Agreements to freeze DCs along with the applicable Legal user fees. Total user fee revenue will fluctuate with the amount of site plan applications that are deemed complete by Planning.

The interest calculation will be based on the City’s “Development Charges Interest Policy – Under Section 26.1 and 26.2 of the Development Charges Act, 1997” as attached above. This policy aligns with a similar policy executed by the Region and establishes an interest rate of 5% (compounded annually) for the DC freeze. It is difficult to estimate the anticipated revenue from interest as it is dependent on the timing of development.

### **Broader Regional Impacts/Considerations**

There are no Regional impacts associated with this report, as staff are looking to join the Region in their agreement process to administer the DC freeze.

### **Conclusion**

The Region is proceeding to enter into DC Agreements with Developers to administer the Bill 108 DC freeze and interest application. As these new regulations have increased the staff time to administer the legislative changes, City Staff propose to align with the Region and enter into triparty agreements to document the required dates and interest application as well as recover some of the staff costs.

**For more information**, please contact Nelson Pereira, Manager Development Finance, ext. 8393.

### **Attachments**

N/A

### **Prepared by**

Nelson Pereira, Manager, Financial Planning & Development Finance.

**Approved by**



Michael Coroneos, DCM  
Corporate Services, City  
Treasurer and CFO

**Reviewed by**



Jim Harnum, City Manager





## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** 1 4

**TITLE: MAPLE GO STATION – MEMORANDUM OF UNDERSTANDING  
WITH METROLINX**

**FROM:**

Nick Spensieri, Deputy City Manager, Infrastructure Development

**ACTION:** DECISION

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**Purpose**

To seek Council approval to enter into a Memorandum of Understanding (MOU) with Metrolinx for the Maple GO Station project. The MOU is necessary to set the roles and responsibilities of new City-owned infrastructure that Metrolinx will be constructing on the City's behalf. As well, to seek Council approval to create a new 2020 Capital Budget amendment to fund the infrastructure.

**Report Highlights**

- City of Vaughan staff and Metrolinx have been collaborating on plans for the Maple GO station improvements since 2016.
- Through the design process, new City-owned infrastructure has been identified as necessary to support future two-way, all-day, 15-minute service.
- The MOU outlines the roles and responsibilities of the City and Metrolinx to complete the project.
- The City and Metrolinx have agreed to a cost-sharing agreement in the MOU to design and construct a new pedestrian and cycling bridge over Major Mackenzie Drive.
- Metrolinx has also agreed to include the design and construction of the City's aged iron watermain as part of the scope of works. The construction cost to replace this watermain will be included within the new capital project and funded from the water infrastructure reserve.

## **Recommendations**

1. That the Mayor and the City Clerk be authorized to execute a Memorandum of Understanding (MOU) with Metrolinx, and related agreements / documentation as indicated in the MOU, on behalf of the City with respect to the City-owned elements of the Maple GO Station project;
2. That Council authorize the creation of a new 2020 capital project in the amount of \$488,175 plus applicable taxes and administration recovery for the replacement of an existing City watermain in the vicinity of the new bridge, with funding from the water infrastructure reserve;
3. That the City's contribution to the new pedestrian and cycling bridge over Major Mackenzie Drive be funded from part of the proceeds of the sale of lands to Metrolinx;
4. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the Capital Budget identified as "Capital Budget Amendment – Watermain replacement in the vicinity of the Maple GO Station project" is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002, as amended; and
5. That all necessary by-laws be enacted.

## **Background**

### **Metrolinx has identified improvements to the Maple GO station to facilitate the future two-way, all-day, 15-minute services on the Barrie GO rail corridor**

Since 2016, staff and Metrolinx have been collaborating on the planning and design of improvements to Maple GO station. The project includes improvements to the station itself, as well as new transportation infrastructure to facilitate additional ridership anticipated when two-way, all-day, 15-minute service is implemented on the Barrie GO rail corridor. The major project components and their ownership are:

- New station platform and second track (Metrolinx)
- Revised passenger pick-up and drop-off area (Metrolinx)
- Expanded parking lot at Rodinea Road (Metrolinx)
- Extended and expanded cul-de-sac on Eagle Rock Way (Vaughan)
- New pedestrian and cycling bridge over Major Mackenzie Drive (Vaughan)
- New acoustic barriers along west side of Barrie rail corridor from north of Rutherford Road to McNaughton Road (Metrolinx)

**The roles and responsibilities for design, construction, financing, maintaining and operating the project components are described in the MOU**

Metrolinx will be responsible for the design and construction of all project components. The City will have opportunities to comment and review new City-owned project components through the design and construction process.

Metrolinx will be responsible for financing all project components, with the exception of the new pedestrian and cycling bridge over Major Mackenzie Drive and the watermain replacement on Major Mackenzie Drive. The new pedestrian and cycling bridge will be cost-shared between the City and Metrolinx. The construction cost for the replacement of the City's watermain on Major Mackenzie Drive will be funded through the water infrastructure reserve.

The MOU includes a provision to finalize the details of operations and maintenance for future infrastructure in a separate agreement. Broadly speaking, Vaughan will be responsible for operating and maintaining new City-owned infrastructure (i.e. Eagle Rock Way pavement, new pedestrian and cycling bridge, replacement watermain) and the portion of the acoustic barrier facing City property. Metrolinx will continue to maintain and operate station-related infrastructure, maintain the portion of the acoustic barrier facing Metrolinx property, as well as repair / replace any damaged sections of the acoustic barrier itself.

**Metrolinx intends to release the tender for the Maple GO station project by Q1 2021. The project is scheduled to be completed by spring 2023**

Metrolinx is currently working on finalizing the design drawings to support the tender documents needed to procure a contractor to undertake the improvements. In order to meet the necessary approval timelines, Metrolinx is requesting that the MOU be executed by November 2020. While Metrolinx has currently scheduled completion by spring 2023, completion timelines may be subject to change once the contract is awarded.

### **Previous Reports/Authority**

Previous reports relating to Metrolinx related matters can be found at the following links:

[May 20, 2020, Committee of the Whole \(2\) \(Item 4, Report No. 14\) – Metrolinx Activities Update – Spring 2020](#)

[November 5, 2019, Committee of the Whole \(1\) \(Item 6, Report No. 7\) – Metrolinx Activities Update – Fall 2019](#)

[May 7, 2019, Committee of the Whole \(Item 12, Report No. 17\) – Metrolinx Activities Update](#)

[April 11, 2018, Committee of the Whole \(Item 9, Report No. 14\) – Metrolinx Draft 2041 Regional Transportation Plan and Regional Express Rail Initiatives Update](#)

[November 13, 2017, Committee of the Whole \(Working Session\) \(Item 2, Report No. 41\) - Metrolinx Draft 2041 Regional Transportation Plan](#)

[May 16, 2017, Committee of the Whole \(Working Session\) \(Item 1, Report No. 19\) - Metrolinx Regional Express Rail Update](#)

### **Analysis and Options**

**Completion of new pedestrian and cycling connections to and from Maple GO station will help to encourage greater use of increased transit service, assist in encouraging residents and businesses to use sustainable travel options, reduce the demand for parking at the station and mitigate roadway congestion**

The Maple GO station project, including the new City-owned components, meet the overall goals of the City's 2012 Transportation Master Plan and leverages a partnership with Metrolinx to deliver enhanced transportation infrastructure for residents and businesses around the Maple GO station. It builds upon Metrolinx's plans for two-way, all-day, 15-minute service on the Barrie GO rail corridor and empowers existing and future residents and businesses of Vaughan to travel sustainably.

**Coordinating replacement of aging City infrastructure with the Maple GO station project minimizes disruptions to residents and businesses during construction**

Delivery of the City-owned components together with Metrolinx is prudent, and in some cases, necessary, to deliver the enhanced transportation infrastructure. In addition, the City is taking this opportunity to replace aging infrastructure during the construction activities of the new pedestrian and cycling bridge. By working together with Metrolinx to deliver this infrastructure, disruptions to existing residents and businesses as a result of the construction should be minimized.

### **Financial Impact**

A new 2020 capital project budget in the amount of \$488,175 plus applicable taxes and administration recovery is requested to cover the costs for the watermain replacement. This funding will draw from the water infrastructure reserve.

As per the cost-sharing agreement between the City and Metrolinx, the City's portion of funds for the pedestrian and cycling bridge over Major Mackenzie Drive will be held back from the proceeds of the sale of lands to Metrolinx, which are required to facilitate construction of the GO Expansion program (formerly referred to as Regional Express Rail or RER). Such sale of lands was previously authorized by Council on June 19, 2018 through By-Law 146-2018. Once final costs of the pedestrian and cycling bridge are determined, Metrolinx will pay to the City the balance of the holdback funds minus the cost to construct the bridge.

### **Broader Regional Impacts/Considerations**

The new pedestrian and cycling bridge over Major Mackenzie Drive will be City-owned infrastructure over York Region's right-of-way. Discussions on required permits, licenses and agreements with York Region are ongoing.

### **Conclusion**

Staff are working with Metrolinx to finalize a Memorandum of Understanding for the new City-owned infrastructure components of the Maple GO project. The City will be responsible for the long-term maintenance of the new City-owned infrastructure, and for its agreed upon portion of costs for the City's watermain replacement and the pedestrian and cycling over Major Mackenzie Drive. These costs will be paid through the water infrastructure reserve, and from the proceeds of the sale of lands to Metrolinx.

The new Maple GO project will result in enhanced transit, pedestrian and cycling infrastructure which will mitigate the impacts of traffic congestion and encourage travelers to shift towards more sustainable modes of transportation. Coordinating construction of both Metrolinx and City infrastructure to occur simultaneously minimizes the impact of construction on local residents and businesses.

**For more information**, please contact Vince Musacchio, Director of Infrastructure Planning and Corporate Asset Management, ext. 8311

### **Attachment**

1. Confidential attachment to be provided to the Mayor and Members of Council.

### **Prepared by**

Christopher Tam, Transportation Project Manager, Infrastructure Planning and Corporate Asset Management, ext. 8702

Gino Martino, Infrastructure Planning / Programming Lead, Infrastructure Planning and Corporate Asset Management, ext. 8746

Selma Hubjer, Manager, Transportation Planning, Infrastructure Planning and Corporate Asset Management, ext. 8674

**In Consultation with**

Sam Hall, Legal Counsel – Municipal and Construction, Legal Services, ext. 8298

Brianne Clace, Project Manager, Development Finance, Financial Planning and Development Finance, ext. 8284

Lisa-Marie Russo, Manager, Financial Planning and Analysis, Financial Planning and Development Finance, ext. 8438

**Approved by**



Nick Spensieri,  
Deputy City Manager, Infrastructure Development

**Reviewed by**



Jim Harnum, City Manager

## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** ALL

**TITLE: 2020 ORDER OF VAUGHAN RECIPIENTS**

**FROM:**

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

**ACTION:** DECISION

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**Purpose**

To seek Council's endorsement of the Order of Vaughan Selection Committee's list of recipients for the 2020 Order of Vaughan.

**Report Highlights**

- The Order of Vaughan was initiated in 2016 as part of Vaughan's 25<sup>th</sup> Anniversary Celebration, recognizing 25 years as a city.
- A total of 10 nominations were received for 2020.
- Recipients will be recognized at a virtual ceremony to be conducted in December, 2020.

**Recommendations**

1. That Council endorse the individuals recommended by the Order of Vaughan Selection Committee and set out in Confidential Attachment 1 to this report, as the 2020 recipients of the Order of Vaughan; and
2. That the names of the individual recipients be made public following notification by the Mayor.

**Background**

The Order of Vaughan award program was established by Council's adoption of Item No. 16 of Report No. 40 of the Committee of the Whole on November 17, 2015, and of Item No. 9 of Report No. 12 of Committee of the Whole on March 22, 2016.

The Order of Vaughan is presented as Vaughan's highest civic honour. The Order of Vaughan is granted to a maximum of ten individuals annually, except in the first year (2016) when 25 individuals were recognized for their contributions to the city over its first 25 years.

Recipients will become Members of the Order of Vaughan and will be permitted to indicate such membership by wearing a pin presented at a public ceremony. The initiative is modelled after the Order of Canada and Order of Ontario, and similar awards programs have been established by cities such as Ottawa and Montreal.

### **Previous Reports/Authority**

<http://www.vaughan.ca/cityhall/OrderOfVaughan/Pages/default.aspx>

### **Analysis and Options**

To qualify for the Order of Vaughan, an individual must have a significant and enduring relationship with the city and recognized as being engaged in a beneficial activity in Vaughan in one or more of the following categories:

- Arts and Entertainment
- Business
- Science and Technology
- Environment
- Media and Communications
- Philanthropy
- Not-For-Profit
- Spiritual
- Athletics
- Public Service
- Equity and Diversity
- Health and Wellness
- Education
- Accessibility

In all, nomination packages for 10 individuals were reviewed by the Order of Vaughan Selection Committee. The Selection Committee for the Order of Vaughan consists of Jim Harnum, City Manager; Sunny Bains, Acting Deputy City Manager of Community Services; Margie Singleton, CEO of Vaughan Public Libraries; Chris Rainville, Manager, Records and Information Governance and City Archivist; Brian Shifman, President and CEO of the Vaughan Chamber of Commerce; Alessia Dickson, Past Recipient; and



Todd Coles, City Clerk as chair.

**Financial Impact**

Funding for the 2020 Order of Vaughan ceremony is captured in the budget for the Office of the City Clerk.

**Broader Regional Impacts/Considerations**

There are no regional impacts associated with this report.

**Conclusion**

Having reviewed all nominations received, the Order of Vaughan Selection Committee recommends the individuals set out in Confidential Attachment 1 to be the 2020 recipients of the Order of Vaughan.

**For more information**, please contact: Evan Read, Manager, Elections and Special Projects, extension 8241.

**Attachments**

1. Confidential Attachment 1: 2020 Order of Vaughan Recipients, Office of the City Clerk, November 10, 2020 (To be circulated at Committee)

**Prepared by**

Todd Coles, City Clerk, Extension 8281

Evan Read, Manager, Elections and Special Projects, Extension 8241

**Approved by**



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

**Reviewed by**



Jim Harnum, City Manager



## Committee of the Whole (2) Report

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**DATE:** Tuesday, November 10, 2020

**WARD(S):** 1

**TITLE: DEMOLITION AND NEW CONSTRUCTION – SINGLE  
DETACHED DWELLING WITH ATTACHED GARAGE LOCATED  
AT 45 NAPIER STREET, KLEINBURG-NASHVILLE HERITAGE  
CONSERVATION DISTRICT**

**FROM:**

Nick Spensieri, Deputy City Manager, Infrastructure Development

**ACTION:** DECISION

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**Purpose**

To forward a recommendation from the Heritage Vaughan Committee for the proposed demolition of the existing dwelling and detached garage and the construction of a detached 2-storey dwelling with underground parking and an attached garage, a pool and a cabana located at 45 Napier Street, a property located in the Kleinburg-Nashville Heritage Conservation District and designated under Part V of the *Ontario Heritage Act*, as shown on Attachments 1 and 2.

**Report Highlights**

- The Owner seeks approval to demolish the existing dwelling and garage, and construct a detached 2-storey dwelling with underground parking and an attached garage, a pool and a cabana located at 45 Napier Street
- The existing main dwelling is identified as a non-contributing property in the Kleinburg-Nashville Heritage Conservation District Plan ('KNHCD Plan')
- The proposal is consistent with the relevant policies of the KNHCD Plan
- Heritage Vaughan review and Council approval is required under the *Ontario Heritage Act*
- Staff supports approval of the proposal as it conforms with the policies of the KNHCD Plan

## **Recommendation**

The Deputy City Manager, Infrastructure Development, on behalf of Heritage Vaughan forwards the following recommendation from its meeting of October 21, 2020 (Item 1, Report No. 7), for consideration:

- 1) That the recommendation contained in the report of the Deputy City Manager, Infrastructure Development, dated October 21, 2020, be approved.

### **Recommendation and Report of the Deputy City Manager, Infrastructure Development, dated October 21, 2020:**

THAT Heritage Vaughan Committee recommend Council approve the proposed demolition of the existing dwelling, detached garage and the construction of a detached 2-storey dwelling with underground parking and an attached garage, a pool and a cabana located at 45 Napier Street under Section 42 of *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 Deputy City Manager, Planning & Growth Management;
- b) 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;
- c) That the Owner submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Chief Building Official; and
- d) A demolition permit for the removal of the existing building and detached garage shall not be issued until a Building Permit has been obtained for the construction of the proposed 2-storey dwelling with underground parking and attached garage in accordance with the KNHCD Plan.

## **Background**

In the Village of Kleinburg, early lots, including 45 Napier, were surveyed and established as lots for residential use but remained undeveloped until the 21st century. A survey of the subject lot in 1848 shows Lot 15 as one of a series of subdivided lots at the northern end of a 'Street' heading north from the 'Road' labelled "to Stegman's Mill", overlooking the East Humber River leading to the Mill Pond for Stegman's Sawmill Pond further north. The subdivision of the lands is noted on the survey as 'Plan of the Village Plot Mount Vernon, Vaughan'. The lot changed ownership a few times for the next 100 years until 2015 when the lot was sold to Dan Marc Investments. A survey of the

property dated March 31, 2015 shows a 1-storey brick dwelling on the property. In 2017 the lot was resold to Willowgate Holdings Limited for redevelopment.

The existing house on the property is a later 20th century ranch style single storey structure with red masonry brick exterior, a low pitch asphalt shingle roof and a 2-car garage facing the entrance drive. The building is categorized in the Kleinburg-Nashville Heritage Conservation District Plan as 'Existing Non-Heritage Styles' Ranch House, 1950-1975. The building is presently boarded up and not occupied. There are no significant cultural heritage resources to be avoided or affected by the planned improvements/changes to 45 Napier Street.

There are few individual heritage buildings in the vicinity of 45 Napier Street, but the majority of the houses on Napier are not individually Designated or Listed structures. The lot at 45 Napier Street slopes downward to the east towards the adjacent valley and Stegman's Mill Road. There is existing tall, mature vegetation located on both sides of Stegman's Mill Road in this area that effectively blocks any views of residences located uphill, along Napier Street. There are existing mature evergreen trees on the property located at the side property lines proposed to be removed as part of the redevelopment.

### **Previous Reports/Authority**

Not applicable.

### **Analysis and Options**

***All new development must conform to the policies and guidelines within the KNHCD.***

The following is an analysis of the proposed development of a new 2-storey brick clad dwelling with underground parking, attached garage, pool, and a cabana at 45 Napier Street according to the KNHCD guidelines.

#### ***9.5.1 NEW DEVELOPMENT OVERVIEW states:***

*"New development within the District should conform to qualities established by neighbouring heritage buildings, and the overall character of the setting. Designs should reflect a suitable local heritage precedent style."*

Cultural Heritage staff support the design of the replacement building as its proposed scale, massing, proportions and architectural style are compatible for the area. The proposed design will enhance the cultural heritage landscape of the village of Kleinburg in accordance with KNHCD and Vaughan Official Plan 2010 policies, by positioning this recognized architectural style onto a street that is rich with other great examples of heritage styles dominant within the original Kleinburg Village.

#### ***9.5.3.1 – RESIDENTIAL VILLAGES – SITE PLANNING states:***

*"Site new houses to provide setbacks that contrast with adjacent properties, in order to create the variety characteristics of the village"*

The proposed dwelling is sited (Attachment 3) to use part of the foundation of the existing house but set closer to the street on the south east corner of the site. Cultural Heritage staff are satisfied that the siting of the proposed dwelling reinforces the variety of setbacks characteristic of the village setting.

**9.5.3.2 ARCHITECTURAL STYLE** states:

*“Design houses to reflect one of the local heritage Architectural Styles.”*

The proposed Regency Grand Cottage design shown on Attachment 4 conforms to Section 9.5.3.1 with its subtle detailing. The design follows the architectural style front that implies symmetry and classical proportion by balancing the second storey bay window over the garage with a proportional bay window on the ground floor. The painted wood portico with solid-wood main door combined with sidelights enhances the entry. The mullions shown at the front façade double hung windows meet the Regency style being six over six double hung windows. The Owner has provided a satisfactory architectural drawing set to delineates a house which will contribute positively to the overall character of the KNHCD Plan.

**9.5.3.2 – Residential Villages – Scale & Massing** states:

*“A new house should fit in with the scale of its neighbourhood”.*

The proposed dwelling is consistent with the surrounding area, which is made up of a variety of 1-storey and 2-storey dwellings. The proposed dwelling will be sited in the same general location as the existing house. The applicant has provided a satisfactory massing, proportions, and style that will contribute to the overall character of the district. The proposed two-storey dwelling and accessory structure (cabana) aligns with local heritage precedents in terms of scale and massing as shown on Attachments 4 and 5 and will contribute to the overall character of the KNHCD Plan.

**9.3.8 OUTBUILDINGS FOR HERITAGE BUILDINGS** states:

1. *“Connected garages should minimize their street presence.*
2. *Use single-bay garage doors, compatible with traditional designs”.*

The plan includes a double garage connected to the main dwelling with placement on the front façade. The two proposed single-bay garage doors align with historical designs similar to those found in Section 9.3.8 showcasing a paneling division of 1/3 over 2/3 so as to reinforce the human scale of the front elevation. The applicant has provided a satisfactory design contributing to the overall character of the district.

**Section 9.5 – The Village Forests** states:

*“Site buildings and additions to preserve suitable mature trees”.*

The application includes a satisfactory Tree Inventory and Protection Plan report which details the retention of twelve (12) trees and removal of six (6) trees on the property. Staff are satisfied that the proposed tree removal and subsequent replacement with twenty (20) trees adheres to the guidelines and the City of Vaughan’s Council enacted

*Tree Protection By-law 052-2018.* The Arborist Report is included as Attachment 8, entitled Tree Inventory & Protection Plan.

**9.10.1 HERITAGE BUILDINGS APPROPRIATE MATERIALS:**

*“Smooth red clay face brick, with smooth buff clay face brick as accent; cut stone for trim in brick buildings, slate or simulated slate roofing; painted decorative trim...”*

The submission package includes a satisfactory material palette (Attachment 9) comprised of a suitable integration of smooth brick with limestone accents, slate roofing, wood painted trim and details. Cultural Heritage staff are satisfied that the proposed material is appropriate for the selected style of building.

**Financial Impact**

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

**Broader Regional Impacts/Considerations**

There are no broader Regional impacts or considerations.

**Conclusion**

The Development Planning Department is satisfied the proposed 2-storey dwelling and related works conform to the policies and guidelines within the Kleinburg-Nashville Heritage Conservation District Plan. Accordingly, staff can support Council approval of the proposed demolition of the existing 1-storey dwelling and construction of a detached 2-storey dwelling with underground parking and an attached garage, a pool and a cabana located at 45 Napier Street under the *Ontario Heritage Act*.

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

**Attachments**

- Attachment 1-45Napier\_Location Map
- Attachment 2-45Napier\_Cultural Heritage Impact Assessment
- Attachment 3-45Napier\_Site Plan
- Attachment 4-45Napier\_Elevations
- Attachment 5-45Napier\_Sections
- Attachment 6-45Napier\_Landscape Plan
- Attachment 7-45Napier\_Tree Protection Plan
- Attachment 8-45Napier\_Tree Inventory & Protection Plan
- Attachment 9-45Napier\_Materials Board

**Prepared by**

Nick Borcescu, Senior Heritage Planner, ext. 8191  
Rob Bayley, Manager of Urban Design/Cultural Services, ext. 8254  
Mauro Peverini, Director of Development Planning, ext. 8407

**Approved by**

A handwritten signature in black ink, appearing to read 'Nick Spensieri', with a long horizontal stroke extending to the right.

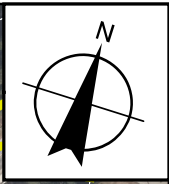
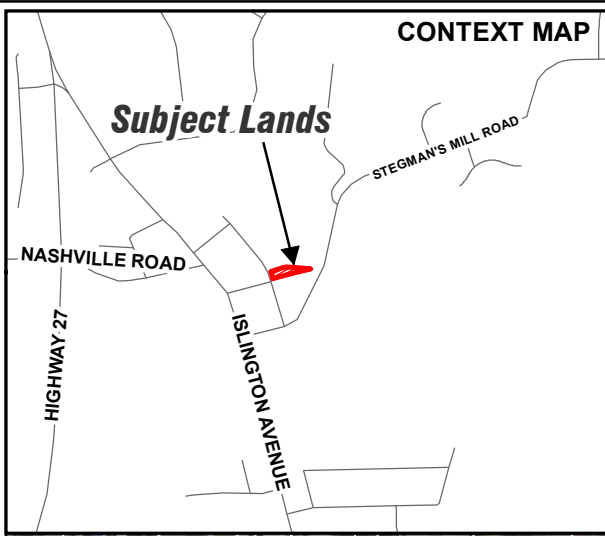
Nick Spensieri, Deputy City  
Manager, Infrastructure  
Development

**Reviewed by**

A handwritten signature in black ink, appearing to read 'Jim Harnum', with a long horizontal stroke extending to the right.

Jim Harnum, City Manager





## Location Map

**Location:**  
45 Napier Street, Kleinburg  
Part of Lot 24, Concession 8



## Attachment

**Date:**  
September 29, 2020

**1**



## CULTURAL HERITAGE IMPACT ASSESSMENT

**45 Napier Street  
Kleinburg-Nashville District,  
Vaughan, Ontario, Canada**

**26 September 2019**

**prepared by**



architecture + planning + urban design  
+  
heritage conservation  
+  
real estate development

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  - 2.1 History of the property and evolution to date
  - 2.2 Context and setting of the subject property
  - 2.3 Architectural evaluation of the subject property
  - 2.4 Redevelopment proposal for the subject property and potential impacts on identified cultural heritage resources
  - 2.5 Examination of preservation / mitigation options for cultural heritage resources
  - 2.6 Impact of development and mitigating measures – summary
  
- 3.0 RECOMMENDATIONS

## **REFERENCES**

- A. Kleinburg-Nashville Heritage Conservation District Study and Plan,

## **APPENDICES**

- 1- Vicinity Map, 45 Napier Street, City of Vaughan, Ontario
- 2- Aerial Photograph of Vicinity of subject property
- 3- Photographs, 45 Napier Street
- 4- Photographs of adjacent buildings on Napier Street
- 5- Vaughan Official Plan map
- 6- Heritage Conservation District Map, Kleinburg-Nashville
- 7- Chain of ownership
- 8- Preliminary drawings of planned redevelopment of subject property
- 9- Perspective rendering of planned redevelopment
- 10- Curriculum Vitae, Mark Hall, OAA, MRAIC, FAIA, RPP, CAHP

## **1.0 INTRODUCTION TO THE PROPERTY**

This Cultural Heritage Impact Assessment (CHIA) follows City of Vaughan Guidelines for Cultural Heritage Impact Assessments, updated February 2017.

The Village of Kleinburg-Nashville is consolidated as part of the City of Vaughan. The property at 45 Napier Street is located east of and outside the historic centre of Kleinburg. The property is within the designated heritage district within Vaughan under Part V of the Ontario Heritage Act. The property at 45 Napier Street is east of Islington Avenue, on the east side of Napier Street. Napier Street has predominantly two storey newer residences, with some 1 ½ storey heritage houses (see photos in Appendix). 45 Napier Street is a 20th century residence that is to be demolished, and a new residence constructed on the existing site. Design for the planned improvements has been reviewed vis-à-vis Guidelines for the heritage district reflecting issues noted in the Guidelines.

The owner of the property commissioned MW HALL CORPORATION, Heritage Conservation Consultants to prepare a Cultural Heritage Impact Assessment (CHIA) of the property to review the planned redevelopment relative to requirements of the Heritage District Plan.

The subject property is owned by:

Willowgate Holdings LTD.  
3100 Rutherford Road, Suite 402  
Concord, ON L4K 0G6

Contact information is as follows:

Steven Guglietti  
Willowgate Holdings LTD  
3100 Rutherford Road, Suite 402  
Concord, ON L4K 0G6  
Tel: 416 294 5928

## **2.1 History of the property and evolution to date**

According to the Kleinburg-Nashville Conservation District Study {Ref.A) the Humber River Valley terrain had a major influence over the roads and land development patterns that varied from the more typical gridiron patterns of other land development in Ontario by the British. The village remained small with surrounding lands occupied by farms. Early lots, including 45 Napier, were surveyed and established as lots for residential use but remained undeveloped until the present 21<sup>th</sup> century. The past half-century has seen the conversion of much of the lands in this area to suburban subdivision single family housing development.

The Chain of Property Ownership shows that this property, lot 15, part of Lot A, was transferred from the Crown, as part of a 200 ac lot, to Andrew Mitchell in 1847. A survey of this lot in 1848 shows Lot 15 as one of a series of subdivided lots at the northern end of a 'Street' heading north from the Road labelled "to Stegman's Mill", over looking the East Humber River leading to the Mill Pond for Stegman's Saw Mill Pond further north. The subdivision of the lands is noted on the survey as 'Plan of the Village Plot Mount Vernon, Vaughan'. In 1856 Andrew Mitchell died and the property transferred to William Sharpe, and in 1860 to James Barbor. The lot changed ownership a few times for nominal amounts for the next 1 ½ centuries until in 2015 the lot was sold for over \$1million to Dan Marc Investments, who resold the property. A survey of the property dated 31 March 2015 shows a 1 storey brick dwelling on the property in 2015. In 2017 the lot was resold to Willowgate Holdings Limited for redevelopment. From this information we assume that this lot remained vacant until the development of the house presently on the lot in 2015

The property was purchased by the present owner, Willogate Holdings, for purposes of redevelopment. Application for Site Plan approval is currently under review at City of Vaughan to redevelop the property. The existing house and garage are relatively contemporary buildings and are not Listed or Designated except as being within a heritage district and under Part V of the Ontario Heritage Act.

## **2.2 Context and setting of the subject property**

There are few individual heritage buildings in the vicinity of 45 Napier Street, but the majority of the houses on Napier are not individually Designated or Listed structures. The lot at 45 Napier Street slopes downward to the valley eastward, toward Stegman's Mill Road. There is existing tall, mature vegetation on both sides of Stegman's Mill Road in this area that effectively blocks any views of residences located uphill, along Napier Street. The core area of the Kleinberg-Nashville Heritage District, essentially a commercial centre is located along Islington Avenue locate one block east of Napier Street which is all residential.. Within the vicinity of 45 Napier Street there are three 1 ½ storey Victorian era residences with more recent additions at 51, 31 and 9 Napier Street, plus a Georgian styled house at 36 Stegman's Mill Road at the corner of Napier Street. All other residences on the street are a mixture of more contemporary eras and styles. There are only residential structures on Napier Street.

There are existing mature evergreen trees on the property located at the side property lines which are planned to be removed as part of the redevelopment. Parks and Forestry Operations department will review the planned redevelopment of the property and be requested to issue a permit for the planned changes. The existing mature trees/vegetation between Stegman's Mill Road at the base of the slope in this area effectively block view of the residential properties along Napier when viewed from Stegman's Mill Road.

Section 9.2.1 of The Kleinberg-Nashville Heritage Conservation District Study And Plan identifies various architectural styles that would be in keeping with the Conservation Study. Existing residences on the street are a mixture of 19<sup>th</sup> and 20<sup>th</sup> century styles.

## **2.3 Architectural evaluation of the subject property**

The existing later 20<sup>th</sup> century ranch style house on the property is a single storey structure with low pitch asphalt shingle roof, with a two-car garage facing the entrance drive, with red facebrick exterior. The building would be categorized in the Kleinburg-Nashville Heritage District Study as 'Existing Non-Heritage Styles' Ranch House, 1950-1975. The building is presently boarded up and not occupied. It appears to be in relatively sound structural condition.

#### **2.4 Redevelopment proposal for the subject land and potential impacts on identified heritage resources**

Planned redevelopment of 45 Napier Street property is to provide a new, two-storey residence with below grade parking for five vehicles and one grade level garage entered from the driveway facing Napier Street, an interior stair from second to first floor, plus a pool and pool/cabana at the rear of the house. To address the issue of fit within the architectural guidelines for the district, the planned house has a mansard roof, with two symmetrical gable elements with special detailing, double-hung windows, a symmetrically placed main/front entry, some neoclassical detailing and pitched roofs at the front of the house. The rear of the house, which is not visible from Napier Street or from Stegman's Mill Road has more contemporary architectural character, with a private patio and a large amount of glazing overlooking the rear, more private areas of the property. Side facades of the house are generally consistent with the existing residential building on the lot, and have little or no distinguishing architectural character, but are not visible from Napier Street.

There is a fireplace planned with chimney as part of the architectural composition. The prominently placed garage doors on the front façade of the house are designed with smaller panels, as is the main entry door. Upon entering the garage doors, there is a ramp leading to below grade parking for multiple car storage/parking.

The proposed punched windows in the brick exterior, windows and roof forms at the front of the house facing Napier appear to be generally consistent with the scale and classical design guidelines of the Napier Street and the Conservation District guidelines. Elevations of the rear of the house are clearly contemporary and in contrast to the more heritage character of the front of the house. Finish of this portion of the building facades are in dark grey/black with larger expanses of glazing and flat roof, a more contemporary architectural treatment.

#### **2.5 Examination of preservation/mitigation options for cultural heritage resources**

It is our opinion that planned replacement of the existing non-historic styled residential building is generally compatible with the architectural character of the District and generally in accord with heritage buildings presently within the District. Planned architectural character does not mimic any particular design period, but does generally conform with the architectural character of the heritage district, and is an improvement over the design of the existing residential building on the lot.



## 2.6 Avoidance Mitigation

There are no significant cultural heritage resources to be avoided or affected by the planned improvements/changes to 45 Napier Street. The subject property is within the Designated Heritage District, and therefore is required to respect existing character of the HCD. The proposed replacement dwelling reflects, in general, architectural guidelines for the District.

## 2.7 Salvage Mitigation

Salvage mitigation is not considered applicable in this case and is not considered. No elements which are likely to be affected by the planned changes to 45 Napier Street have salvage value.

## 2.8 Historical commemoration

Historical commemoration is not considered applicable in this case and is not considered.

## 2.9 Impact of development / mitigating measures – summary

<i>Potential Negative Impact</i>	<i>Assessment</i>
<ul style="list-style-type: none"><li><i>destruction of any, or part of any, significant attributes or features</i></li></ul>	<i>no destruction of any existing <u>heritage</u> attribute or feature</i>
<ul style="list-style-type: none"><li><i>isolation of a heritage attribute from its surrounding environment, context, or a significant relationship</i></li></ul>	<i>not applicable</i>
<ul style="list-style-type: none"><li><i>a change in land use where the change in use negates the property's cultural heritage value</i></li></ul>	<i>not applicable</i>

- *siting, massing, and scale* *planned improvements are consistent with the heritage district.*
- *design that is sympathetic with adjacent* *proposed front façade and scale of the house meet requirements of design guide for new structures in the Heritage District. Rear and side facades are designed in a contemporary style in contrast to the heritage styles of the District. We understand that finishes of the rear façade will be dark tones and by this means will be appropriate for the heritage district*

### 3.0 RECOMMENDATIONS

Section 2 of the *Ontario Planning Act* indicates that the City of Vaughan shall have regard to matters of Provincial Interest such as the conservation of features of significant architectural, cultural, historical, archeological, or scientific interest. In addition, Section 3 of the *Planning Act* requires that the decision of Council shall be consistent with the *Provincial Policy Statement* (PPS 2014).

Policy 2.6.3 of the PPS requires that “...*Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*”

“*Conserved*” means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archeological resources in a manner that ensures their cultural heritage value or interest is retained under the *Ontario Heritage Act*.”

The property contains one potential built heritage resource that does not have cultural value or interest under the *Ontario Heritage Act*, other than being an existing property within the Heritage Conservation District. It is our opinion that the planned replacement building for 45 Napier Street is consistent with continuing maintenance of the Kleinburg-Nashville Conservation District and makes a positive contribution to maintenance of the District.

**45 Napier Street  
Kleinburg-Nashville Heritage Conservation District  
Vaughan, Ontario, Canada  
CULTURAL HERITAGE IMPACT ASSESSMENT  
26 September 2019**

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This Cultural Heritage Resource Impact Assessment is respectfully submitted by

MW HALL CORPORATION



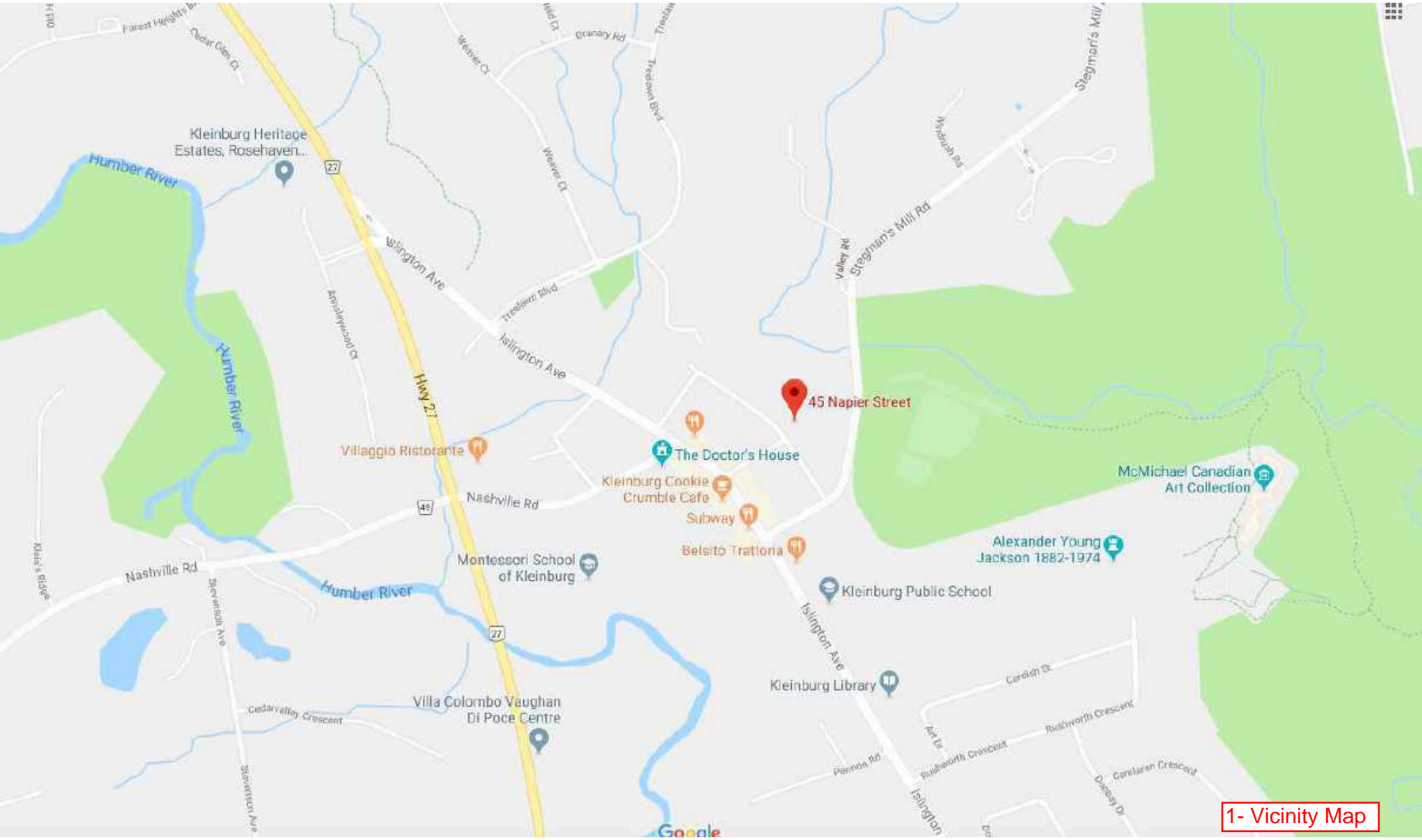
per: Mark Hall, OAA, MRAIC, FAIA, RPP, CAHP  
President

#### REFERENCES

- a) Kleinburg-Nashville Heritage Conservation District Study and Plan, Phillip H. Carter Architect and Planner
- b) Ontario Planning Act, Section 2, regarding City Council responsibility for Provincial Interest heritage properties
- c) Ontario Planning Act, Section 3, regarding requirement that Council decisions are consistent with Provincial Policy Statement of 2014.
- d) Ontario Provincial Policy Statement [PPS 2014] section 2.6.3
- e) City of Vaughan Guidelines for Heritage Impact Assessments, 2017

#### APPENDICES

- 1- Vicinity Map, 45 Napier Street, City of Vaughan, Ontario
- 2- Aerial Photograph of Vicinity of subject property
- 3- Photographs, 45 Napier Street
- 4- Photographs of adjacent buildings on Napier Street
- 5- Vaughan Official Plan map
- 6- Heritage Conservation District Map, Kleinburg-Nashville
- 7- Chain of ownership
- 8- Preliminary drawings of planned redevelopment of subject property
- 9- Architectural renderings of planned redevelopment.
- 10- Curriculum Vitae, Mark Hall, OAA, MRAIC, FAIA, RPP, CAHP



45 Napier Street

1- Vicinity Map









112

3c - View from North







3e - View from North











119

4b - 28 Napier Street



31

120

4c - 31 Napier Street





34

4d - 34 Napier Street





54

4f - 54 Napier Street



4q - 57 Napier Street



60

125

4h - 60 Napier Street





4j - 77 Napier Street

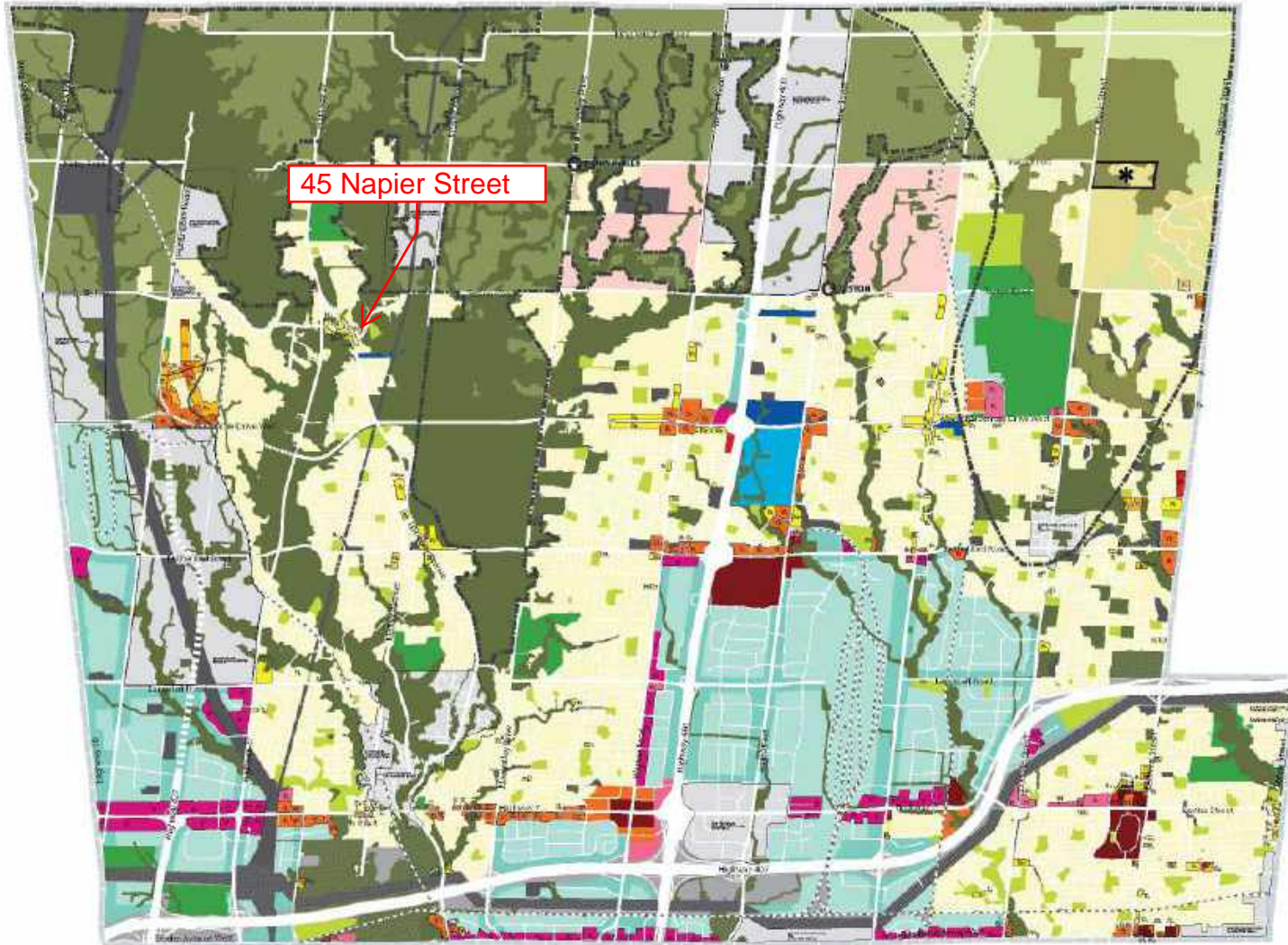




SCHEDULE 1.3  
Land Use

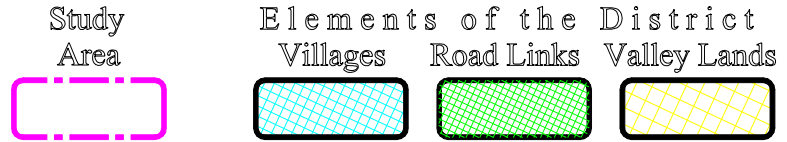
- Natural Areas
- Parks
- Private Open Spaces
- Agricultural
- Rural
- Low-Rise Residential
- Low-Rise Mixed-Use
- Mid-Rise Residential
- Mid-Rise Mixed-Use
- High-Rise Residential
- High-Rise Mixed-Use
- Community Commercial Mixed-Use
- Employment Commercial Mixed-Use
- General Employment
- Prestige Employment
- Major Institutional
- Row Community Areas
- Theme Park and Entertainment
- Parking and Transit Land
- Infrastructure and Utilities
- Lands Subject to Approved Area Designation by Planning Board
- Roads
- Railway
- Greenbelt Plan Area & Oak Ridges Moraine Conservation Plan Area
- Oak Ridges Moraine Natural Core
- Oak Ridges Moraine Natural Linkage
- Oak Ridges Moraine Countryside
- Hamlet
- Minister's Decision on ORMCP Designation Deferred
- Municipal Boundary

Source: Schedule 1.3 of the Land Use Designation and Planning Board

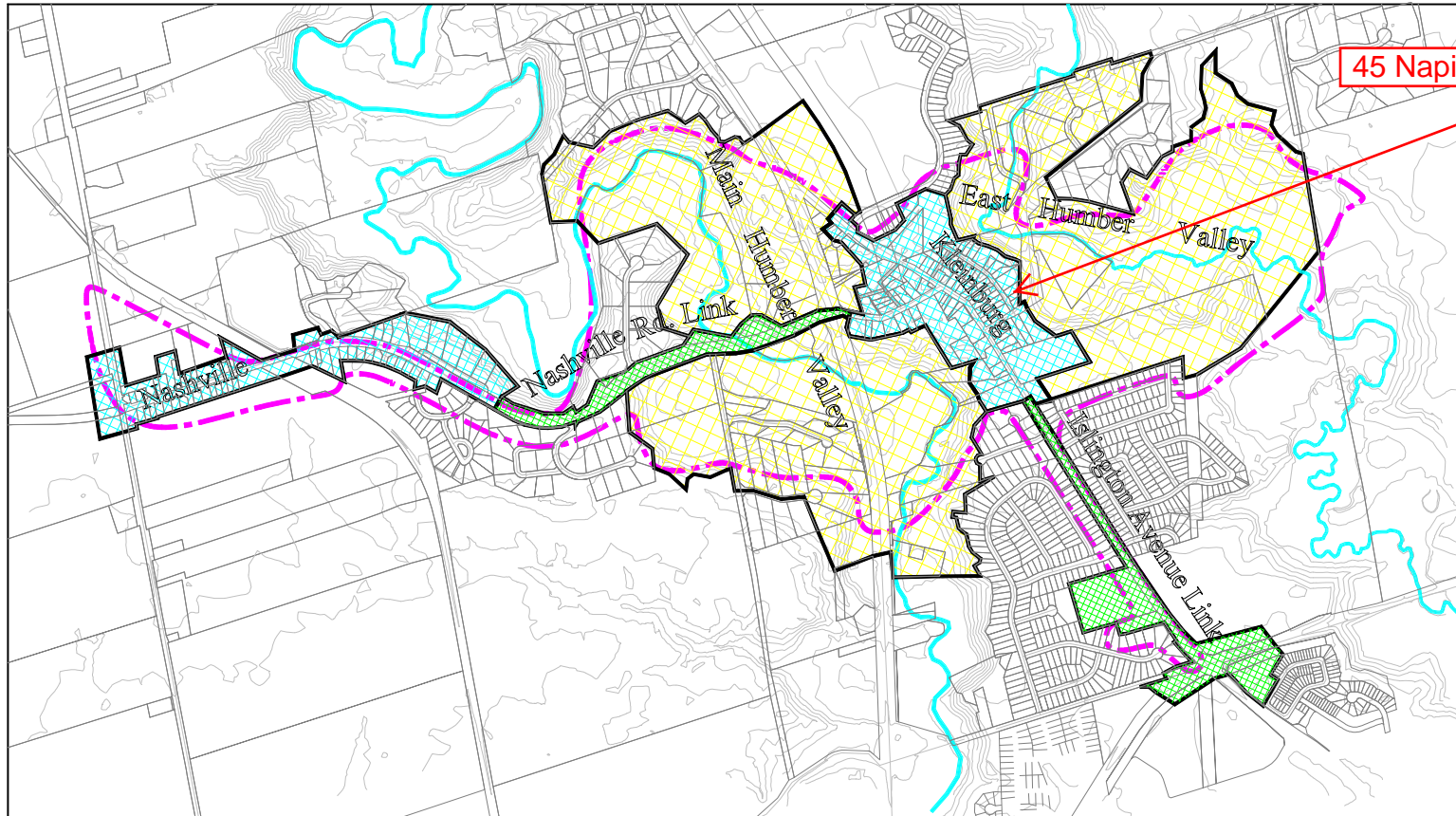


In recognition of the variety of contexts within the District, it is divided into three kinds of elements: the villages, the road links, and the valley lands. The design guidelines for new construction, in Section 9.5 of the Plan, reflect these differing contexts.

Kleinburg-Nashville  
Heritage Conservation District Study  
District Structure



Proposed District Boundary Phillip H. Carter Architect and Planner 21 March 2003



Kleinburg-Nashville Heritage Conservation District Study and Plan 48

45 Napier Street, Vaughan (Kleinberg)

Owner:

Willowgate Holdings Limited

CHAIN OF TITLE

Part Lot 15, Registered Plan 11, part 1, 65R-35574

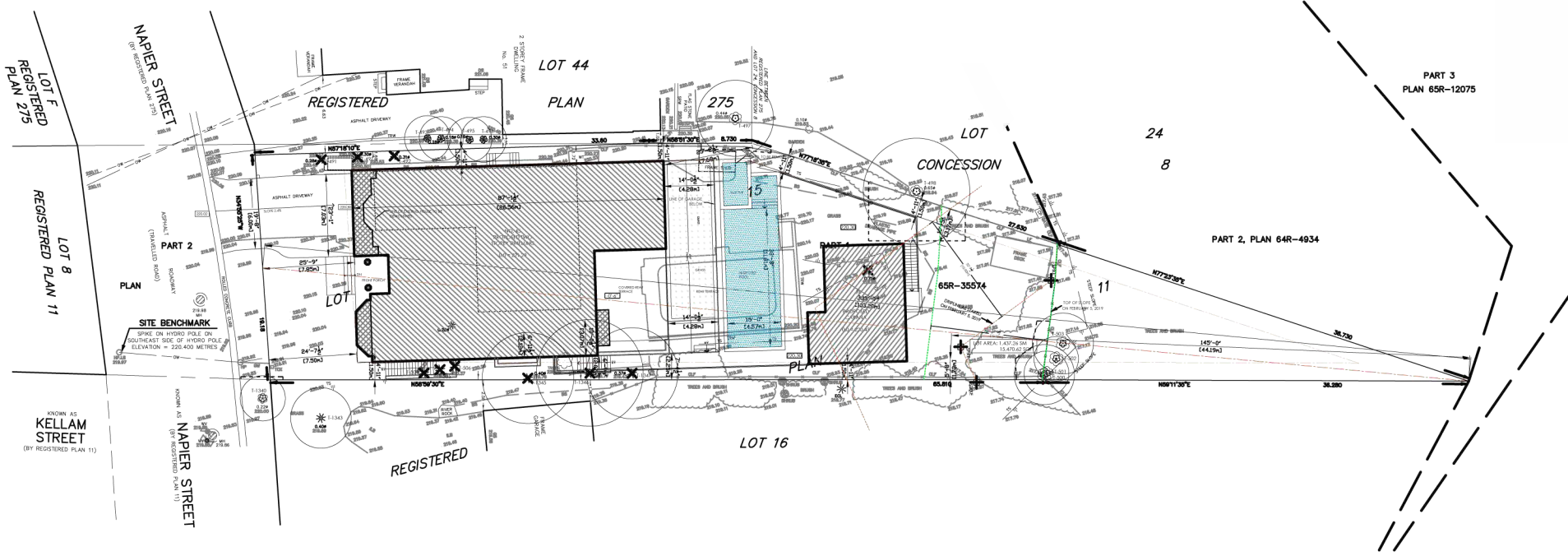
Vaughan

PIN 03347-0878

	Patent		6 July. 1847	Crown	Andrew Mitchell	All 200 ac. Lot 24, concession 8 Vaughan.
11	Plan		27 Feb. 1849	Andrew Mitchell	J.S. Dennis (surveyor)	Mount Vernon
138	Will	5 Sept. 1852	14 Dec. 1868	Alexander Mitchell (Andrew ?)		
63856	B & S Lbs. 50	11 Sept. 1856	13 Sept. 1856	Andrew Mitchell	William Sharpe	All Lot 15, Plan 11
79609	B & S Lbs.75	13 Jan. 1860	3 Apr. 1860	William Sharpe	Jarvis Barber	All lot 15, Plan 11
1559	Grant \$100	13 Apr. 1874	13 Apr. 1874	James Barbour (Barbor ?)	James McDonough	All lot 15, Plan 11
7244	Grant \$1,300	1 March 1902	10 March 1902	James McDonagh (McDonaugh ?)	George Jones	All lot 15, Plan 11

39870	By-law	20 Jan. 1958	13 May 1958	Township of Vaughan	Re subdivision control	(see after #13330)
13330	Grant	1 May 1923	8 Apr. 1923	George Jones	Lewis Egan	All lot 15, Plan 11
49661	Grant	19 June 1962	1 Oct. 1962	Lewis Egan	John James Egan and Sadia Egan (his wife)	All (see planning act concent)
61325	Grant \$2.00 exchange of lands	27 Oct. 1966	12 Dec. 1967	Clara D. McNenly	John J. Egan and Sadie Egan	Pt. commencing 110.35 ft. E. from N.W. angle (planning act concent)
61326	Grant \$2.00 exchange of lands (registered out of order)	27 Oct. 1966	12 Dec. 1967	John James Egan and Sadie Egan	Clara Dorothy McNenly	Now lot 44.
446290	Grant		15/09/87	Estate of Sarah Elizabeth Egan (Sadie ?)(John James Egan ?)	Jean Ellis	Document is not available or missing
R755581	Transfer	2013/11/04	2013/11/12	Jean Ellis	Jennifer Ann Ellis	PIN 03347-0211 (from 03371-0876) Lot 15, Plan 11

YR2279071	Transfer \$1,025,000		2015/05/16	Jennifer Ann Ellis	Dan Marc Investments Limited	PIN 03347-0876 (from 03347-0211 Pt. lot 15, Plan 11, Part 1, 65R- 35574
YR2579199	Transfer \$1,300,000		2016/11/16	Dan Marc Investments Limited	Daniel Vincent Andriano and Lauren Nicole Andriano	PIN 03347-0878 Pt. lot 15, Plan 11, Part 1, 65R-35574
YR2691148	Transfer \$2,000,000		2017/06/26	Daniel Vincent Andriano and Lauren Nicole Andriano	Willowgate Holdings Limited	PIN 03347-0878 Pt. lot 15, Plan 11, Part 1, 65R-35574



- - - 8FT. HIGH PLYWOOD TREE PROTECTION
- - - - 4FT. HIGH SNOW FENCE ON WOOD FRAME, TREE PROTECTION
- LOCATION OF TREE PROTECTION WARNING SIGN

- LEGEND**
- ✕ TREE REMOVED WITHIN THE LAST CALENDAR YEAR NOT REQUIRING PERMIT
  - ⊗ PROTECTED TREE REMOVED WITHIN THE LAST CALENDAR YEAR
  - ⊗ TREE REMOVAL NOT REQUIRING PERMIT
  - ⊗ TREE REMOVAL DUE TO HEALTH OR SOUNDNESS REQUIRING PERMIT
  - ⊗ TREE REMOVAL REQUIRING PERMIT
  - ⊗ TREE REQUIRING PERMIT TO INJURE
  - ⊗ TREES TO BE PROTECTED
  - PROPOSED TREES
  - ▨ LIGHT OR HAND HELD EQUIPMENT IN THIS AREA DURING DEMOLITION AS PER ARBORIST REPORT
  - ▨ 0.4m ROAD WIDENING ALLOWANCE ALONG BAYVIEW AVENUE FRONTAGE

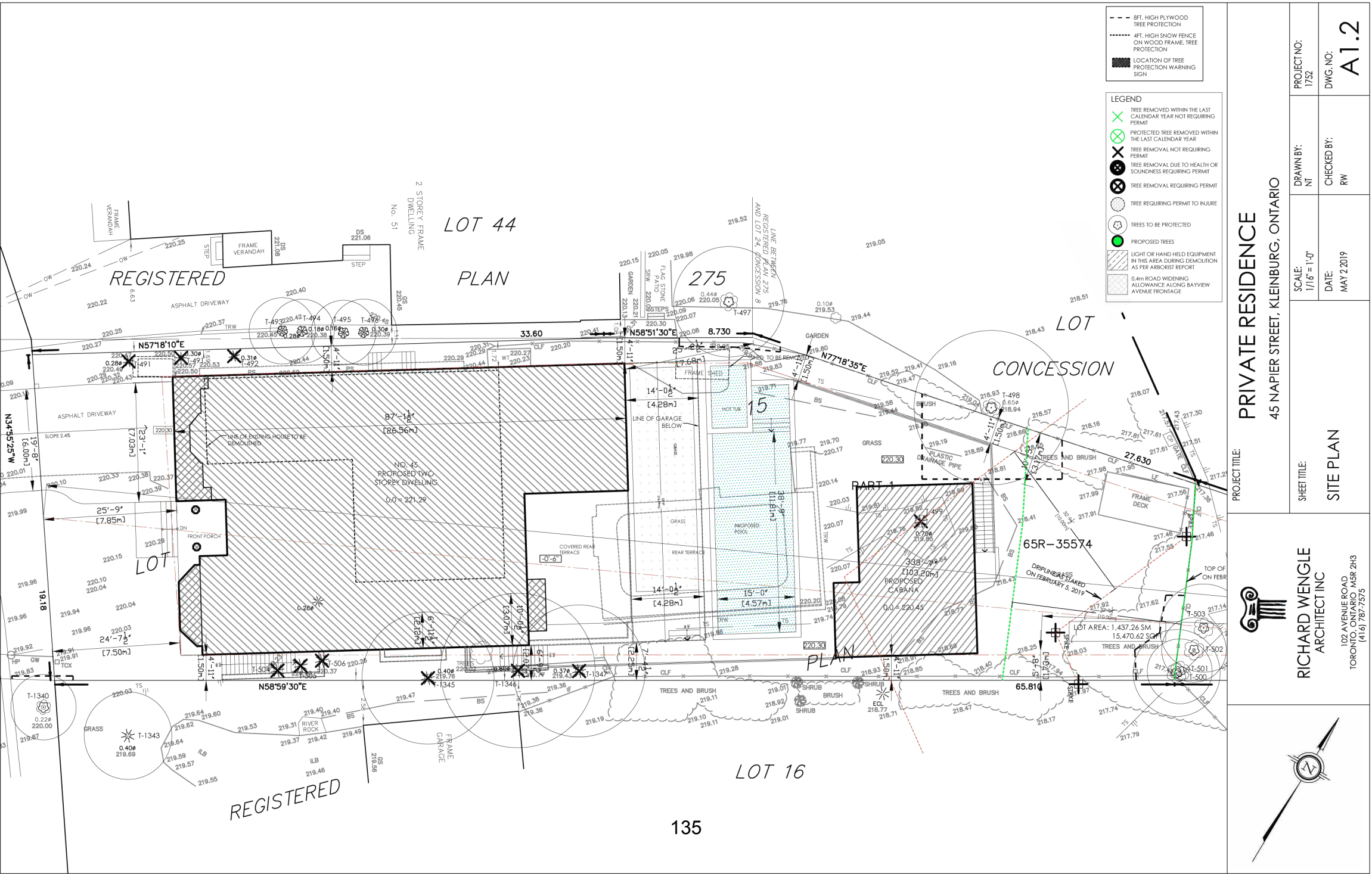


**RICHARD WENGLE  
ARCHITECT INC**  
102 AVENUE ROAD  
TORONTO, ONTARIO M8R 2H3  
(416) 787-7575



PROJECT TITLE:  
**PRIVATE RESIDENCE**  
45 NAPIER STREET, KLEINBURG, ONTARIO

PROJECT NO: 1752	DRAWN BY: NT	CHECKED BY: RW
SCALE: 1/32" = 1'-0"	DATE: MAY 2 2019	
SHEET TITLE: <b>SITE PLAN</b>		
DWG. NO.: <b>A1.1</b>		



- - - 8FT. HIGH FLYWOOD TREE PROTECTION
- ..... 4FT. HIGH SNOW FENCE ON WOOD FRAME, TREE PROTECTION
- LOCATION OF TREE PROTECTION WARNING SIGN

- LEGEND**
- ✕ TREE REMOVED WITHIN THE LAST CALENDAR YEAR NOT REQUIRING PERMIT
  - ⊗ PROTECTED TREE REMOVED WITHIN THE LAST CALENDAR YEAR
  - ⊗ TREE REMOVAL NOT REQUIRING PERMIT
  - ⊗ TREE REMOVAL DUE TO HEALTH OR SOUNDNESS REQUIRING PERMIT
  - ⊗ TREE REMOVAL REQUIRING PERMIT
  - ⊗ TREE REQUIRING PERMIT TO INJURE
  - ⊗ TREES TO BE PROTECTED
  - PROPOSED TREES
  - ▨ LIGHT OR HAND HELD EQUIPMENT IN THIS AREA DURING DEMOLITION AS PER ARBORIST REPORT
  - ▨ 0.4m ROAD WIDENING ALLOWANCE ALONG BAYVIEW AVENUE FRONTAGE

PROJECT NO: 1752  
 DWG. NO: A1.2

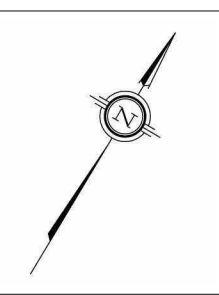
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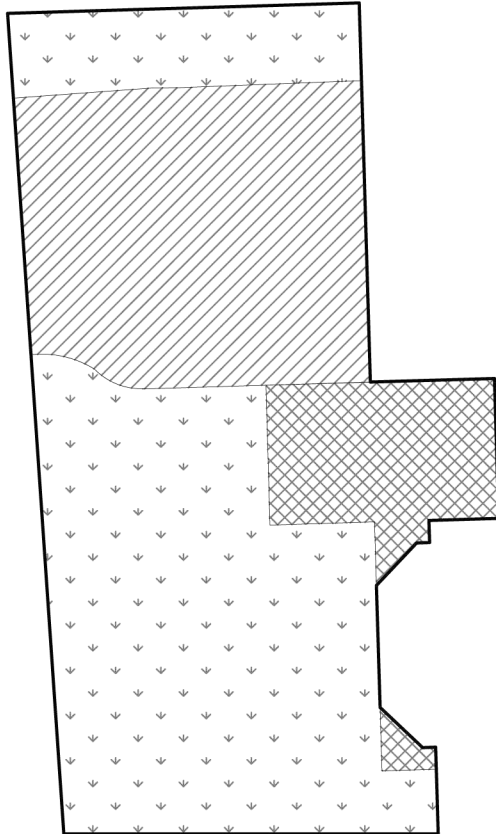
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 DATE: MAY 2 2019

PROJECT TITLE: PRIVATE RESIDENCE  
 45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE: SITE PLAN

RICHARD WENGLE ARCHITECT INC  
 102 AVENUE ROAD, NBR 2H3  
 TORONTO, ONT. M8Z 7S3  
 (416) 787-7575





FRONT YARD AREA = 164.50 SM

HARD PAVED SURFACES  
(DRIVEWAY, RAISED PORCH)



54.54 SM (33.16%) OF  
FRONT YARD

LANDSCAPE AREA CALCULATION

LANDSCAPE OPEN SPACE  
PROVIDED:  
109.96 SM (66.84%) OF  
FRONT YARD

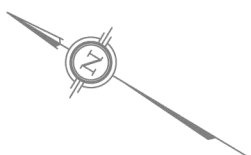
SOFT LANDSCAPE AREA CALCULATION



HARD LANDSCAPED  
AREA: 19.66 SM (17.88%)



SOFT LANDSCAPED  
AREA: 90.3 SM (82.12%)



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TORONTO, ONTARIO M5R 2H3  
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PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**FRONT YARD LANDSCAPE  
CALCULATION**

136

SCALE:  
3/32" = 1'-0"

DATE:  
MAY 2 2019

DRAWN BY:  
NT

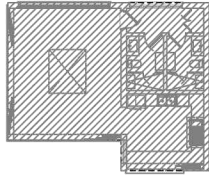
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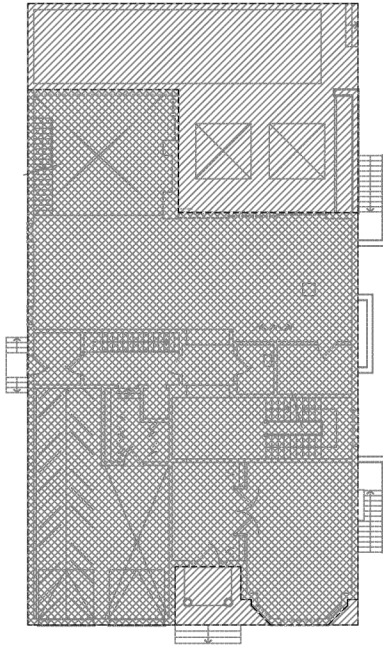
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**A1.3**



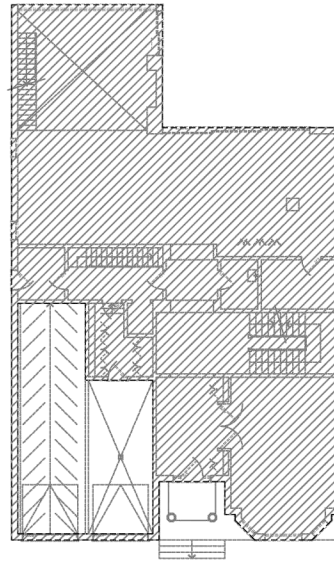


LOT AREA = 15470.62 S.F. (1437.26 S.M.)  
 CABANA COVERAGE = 804.46 S.F. (74.73 S.M.)  
 = 5.2% COVERAGE

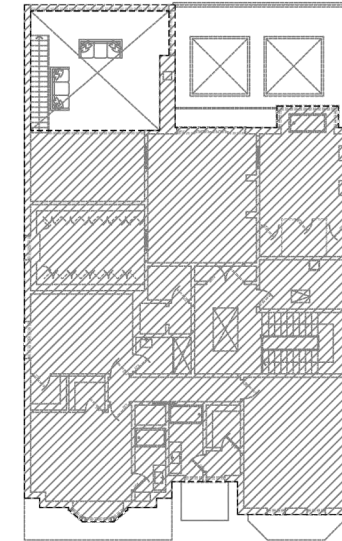


LOT AREA = 15470.62 S.F. (1437.26 S.M.)  
 COVERAGE:  
 HOUSE = 3974.24 S.F. (369.22 S.M.) = 25.69%  
 TERRACES = 1465.5 S.F. (136.15 S.M.) = 9.47%  
 TOTAL DWELLING COVERAGE = 5439.74 S.F. (505.37 S.M.)  
 = 35.16% COVERAGE

TOTAL COVERAGE = 6244.2 S.F. (580.11 S.M.)  
 LOT AREA = 15470.62 S.F. (1437.26 S.M.)  
 = 40.35%



GROUND FLOOR AREA = 3974.24 S.F. (369.22 S.M.)  
 GARAGE AND RAMP EXCLUDED: 687.96 S.F. (63.91 S.M.)  
 TOTAL: 3286.28 S.F. (305.31 S.M.)



SECOND FLOOR AREA = 3416.91 S.F. (317.44 S.M.)

TOTAL AREA = 6703.19 S.F. (622.75 S.M.)  
 LOT AREA = 15470.62 S.F. (1437.26 S.M.)  
 = 43.33%



PROJECT TITLE:

**PRIVATE RESIDENCE**  
 45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**AREA CALCULATION**

DRAWN BY:  
 NT

PROJECT NO:  
 1752

CHECKED BY:  
 RW

SCALE:  
 NTS.

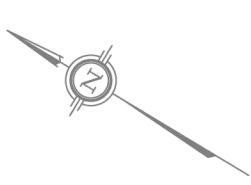
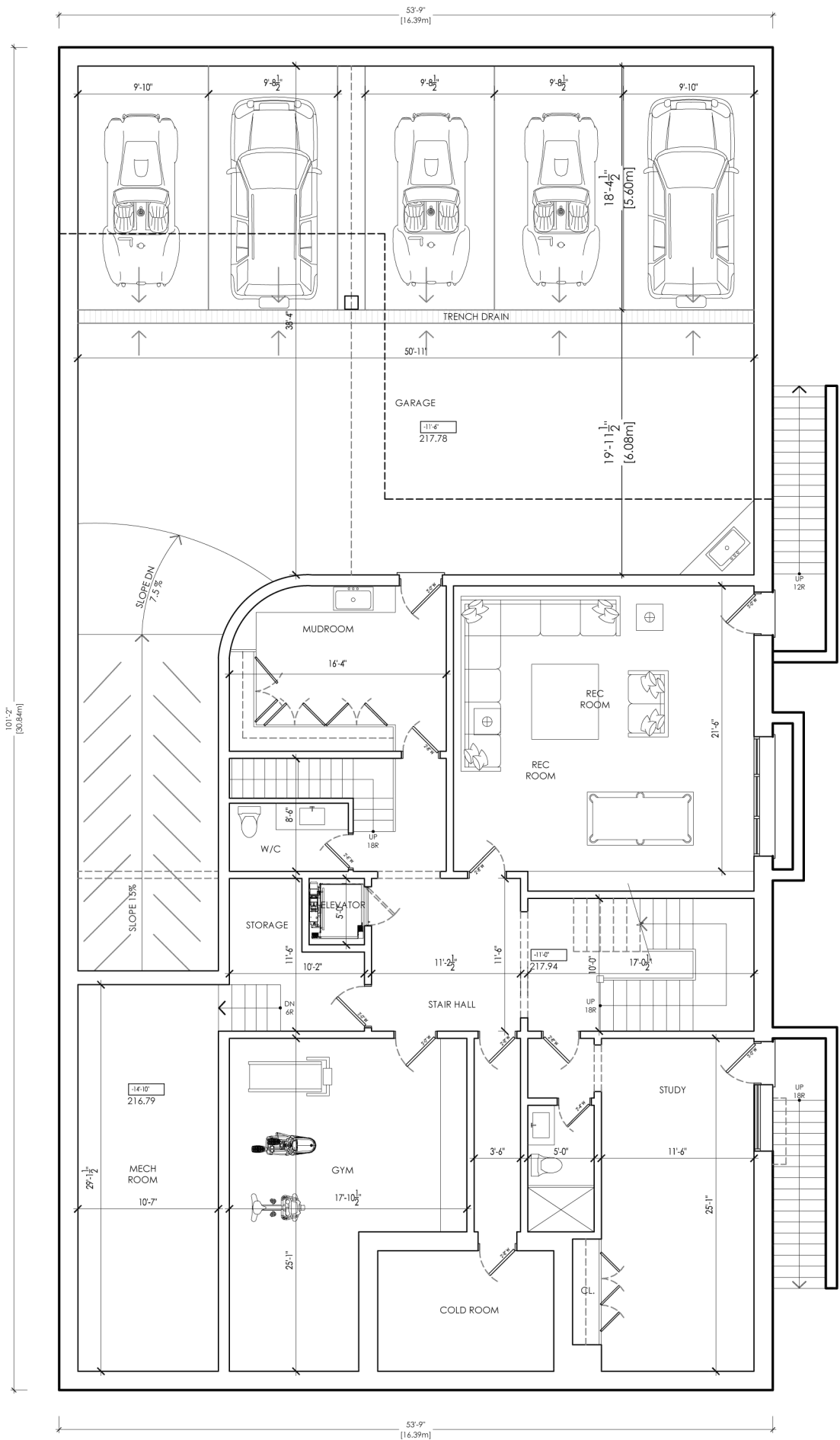
DATE:  
 MAY 2 2019

DWG. NO:  
**A1.4**



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PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**BASEMENT PLAN**

138

SCALE:  
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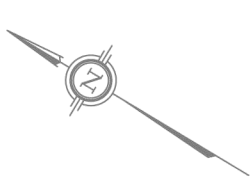
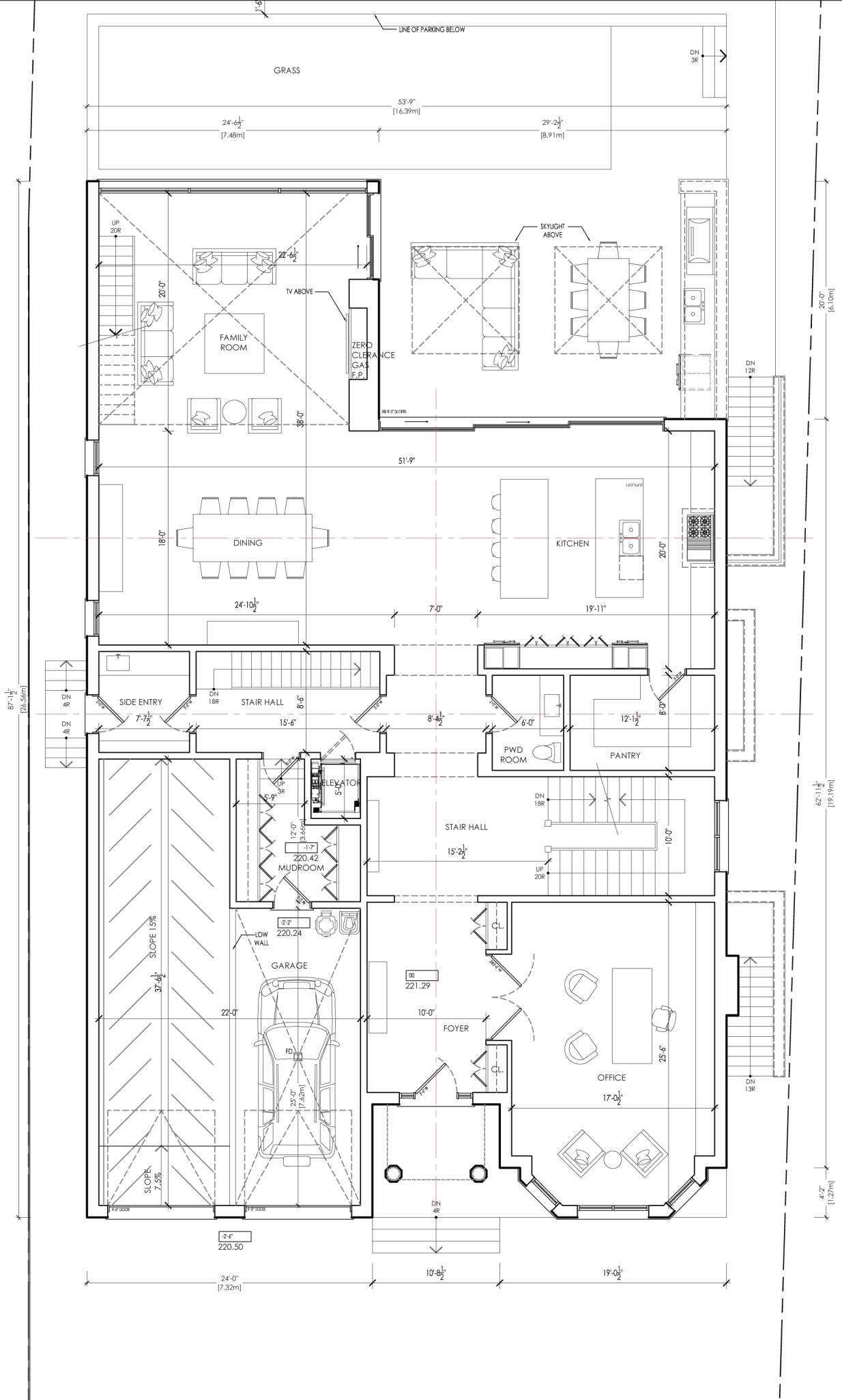
DATE:  
MAY 2 2019

DRAWN BY:  
NT

CHECKED BY:  
RW

PROJECT NO:  
1752

DWG. NO:  
**A2.1**



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ARCHITECT INC

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TORONTO, ONTARIO M5R 2H3  
(416) 787-7575

PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**139**  
GROUND FLOOR PLAN

SCALE:  
1/8" = 1'-0"

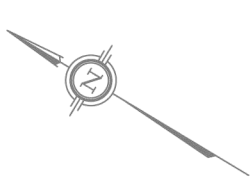
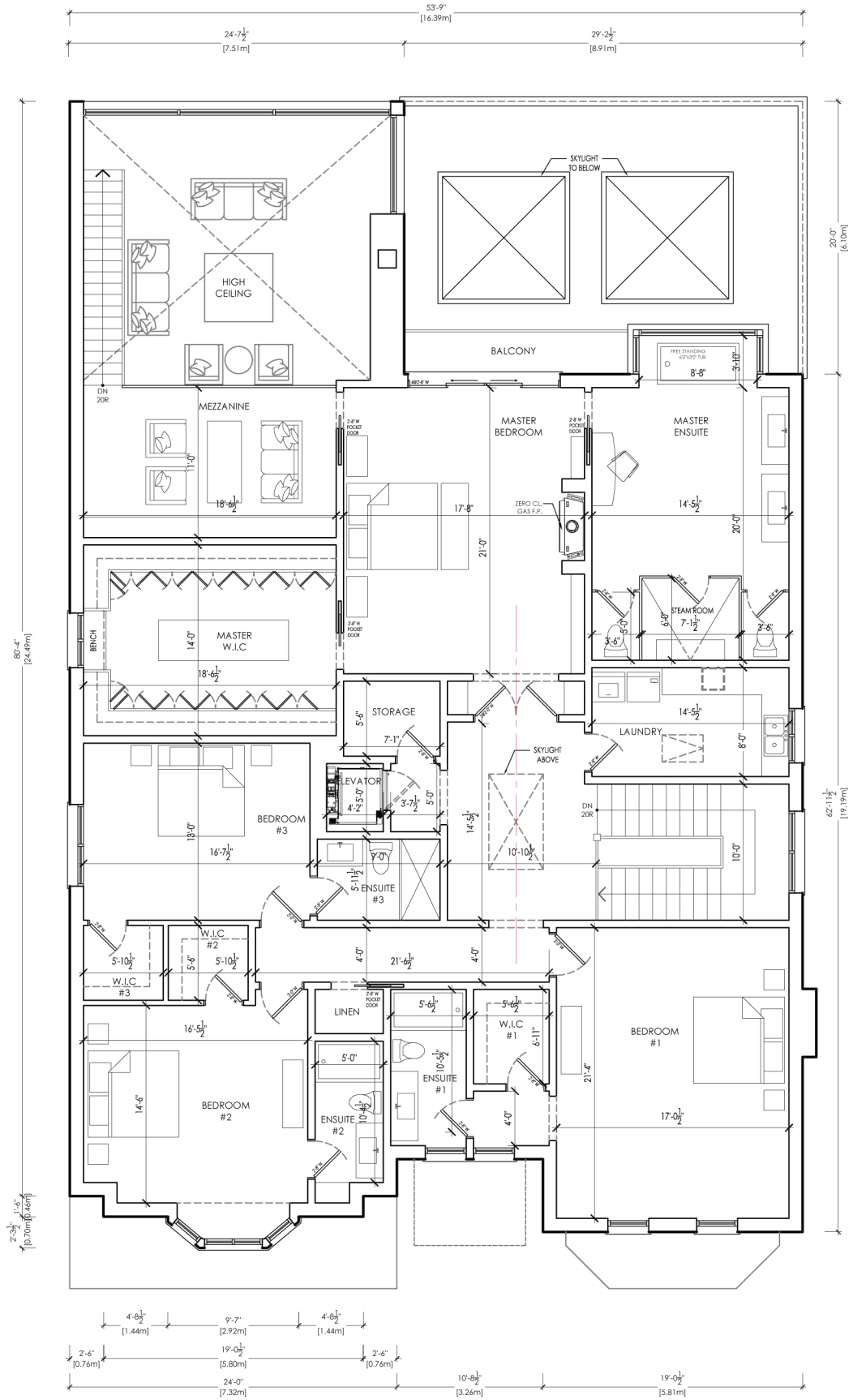
DATE:  
MAY 2 2019

DRAWN BY:  
NT

CHECKED BY:  
RW

PROJECT NO:  
1752

DWG. NO:  
**A2.2**



**RICHARD WENGLE**  
ARCHITECT INC

102 AVENUE ROAD  
TORONTO, ONTARIO M5R 2H3  
(416) 787-7575

PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**SECOND FLOOR PLAN**

140

SCALE:  
1/8" = 1'-0"

DATE:  
MAY 2 2019

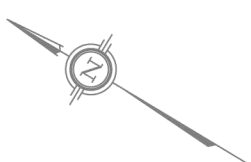
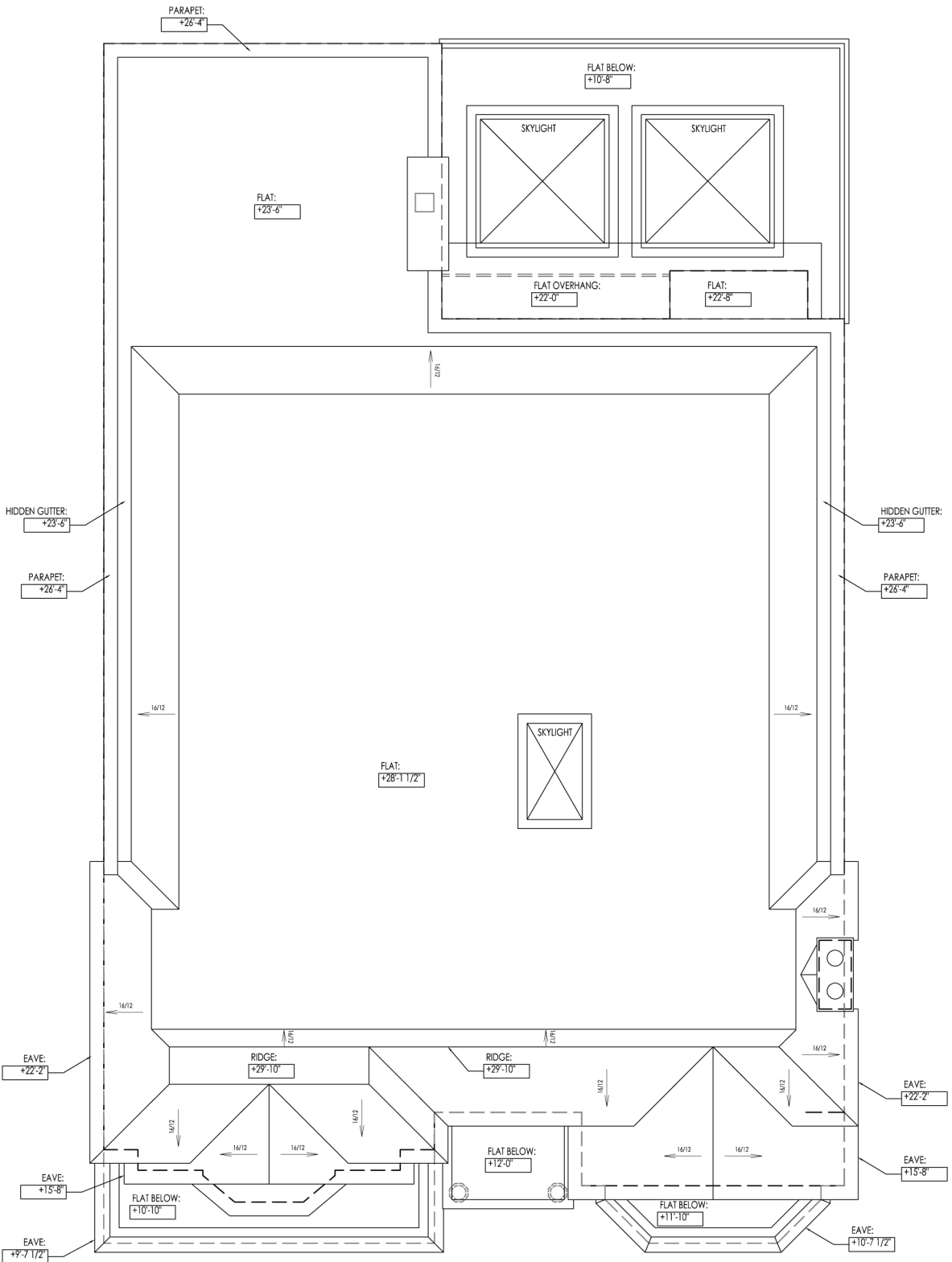
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NT

CHECKED BY:  
RW

PROJECT NO:  
1752

DWG. NO:

**A2.3**



**RICHARD WENGLE  
ARCHITECT INC**

102 AVENUE ROAD  
TORONTO, ONTARIO M5R 2H3  
(416) 787-7575

PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**111  
ROOF PLAN**

SCALE:  
1/8" = 1'-0"

DATE:  
MAY 2 2019

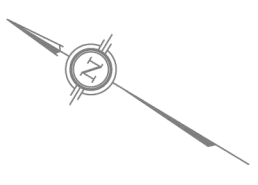
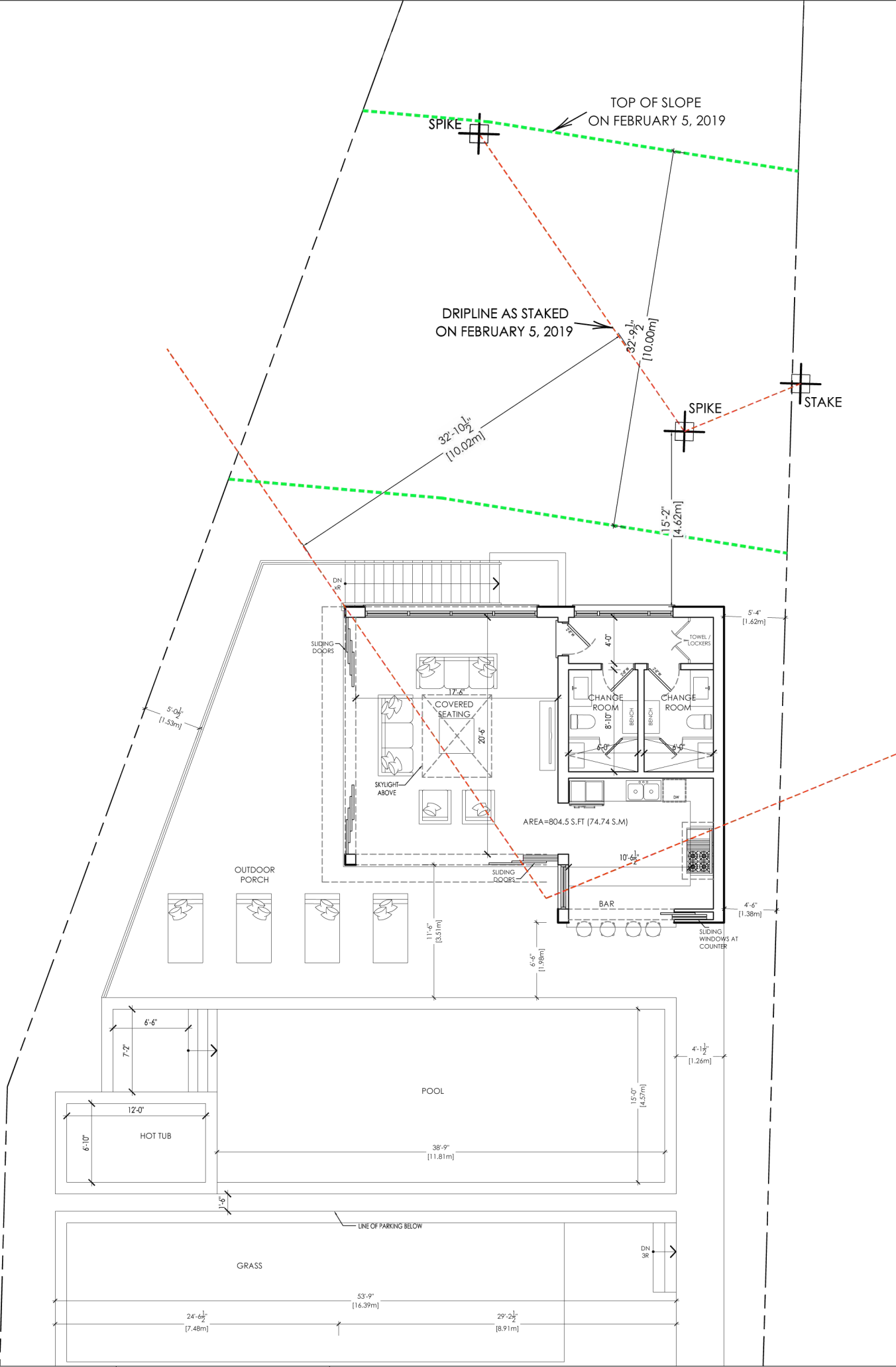
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CHECKED BY:  
RW

PROJECT NO:  
1752

DWG. NO:

**A2.4**



**RICHARD WENGLE  
ARCHITECT INC**

102 AVENUE ROAD  
TORONTO, ONTARIO M5R 2H3  
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PROJECT TITLE:

**PRIVATE RESIDENCE**

45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**142  
GROUND FLOOR PLAN  
(CABANA)**

SCALE:  
1/8" = 1'-0"

DATE:  
MAY 2 2019

DRAWN BY:  
NT

CHECKED BY:  
RW

PROJECT NO:  
1752

DWG. NO:  
**A2.5**



PROJECT TITLE:

**PRIVATE RESIDENCE**  
 45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**FRONT (WEST) ELEVATION**

DRAWN BY:  
NT

PROJECT NO:  
1752

CHECKED BY:  
RW

SCALE:  
1/8" = 1'-0"

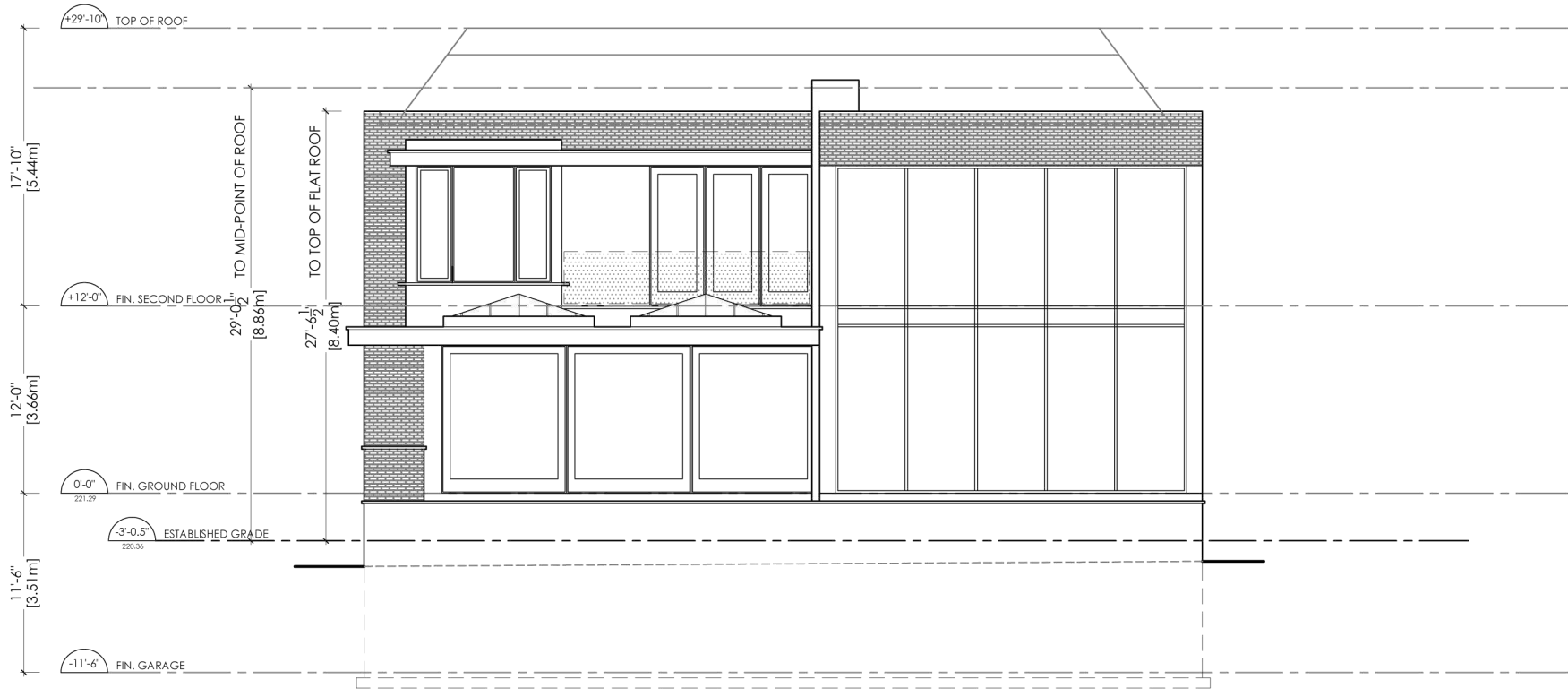
DATE:  
MAY 2 2019

DWG. NO:  
A3.1



**RICHARD WENGLE**  
 ARCHITECT INC

102 AVENUE ROAD  
 TORONTO, ONTARIO M8R 2H3  
 (416) 787-7575



**RICHARD WENGLE**  
**ARCHITECT INC**  
 102 AVENUE ROAD  
 TORONTO, ONTARIO M5R 2H3  
 (416) 787-7575

PROJECT TITLE:

**PRIVATE RESIDENCE**  
 45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

**REAR (EAST) ELEVATION**

SCALE:  
 1/8" = 1'-0"

DATE:  
 MAY 2 2019

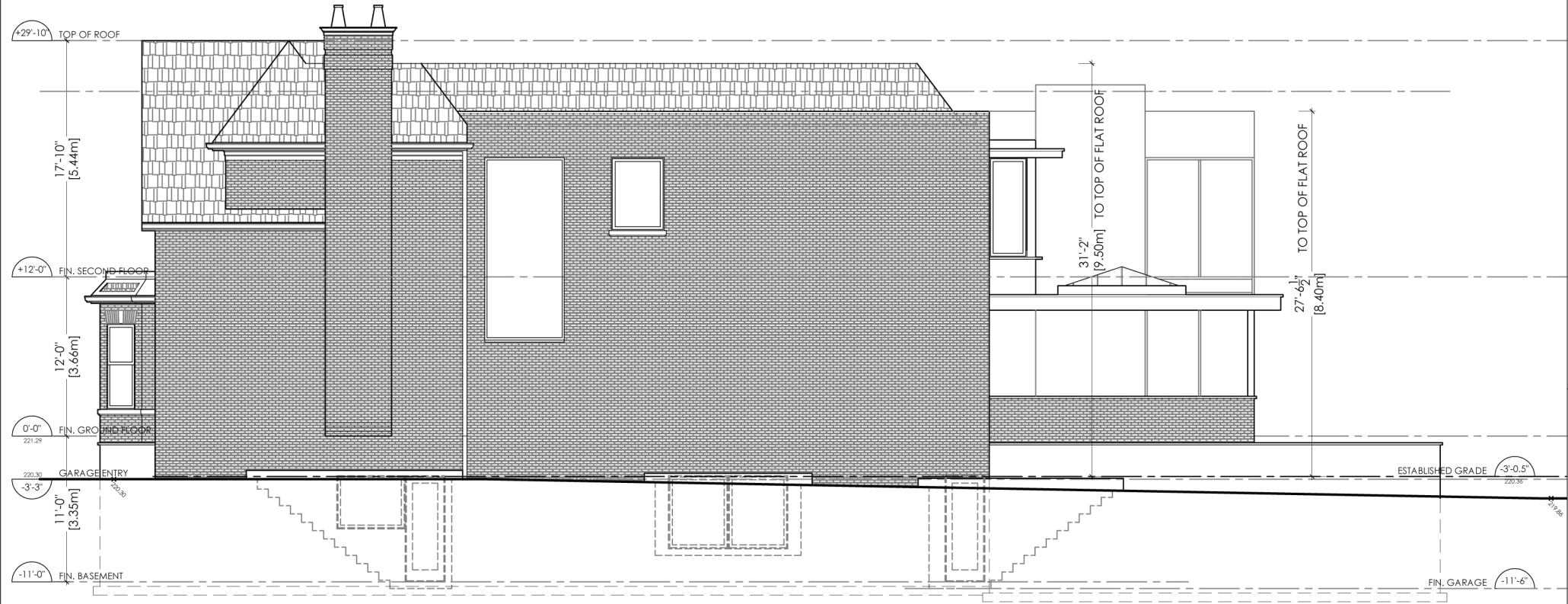
DRAWN BY:  
 NT

CHECKED BY:  
 RW

PROJECT NO:  
 1752

DWG. NO:  
**A3.2**





PROJECT TITLE: PRIVATE RESIDENCE  
 45 NAPIER STREET, KLEINBURG, ONTARIO

PROJECT NO: 1752  
 DWG. NO: A3.3

DRAWN BY: NT  
 CHECKED BY: RW

SCALE: 1/8" = 1'-0"  
 DATE: MAY 2 2019

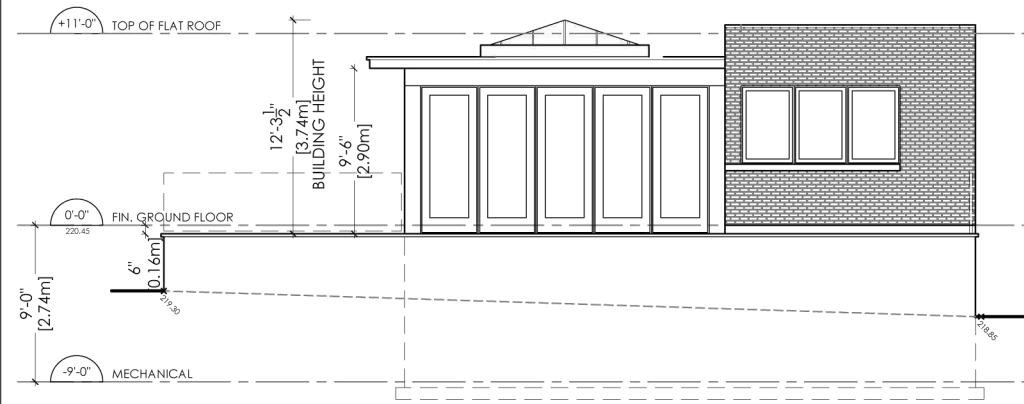
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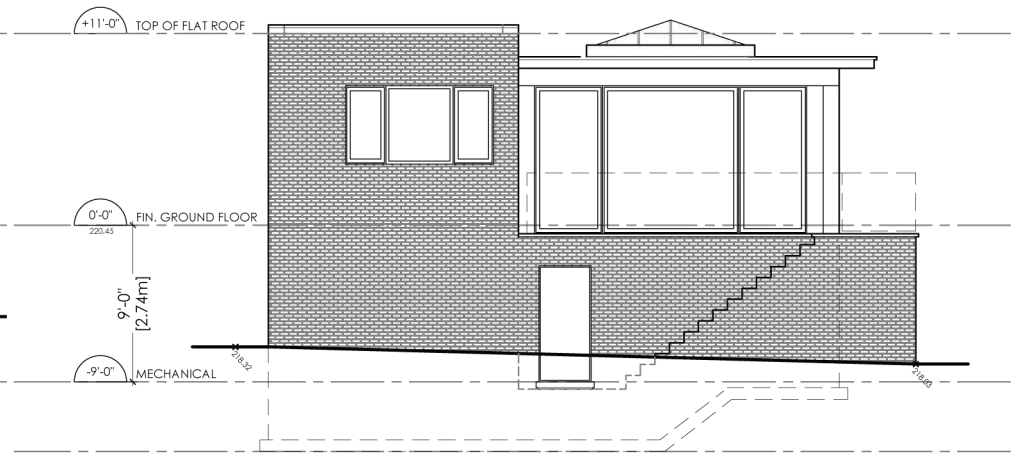
RICHARD WENGLE  
 ARCHITECT INC  
 102 AVENUE ROAD  
 TORONTO, ONTARIO M8R 2H3  
 (416) 787-7575



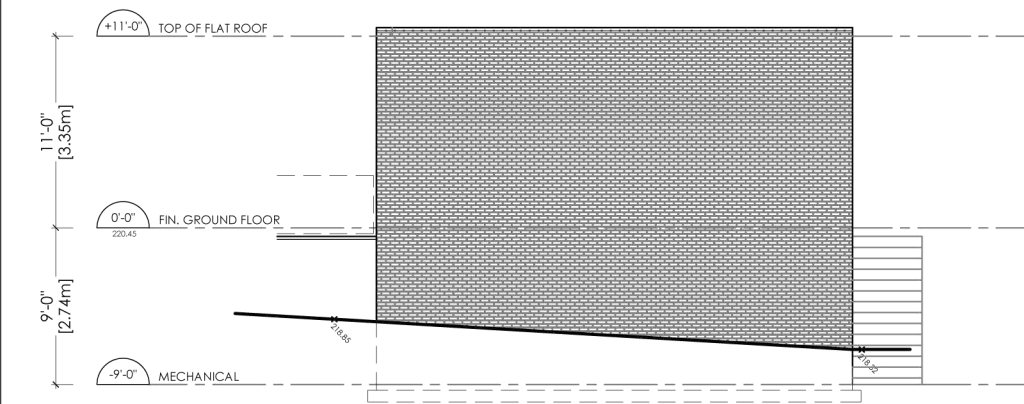
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<b>SHEET TITLE:</b> SIDE (NORTH) ELEVATION		<b>DATE:</b> MAY 2 2019	<b>CHECKED BY:</b> RW	<b>DWG. NO.:</b> <b>A3.4</b>
 <b>RICHARD WENGLE</b> ARCHITECT INC. 102 AVENUE ROAD TORONTO, ONTARIO M8R 2H3 (416) 787-7575				



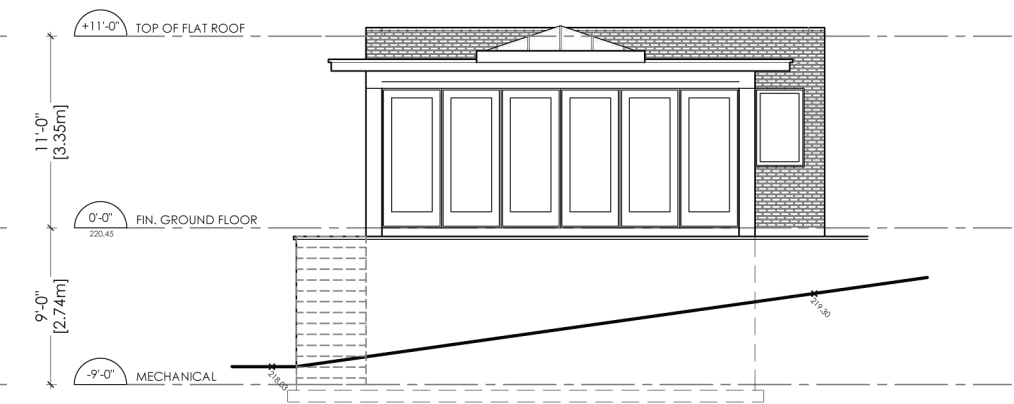
CABANA WEST ELEVATION



CABANA EAST ELEVATION



CABANA SOUTH ELEVATION



CABANA NORTH ELEVATION

PROJECT TITLE:

PRIVATE RESIDENCE  
45 NAPIER STREET, KLEINBURG, ONTARIO

SHEET TITLE:

CABANA ELEVATIONS

DRAWN BY:

NT

CHECKED BY:

RW

SCALE:

1/8" = 1'-0"

DATE:

MAY 2 2019

PROJECT NO:

1752

DWG. NO:

A3.5



RICHARD WENGLE  
ARCHITECT INC

102 AVENUE ROAD  
TORONTO, ONTARIO M8R 2H3  
(416) 787-7575



## PRIVATE RESIDENCE

45 NAPIER STREET  
KLEINBURG, ONTARIO  
148  
JUNE 20, 2018  
1752



RICHARD WENGLE  
ARCHITECT INC.

## PRIVATE RESIDENCE

45 NAPIER STREET  
KLEINBURG, ONTARIO  
JUNE 20, 2018  
1752



CABANA VIEW  
SCALE : NTS.



RICHARD WENGLE  
ARCHITECT INC.

## PRIVATE RESIDENCE

45 NAPIER STREET  
KLEINBURG, ONTARIO  
JUNE 20, 2018  
1752



REAR VIEW

SCALE : NTS.



RICHARD WENGLE  
ARCHITECT INC.

## PRIVATE RESIDENCE

45 NAPIER STREET  
KLEINBURG, ONTARIO  
JUNE 20, 2018  
1752

FRONT VIEW  
SCALE : NTS.

## Mark Hall, OAA, MRAIC, RPP, MCIP, FAIA, AICP, CAHP

---

### ACADEMIC + PROFESSIONAL TRAINING

Harvard University, Master of City Planning in Urban Design  
US Navy Civil Engineer Corps Officer School, Certificate of Graduation  
Construction and Design Management  
Massachusetts Institute of Technology  
Graduate Studies in Planning and Economics  
Pratt Institute, Master Degree program studies in Planning and Economics  
University of Michigan, Bachelor of Architecture

### DESIGN AND CONSTRUCTION EXPERIENCE

Mariposa Land Development Company [1438224 Ontario Inc.]  
Toronto / Orillia, President  
Orchard Point Development Company [1657923 Ontario Inc.]  
Orillia, Vice President  
MW HALL CORPORATION, Toronto, Toronto, President  
Teddington Limited, Toronto,  
Development advisor, Planner, Architect  
ARCHIPLAN, Los Angeles, Principal/President  
DMJM, Los Angeles, Planner  
Gruen Associates, Los Angeles, Planner  
US NAVY, Civil Engineer Corps, Officer  
Apel, Beckert & Becker, Architects, Frankfurt  
Green & Savin, Architects, Detroit

### CITY DEVELOPMENT / URBAN DESIGN / REAL ESTATE DEVELOPMENT

Mark Hall has directed a number of city development and urban design projects, including waterfront revitalization, commercial, multi-unit residential, industrial facilities and major mixed use projects in both public and private clients/employers. He has worked on staff for public agencies, including real estate development and property management services. He understands the dynamics of city development, the techniques required for successful implementation, and procedural, financial and political requirements. His experience and contributions range throughout Canada, the United States, Europe, Southeast Asia, the Middle East and the Arctic. As a result of his extensive experience in this area, he has been invited to participate in the Regional Urban Design Assistance Team [R/UDAT] programs of the American Institute of Architects, and a program of waterfront renewal in Toronto by the Ontario Professional Planners Institute. He is a Registered Professional Planner in Ontario, member of the Canadian Institute of Planners, and a founding member of the American Institute of Certified Planners. Recently, as president of Mariposa Land Development Company, he designed and built a 54 unit condominium apartment project designed to upgrade the waterfront of historic downtown Orillia, Ontario. The building has spurred a number of revitalization projects in Orillia.

### HISTORIC PRESERVATION / ADAPTIVE REUSE

Mr. Hall has developed special interest and expertise in historic preservation and adaptive reuse of historic structures and city districts. He has served as president of the Los Angeles Conservancy, and designed projects combining historic preservation and appropriate adaptive reuse of the properties. He is a member of the Canadian Association of Heritage Professionals. Recently he served as preservation architect on renovations of the RC Harris Water Plan, a designated cultural heritage building in Toronto. He has served as architect for restoration and additions to a number of historic houses in the Annex, Beaches and other areas of central city Toronto, as well as Belleville, Orillia, Mississauga and Brampton, and in Los Angeles and Florida. He frequently works with property developers, municipalities and heritage property owners as consultant regarding historic properties of concern to municipalities in which they are working.

### ARCHITECTURE

A licensed architect for over 40 years, Mr. Hall is licensed to practice in Canada and the US. He has been responsible for design and construction of a number of significant projects: mixed use structures, corporate headquarters and industrial facilities, military facilities, multi-unit residential, civic and commercial centres, and seniors housing. He understands the design, construction and real estate development process, as well as management of multi-disciplinary and client concerns for cost effective, efficient, award-winning structures. Many of the structures he has built are the result of implementing more comprehensive master planned developments. For his work in historic preservation, education and community service he was awarded Fellowship in the American Institute of Architects.

### COMMUNITY & EDUCATION SERVICE

In addition to professional practice, Mr. Hall has made major commitments to teaching and community service. He taught urban design and city planning at USC, UCLA, Southern California Institute of Architecture [SCI ARC] and Boston Architectural Center. While at Harvard he worked with the Harvard Urban Field Service in Boston's Chinatown. As an officer in the US NAVY he was awarded a special Commendation Medal for development of a master plan for the NAVY's Arctic Research Laboratory and the adjacent Inupiat community of Barrow, Alaska. His work has been published in professional journals and has received various awards and honors. He served on the board of directors and later as president of the Southern California chapter of the American Institute of Architects. He was co-chair for the Ontario Professional Planners Institute [OPPI] of a multi-disciplinary design Charette to determine the future of the Metropolitan Toronto waterfront, and later on a committee of the Ontario Association of Architects looking into solutions to urban sprawl. He has served as president of the non-profit Housing Development Resource Centre [HRDC] and as president of Toronto Brigantine, a non-profit organization providing sail training aboard two tall ships in the Great Lakes.





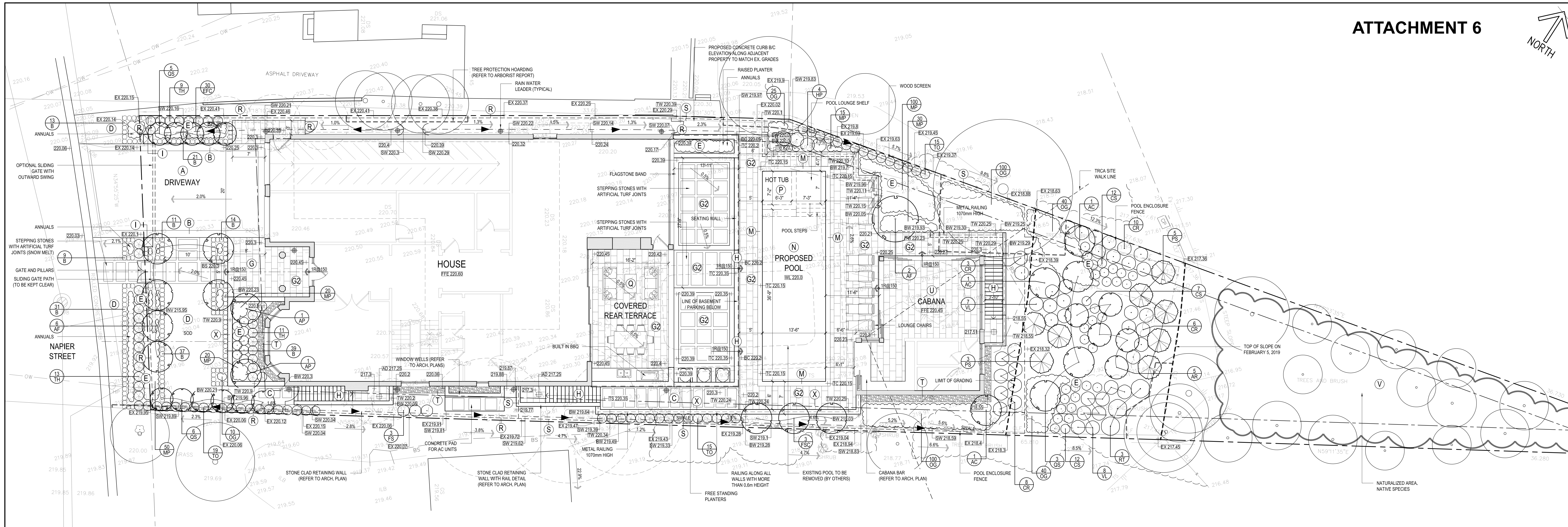
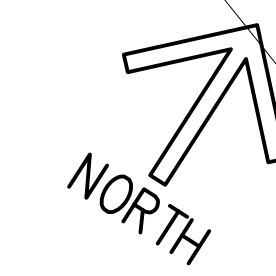












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2	MAR 24/20	ISSUED FOR SPA RESUBMISSION
1	JUNE 21/19	PRELIMINARY
NO.	DATE	PRINT & REVISION RECORD

**HARD LANDSCAPE LEGEND**

- A Concrete Paved Driveway (Limestone Finished, Snow Melt) (Refer to Detail 5/L3)**
- B Driveway Banding and Feature Paved Areas (Snow Melt) (Refer to Detail 7/L3)**  
Ebony black granite from Global Arch or approved equal. Plank running bond pattern, 18" x 36" x 1 1/4" set on a 6" reinforced concrete slab over 18" of compacted granular
- C Stepping Stones with Artificial Turf Joints**  
Ebony black granite from Global Arch or approved equal. Plank stepping stones set on a 6" reinforced concrete slab over 6" of compacted granular
- D Open Sodded Areas**  
No. 1 Bluegrass set on 6" of screened topsoil
- E Proposed Planting Beds**  
18" of triple mix topped with 3" of finely shredded Gro Bark or approved equal
- G Flagstone Paving (Terraces and Landings) (Refer to Detail 3/L3)**  
Type: Sandblasted upper algonquin  
Size: 24" x 24" x 1 1/4"  
Supplier: Base Stone  
Pattern: Running Bond  
Colour: Light buff  
1 1/2" thick flagstone installed 1/2" mortar bed on 6" reinforced slab
- G2 Flagstone Paving on Architectural Terraces and Landings (Refer to Detail 4/L3)**  
Type: Sandblasted upper algonquin  
Size: 16" x 32" x 1 1/2"  
Supplier: Base Stone  
Pattern: Running Bond  
Colour: Light buff  
1 1/2" thick flagstone installed 1/2" mortar bed on architectural concrete terrace.
- H Stone Clad Steps (Refer to Detail 1/L3)**  
Type: Cut Sandblasted Algonquin  
Size: 3" thick  
Supplier: Base Stone  
Colour: Light buff  
Stone to be set on concrete footings 4" deep
- I Stone Clad Pillars (1500mm high) (Refer to Detail 4/L2)**  
Cut Algonquin stone clad walls with Cut Algonquin coping. Wall construction to be 4" frost free footings.
- K Free Standing BBQ**
- L Swimming Pool Terrace (Refer to Detail 6/L3)**  
Type: Sandblasted upper algonquin  
Size: 16" x 32" x 1 1/2"  
Supplier: Base Stone  
Pattern: Running Bond  
Colour: Light buff  
1 1/2" thick flagstone installed 1/2" setting bed on 6" compacted granular
- M Stone Pool Coping**  
Type: Sandblasted upper algonquin  
Size: 12" x 4" x 3" thick  
Supplier: Base Stone  
Colour: Light buff  
Mortared installation on existing concrete pool wall.
- N Swimming Pool**  
Gunite concrete pool construction with light grey marbleite and 12" wide water line porcelain tile. (Sandblasted upper algonquin)
- P Hot Tub**  
Gunite concrete pool construction with light grey marbleite and 12" wide water line porcelain tile. (Sandblasted upper algonquin)
- Q Lounge/Loggia Area**  
Refer to architectural drawings
- R Metal Fence (1500mm high)**
- S Property Line Fence (Wood) (Refer to Detail 2/L2)**  
6" high wood fence. All wood members to be pressure treated and stained with 2 coats of opaque charcoal grey stain
- T Pea Gravel Surface Treatment (Refer to Detail 2/L3)**
- U Cabana**  
Refer to architectural plans
- V Naturalized Planting Area**
- X Proposed Garden Retaining Wall (Refer to Detail 3/L2)**  
Stone clad on concrete. Refer to detail

**NOTES:**  
 GRANULAR BASE MATERIAL SPECIFIED HEREIN IS TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY  
 AREAS OF NEW EXCAVATION AROUND THE PERIMETER OF THE BUILDING ARE TO BE BACKFILLED USING ENGINEERED BACKFILL (CLEAN DRAINABLE FILL) H.P.B. OR APPROVED EQUAL.  
 GRANULAR LAYERS TO BE COMPACTED TO A MINIMUM OF 98% STANDARD PROCTOR DENSITY OR AS APPROVED BY THE PROJECT ENGINEER.  
 PRIOR TO CONSTRUCTION THE LANDSCAPE ARCHITECT IS TO REVIEW THE SITE TO ENSURE THAT THE TREE PRESERVATION MEASURES HAVE BEEN IMPLEMENTED AS PER THE SPECIFICATIONS.  
 SAMPLES OF ALL PAVING TYPES ARE TO BE PROVIDED ON SITE FOR REVIEW BY THE CLIENT AND LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.  
 CONTRACTOR IS TO ENSURE INSTALLATION STANDARDS MEET MANUFACTURERS RECOMMENDATIONS AS NOT TO AFFECT PRODUCT WARRANTY.  
 AREAS FOUND TO BE SUSCEPTIBLE/SENSITIVE TO FROST INDUCED GROUND MOVEMENT ARE TO BE REVIEWED BY PROJECT SOILS ENGINEER, PRIOR TO CONSTRUCTION.  
 CONTRACTOR IS TO PROVIDE COMPACTION TESTING OF BACKFILLED AREAS FOR REVIEW BY THE CLIENT AND LANDSCAPE ARCHITECT PRIOR TO THE COMMENCEMENT OF LANDSCAPE CONSTRUCTION.

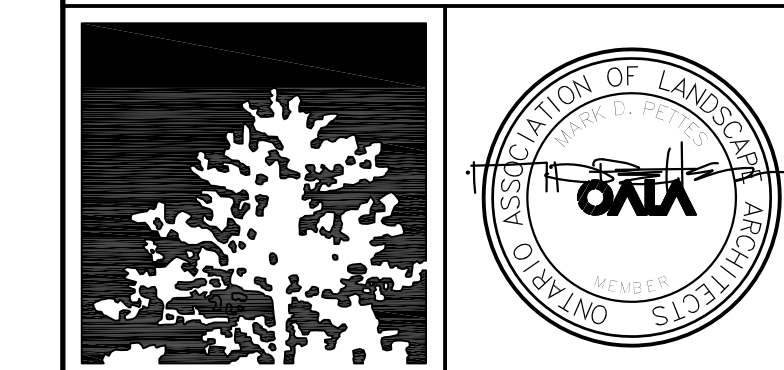
**PLANTING BED NOTE:**  
 - ALL SHARED PLANTING BEDS WITH PROPOSED TREES REQUIRE TREES TO HAVE ACCESS TO 20 SQ. M. OF GOOD QUALITY TOPSOIL.



RAIN WATER LEADER

**PLANT LIST**

Symbol	Qty	Botanical/Common Name	Root	Size	Remarks	Symbol	Qty	Botanical/Common Name	Root	Size	Remarks
<b>Deciduous Trees</b>						<b>Deciduous Shrubs</b>					
AC	03	Amelanchier laevis	Potted	1.2m high	Multistem	CR	27	Cornus racemosa	Potted	60cm	clump
		Downy Serviceberry			3 stems			Gray Dogwood			
AF	08	Acer freemanii	WB	60mm cal.		CS	31	Cornus sericea	Potted	60cm	
		Freeman Maple						Red Osier Dogwood			
AP	02	Acer palmatum 'Bloodgood'	WB	60mm cal.	Spedmen	FS	03	Fagus sylvatica	BB	2m high	Hedging
		Bloodgood Japanese Maple						European Beech			
AR	05	Acer rubrum	WB	60mm cal.	clump	HA	09	Hydrangea arborescens 'Annabelle'	Potted	60cm	
		Red Maple						Annabelle Hydrangea			
FSC	03	Fagus sylvatica 'fastigiata'	WB	60mm cal.		HP	04	Hydrangea paniculata 'Limelight'	Potted	60cm	
		Columinar Beech						Limelight Hydrangea			
QS	14	Cornus robus x alba 'crimschmidt'	WB	60mm cal.		RT	03	Rhus typhina	Potted	60cm	
		Crimson Spire Oak						Staghorn Sumac			
						VL	15	Viburnum lentago	Potted	60cm	
								Viburnum lentago			
								Nannyberry			
<b>Evergreen Trees</b>						<b>Perennials</b>					
PS	05	Pinus strobus	Potted	2.0m high		MP	235	Native Mixed Perennials	Potted	150mm	
		White Pine						Detail Locations of the following To Be Determined at a later date			
<b>Evergreen Shrubs</b>						<b>Ornamental Grasses</b>					
TH	33	Buxus media 'Hillii'	Potted	80cm		OG	315	Native Ornamental Grasses	Potted	150mm	
		Hills Yew						Detail Location of the following To Be Determined at a later date			
TO	49	Thuja occidentalis	Potted	1.5m high	Nursery Grown						
		White Cedar									
<b>Broadleaf Evergreen Shrubs</b>											
B	175	Buxus 'Green Mountain'	Potted	45cm							
		Green Mountain Boxwood									
EFC	30	Euonymus fortunei 'Coloratus'	Potted	45cm							
		Wintercreeper Euonymus (300mm dia)									



LANDSCAPE CONSULTANT:  
**MDP** LANDSCAPE CONSULTANTS LIMITED  
 1446 YONGE STREET, SUITE 40-100  
 AURORA, ONTARIO L4G 1G1  
 TEL: (905) 464-6008 FAX: (905) 464-1019

PROJECT:  
**S GUGLIETTI RESIDENCE**  
 45 NAPIER STREET, KLEINBERG, ONTARIO

DRAWING TITLE:  
**LANDSCAPE PLAN**

DRAWN BY: G.D. CHECKED BY: M.P.

SCALE: 1/8"=1'-0" DATE: AUG 25th, 2020

PROJECT NUMBER: DRAWING NO:  
**L-1**

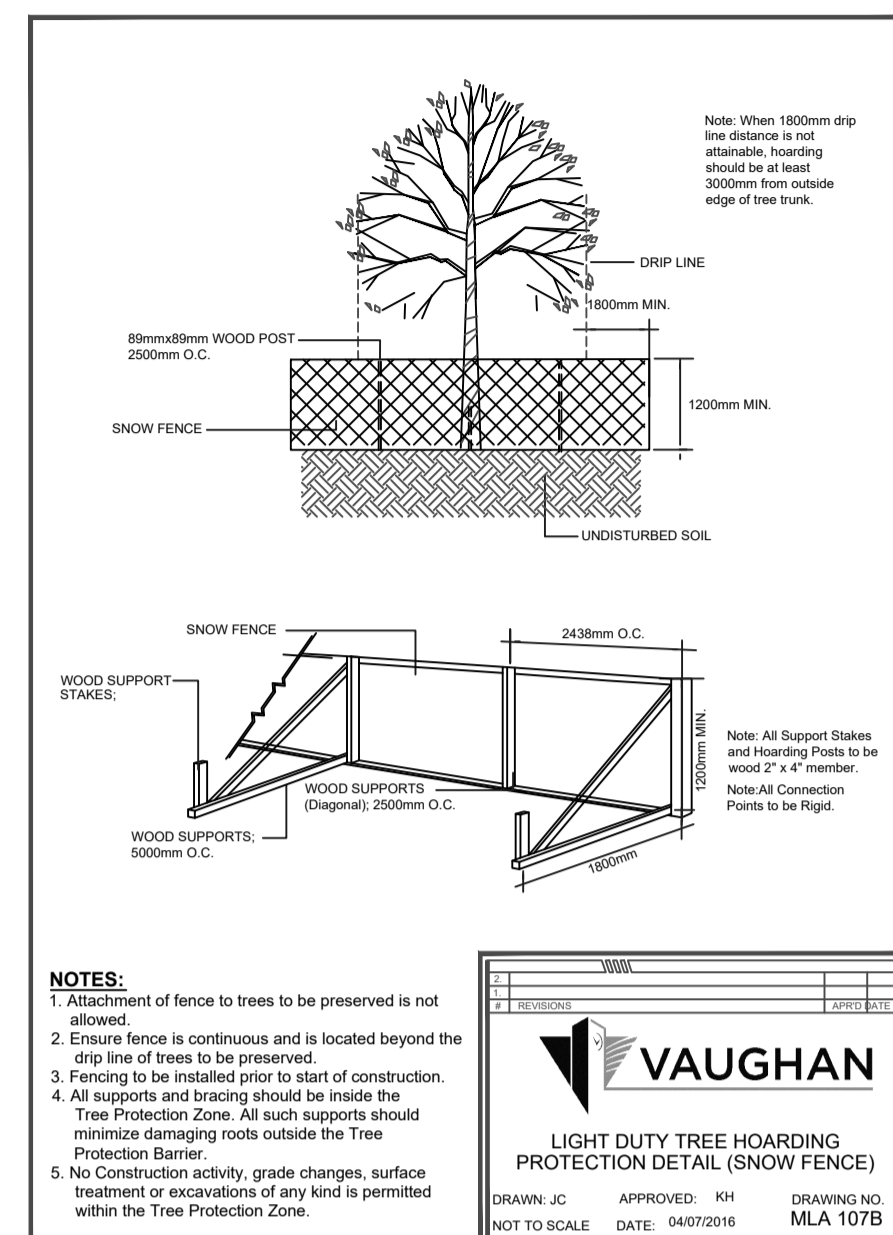
ISSUED FOR:  
 Resubmission SPA





Tree Inventory – 45 Napier St Kleinburg, ON L0J 1C0.

Tag #	Common Name	Botanical Name	Diameter @ Base	Diameter @ Breast Height (1.4m) CM	Health Condition	Structural Condition	Notes	Recommendations Based on Site Plan	Minimum TPZ (m)	Proposed TPZ (m)	Required Replacement Ratio
490	Colorado Blue Spruce	Picea pungens	37	29	-	-	Lower limbs pruned off, some deadwood HAS FALLEN DOWN IN PREVIOUS WINDSTORM	-	-	-	-
491	Colorado Blue Spruce	Picea pungens	42	30	Average	Average	1 Meter from driveway, crowded crown	Remove	-	-	3:1
492	Colorado Blue Spruce	Picea pungens	42	34	Average	Average	Lower limbs prune	Remove	-	-	3:1
493	Eastern Red Cedar	Juniperus virginiana	39	30	Average	Average	Lower limbs pruned, some breakage, some deadwood, on neighbouring property	Preserve & Protect	1.8	1.8	-
494	Eastern Red Cedar	Juniperus virginiana	23	17	Poor	Very/Poor	Previously co-dominant, 1 co-dominant leader failure, on neighbouring property	Preserve & Protect	1.8	1.8	-
495	Eastern Red Cedar	Juniperus virginiana	25	20	Average	Average	on neighbouring property	Preserve & Protect	1.8	1.8	-
496	Eastern Red Cedar	Juniperus virginiana	38	30	Very Poor	Poor	80% cut down, on neighbouring property	Retain	dripline	dripline	-
497	Sugar Maple	Acer saccharum	50	50	Average	Average	Tag on fence, North/East corner of shed, 2.2 meter from fence, some breakage, on neighbouring property	Preserve & Protect	3	3	-
498	Silver Maple	Acer saccharum	73	68	Average	Average	1 leader prune off, lower limbs prune off, on neighbouring property	Preserve & Protect	4.2	4.2	-
499	Norway Spruce	Picea abies	83	69	Good	Good		Remove	-	-	4:1
500	Manitoba Maple	Acer negundo	38	31	Average	Average/Poor	Co-dominant from base, 2 leader previously removed	Preserve & Protect	2.4	2.4	-
501	Manitoba Maple	Acer negundo	29	21	Average	Average		Preserve & Protect	1.8	1.8	-
502	Manitoba Maple	Acer negundo	29	19	Average	Average	Previously had crown failure	Preserve & Protect	1.8	1.8	-
503	Manitoba Maple	Acer negundo	52	39	Average	Average		Preserve & Protect	2.4	2.4	-
504	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
505	Emerald Cedar	Thuja occidentalis	13	4	Good	Good		Remove	-	-	-
506	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
1340	Red Oak	Quercus rubra	35	25	Good	Good	Tagged at a previous date by neighbouring property	Preserve & Protect	1.8	1.8	-
1343	Colorado Spruce	Picea pungens	38	34	Good	Good	Tagged at a previous date by neighbouring property, beyond minimum tree protection distance	Retain	2.4	3.2	-
1345	White Spruce	Picea glauca	53	42	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
1346	Norway Spruce	Picea abies	68	57	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
1347	Norway Spruce	Picea abies	57	44	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
TOTAL TREES REQUIRED TO BE PLANTED											22



General Notes

- Denotes Existing Deciduous Tree
- Denotes Existing Coniferous Tree
- Denotes Tree to be Planted
- Denotes Tree Protection Fence

No.	Revision/Issue	Date

Firm Name and Address  
 The Urban Arborist Inc.  
 P.O. Box 74525 Humbertown Centre  
 Etobicoke, ON  
 M9A 5E2

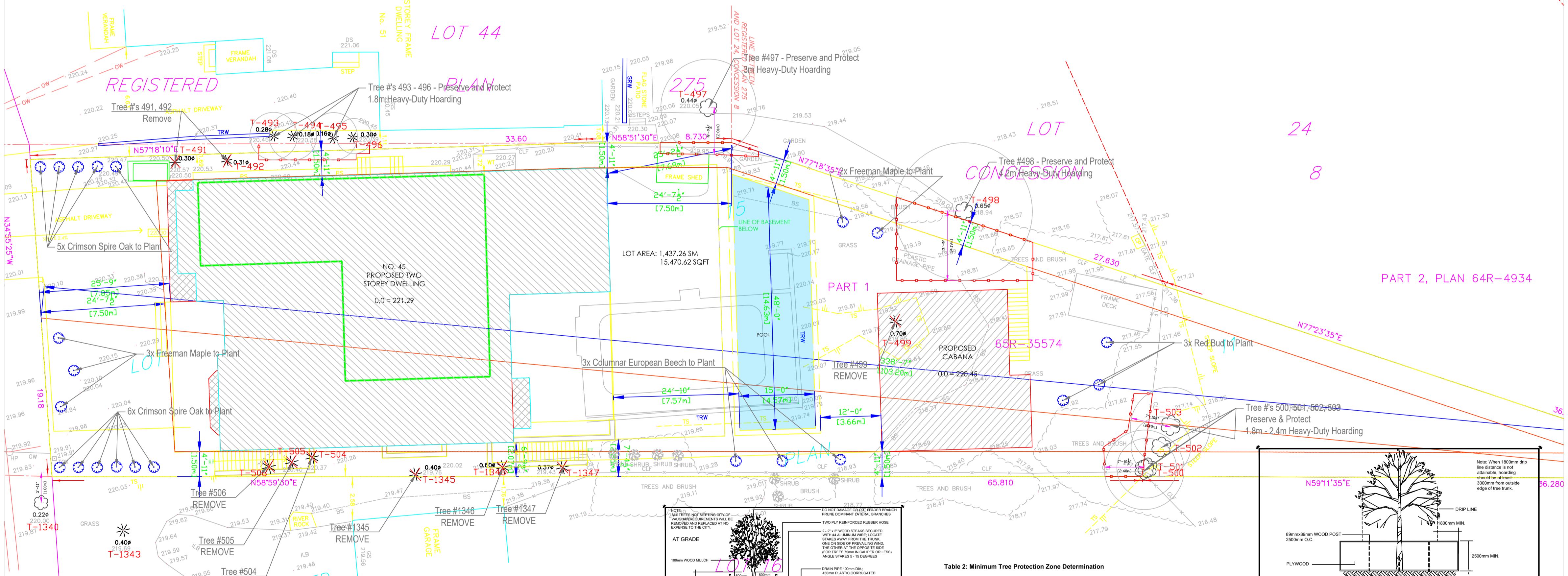
Project Name and Address  
 45 Napier Street  
 Vaughan, ON  
 L0J  
 Tree Protection Plan

Project  
 Guglietti

Date  
 31-07-2020

Scale  
 As Noted

Sheet  
 TP-1

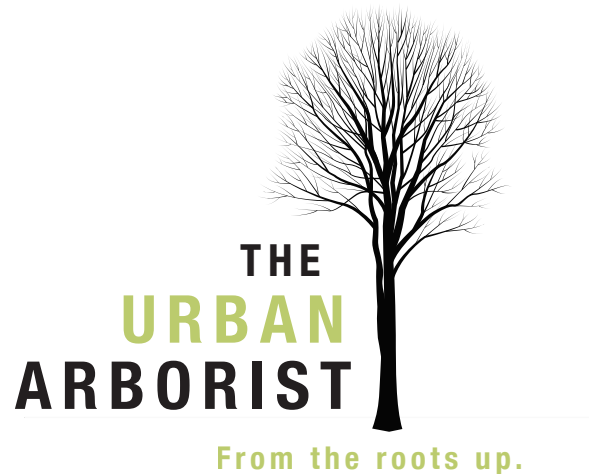




# Tree Inventory and Protection Plan

Prepared for: Steven Guglietti  
45 Napier Street.  
Vaughan, ON.  
LOJ

prepared by:



**The Urban Arborist INC.**  
P.O. BOX 74525 HUMBERTOWN CENTRE, ETOBICOKE ON. M9A 5E2  
Tel: 416.833.6467  
[www.TheUrbanArborist.ca](http://www.TheUrbanArborist.ca)  
Certified and Insured  
"From the roots up."

---

ISA Certified Arborist    Robert Rafal Lis    Cert. # ON-1374A

July 31, 2020

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## ***1.0 Introduction***

### ***1.1 Purpose of Assignment***

The Urban Arborist Inc was retained by Steven Guglietti to prepare a Tree Inventory and Protection Plan for a residential project. The project consists of demolishing an existing home and rebuilding a new home.



Figure 1. Front of Subject Lot at 45 Napier Street. Vaughan, ON.

### ***1.2 Existing Site Characteristics***

There are no major grade differences on the property. The property at the rear starts to slope down slightly and has a large portion of a wooded area beyond the fence line.

## ***2.0 Methodology***

All data used in this report is empirical in nature, unless stated otherwise. All measurements in this report utilize the metric system of measurement.

## 2.1 *Field Study*

Site inspection and data collection was initiated March 1<sup>st</sup>, 2018. All trees located on the subject lands that are 20cm diameter and greater measured at base on the subject lands and beyond 6m of construction area have been inventoried, assessed, surveyed and referred to in this report as a significant tree.

## 2.2 *Tree Locations*

The locations of all significant trees were surveyed and plotted and shown on drawing in appendix 2.

## 2.3 *Tree Conditions*

During field study a generalized assessment system was used to give each significant tree a rating based on structural condition and health condition.

The following 5 level assessment for health is listed below.

- Very Poor - Tree displays severe dieback of branches, canopy is extremely sparse. May exhibit extreme pathogen infestation or infection. Or tree is dead.
- Poor - Tree displays some dieback. Branches or canopy is sparse with little or no signs of new growth or vigour. Possible pathogen infestation or infection. Foliar canopy is sparse.
- Average - Tree is developing in a manner typical to others in the area. Canopy is full.
- Good - New growth is vigorous as evidenced by stem elongation and colour. Canopy is dense.
- Very Good - In addition to the attributes of a good rating, tree is displaying extremely vigorous growth and trunk displays a pattern of vigour cracks or lines.

The following 5 level assessment for structural condition was as follows:

- Very Poor - Trunk has large pockets of decay, is bifurcated or has a severe lean. Limbs or branches are poorly attached or dead. Possible hazard.
- Poor - Limbs or branches are poorly attached or developed. Canopy is not symmetrical. Trunk has a lean.
- Average - Trunk, limb and branch development though flawed is typical of this

species.

Good - Trunk is well developed with well attached limbs and branches; some flaws but are hardly visible.

Very Good - In addition to attributes of a good rating, the tree exhibits a well developed root flare and a balanced canopy.

Factors Assessed were as follows:

Roots	Trunk	Foliage/Buds	Scaffold Branches	Small Branches/Twigs
<ul style="list-style-type: none"> <li>· Collar/flare</li> <li>· Mechanical injury</li> <li>· Girdling roots</li> <li>· Insects/disease</li> <li>· Decay/fungi</li> </ul>	<ul style="list-style-type: none"> <li>· Cavities</li> <li>· Mechanical injury</li> <li>· Cracks</li> <li>· Swollen/sunken areas</li> <li>· Insects/disease</li> <li>· Fungi</li> </ul>	<ul style="list-style-type: none"> <li>· Size of foliage/buds</li> <li>· Foliage colour</li> <li>· Foliage injury</li> <li>· Dieback of buds/foilage</li> <li>· Insects/disease</li> </ul>	<ul style="list-style-type: none"> <li>· Attachments/included bark</li> <li>· Taper</li> <li>· Distribution</li> <li>· Decay/cavities</li> <li>· Deadwood</li> <li>· Insects/disease</li> </ul>	<ul style="list-style-type: none"> <li>· Vigour/growth rates</li> <li>· Distribution</li> <li>· Appearance</li> <li>· Insects/disease</li> <li>· Dieback</li> </ul>

### **3.0 Tree Inventory**

A total of 22 trees were inventoried at 45 Napier Street. A total of 6 trees are on neighbouring property and the remaining 16 trees are on the subject property. Below is a table summary on data collected. (See Tree Inventory Spreadsheet in appendix 1).

	Total	Reference Tag #'s
Total Trees ≥ 20cm diameter at base on subject property	9	490, 491, 492, 499-503, 1343, 1345-1347
Total Trees on Municipal Lands	1	1340
Total Trees on Adjacent Residential Lands	6	493-498
Total Trees inventoried that are undersize	3	504-506

*\*See Appendix 1 for full Tree Inventory.*

#### **3.1 Trees to Preserve**

The trees in this section have been evaluated suitable for preservation and fall under the Tree Preservation, Protection and Management guidelines in this report. Different approaches of Tree Preservation can be carried out following tree health and structure evaluation. The following describes the differences in approaches to Tree Preservation.

##### **1. Preserve, Protect & Maintain**

Includes protection with tree preservation hoarding, as well as pre and post-construction arboricultural works.

**2. Preserve & Protect**

Includes the installation of tree protection hoarding; no maintenance will be required unless specified in the recommendations in Appendix 1

**3. Retain**

No protection or maintenance measures are required. Installation of tree protection barriers is optional.

**4. Transplanting**

Where size of tree permits transplanting, it is recommended that moving a tree to a location that would suit the tree.

# of Trees evaluated as suitable for Preservation	12
# of Trees to use Method 1	N/A
# of Trees to use Method 2	9 (#493, #494, #495, #497, #498, #500, #501, #502, #503)
# of Trees to use Method 3	3 (#496, #1340, #1343)
# of Trees to use Method 4	0

In the case of 45 Napier Street and proposed development, 12 trees can be preserved. Trees that will be protected with hoarding are trees that are 20cm diameter at base and greater on the subject site and trees within 6m of the construction area. Trees suitable for preservation must be preserved only through the full implementation of the Tree Care Recommendations, Tree Preservation Plan and Tree Preservation Guidelines contained in this report for trees to continue to survive.

*3.2 Trees to Remove*

All trees scheduled for removal shall be removed prior to any construction, earthworks or installation of tree protection hoarding. Due to site or development, tree condition or location, retention is not warranted. A total of 1 tree is to be removed that is a category. A permit is required to remove or injure any tree on private property which is over 20cm diameter at base and greater.

There are 6 trees to be removed greater than 20cm diameter at base.

Total of number of Trees to Remove	6
Reference Tag #'s	#491, #492, #499, #1345, #1346, #1347



### 3.3 *Trees to Injure*

A total of 6 trees will be impacted by construction. Trees #493-#498 will require mitigation measures prior to disturbances due to underground parking garage and retaining wall. (see section 4.3 Sensitive Root Excavation)

Shared ownership trees or neighbouring trees potentially impacted by proposed development and/or construction activities will require authorization. Provide written authorization from an adjacent property owner where the base of a tree straddles a property line or is completely on the neighbouring property as per By-law 052-2018.

### 3.4 *Trees to Replant (Replacement)*

There are 6 trees to be removed and 22 trees are required to be planted on site

City of Vaughan Replacement Requirement:

DBH of Tree to be Cut or Removed	Number of Replacement Trees Required
20cm to 30cm	1
31cm to 40 cm	2
41cm to 50cm	3
51cm or greater	4

Refer to appendix 2 for replanting plan. Refer to appendix 3 for replanting list.

## 4.0 ***Tree Preservation, Protection and Management***

### 4.1 *Tree Protection*

All trees except trees will have their minimum tree protection zones met. All trees will have tree protection erected as shown in appendix 2.

### 4.2 *Tree Protection Barriers*

All trees scheduled to be *Preserved & Protected* shall have their critical rooting zones protected with the installation of tree protection barriers. Tree protection barriers shall be installed as per City of Vaughan Tree Protection Barriers Detail, see Appendix 3.

Tree Protection Fencing is to be installed to minimize the impact on the trees (over 20cm at base) to be preserved prior construction and is to remain until the construction is completed. (applicable to Private and Public trees) as per By-Law 052-2018.

Municipal By-law 052-2018 directs that municipal and private trees shall be protected during all phases of construction. ULA 110B Light Duty and ULA 110A Heavy Duty Tree protection fencing (plywood)

is to be installed prior to construction and is to remain until construction is completed, as per By-Law 052-2018. MLA 107B or ULA 110B Light Duty Tree protection fencing (Snow Fence) may be used where traffic sight lines will be affected within the road allowance, as per By-Law 052-2018. Additionally, Municipal By-law 052-2018 direct that if a tree is damaged or requires removal that monetary compensation and expenses shall be paid.

No construction activity, grade changes, surface treatment, excavations of any kind or material storage is permitted within the Tree Protection Zone.

Applicant shall inform Vaughan Forestry or Development Planning Department once Tree Protection has been installed, for Vaughan Forestry to inspect and approve according to specifications.

#### *4.3 Sensitive Root Excavation*

ROOT SENSITIVE EXCAVATION reduces root injuries to trees and involves trenching along the line of proposed excavation to the depth required for the proposed hardscaping, utility or site feature being installed, prior to mechanical excavation of the rest of the area. Location and Dimensions of proposed root sensitive excavation are to be provided to Urban Forestry in advance for our review.

ROOT SENSITIVE EXCAVATION may use the following trenching methods: hand digging using shovels and bars; air spade (with vacuum preferred); low-pressure hydrovac.

All ROOT SENSITIVE EXCAVATION must be performed under the supervision of a qualified arborist. All roots exposed must be documented by the supervising arborist. Every effort should be made to preserve as many exposed roots as possible. Roots approved for pruning should be cleanly cut with a sharp, non-vibrating tool such as a handsaw, secateurs, chainsaw at face of trench such that no further disturbance of the roots are to be expected once mechanical excavation begins. All root pruning is to be performed by the arborist only, as per guidelines below.

When ROOT SENSITIVE EXCAVATION is performed in regards to the installation of a deep site feature such as a foundation, roots of less than 5cm diameter can be cut sharply, if necessary, unless an abundance of smaller roots are involved. If roots of 5cm diameter or greater or an abundance of smaller roots are exposed in the excavation areas inside or just outside the Tree Protection Zone (TPZ) of bylaw trees they should be preserved and Urban Forestry must be notified to discuss the expected impacts of pruning such significant roots on the tree's health or stability.

When ROOT SENSITIVE EXCAVATION is performed in regards to the installation of site features such as post holes, all roots exposed of under 5cm diameter may be cleanly cut at face of hole such that no further disturbance of the roots are to be expected once mechanical excavation begins for the lower portion of the holes (below hand dug area). If roots of 5cm diameter or greater are uncovered they should be preserved, the post holes filled in with viable soil and the hole moved at least 0.5 metre away to avoid significant roots.

When ROOT SENSITIVE EXCAVATION is performed in regards to the installation of site features such as driveways, walkways, curbs, etc. roots of less than 5cm diameter can be cut sharply, if

necessary, unless an abundance of smaller roots are involved. If roots of 5cm diameter or greater or an abundance of smaller roots are exposed in the excavation areas inside or just outside the TPZ of bylaw trees they should be preserved and Urban Forestry must be notified to discuss the expected impacts of pruning such significant roots on the tree's health or stability, or to arrange the proposed site feature to be moved farther away from the tree and its significant roots.

When ROOT SENSITIVE EXCAVATION is performed in regards to the installation of utilities such as water lines or sewers, every effort should be made to preserve as many exposed roots as possible by installing the utilities underneath the roots without root pruning. If roots of 5cm diameter or greater are uncovered they should be preserved.

## **5.0 Tree Compensation, Protection, and Removal Costs**

The following items have been quantified in dollar terms as an estimate for entering into a tree protection agreement with the City of Vaughan.

Tree Removal Approximate Cost: **\$10,500.00**

Tree Compensation Cost: 22 x \$550.00 = **\$12,100.00**

Tree Protection Approximate Costs: **\$3500.00**

**Total costs for the purpose of entering a tree protection agreement is \$26,100.00**

## 6.0 Conclusions and Recommendations

Based on all data collected from on-site field work and review of all site plans the following conclusions and recommendations are made and correspond with Tree Inventory in Appendix 1:

Conclusions	Recommendations
There are 12 trees to be protected and preserved.	Install Tree Protection Barriers as listed in this document.
The proposed development will require a total of 6 trees be removed.	Application to remove 6 trees must be submitted to City of Vaughan Forestry Department.
6 trees will require mitigation measures	Use sensitive root excavation guide as discussed in this report.
A total of 22 trees will require to be planted on site.	Plant 22 trees as specified in appendix 2.


Attachments are as follows:

- Appendix 1 Tree Inventory
- Appendix 2 Replanting List
- Appendix 3 Site Plan / Tree Protection Plan Drawing
- Appendix 4 Tree Protection Barrier Detail ULA 110A
- Appendix 5 Tree Protection Barrier Detail ULA 110B
- Appendix 6 Tree Planting Detail
- Appendix 7 Photographs

This 9 page Report was written by

Robert Rafael Lis  
 ISA Certified Arborist #ON-1374-A

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**Tree Inventory – 45 Napier St Kleinburg, ON L0J 1C0. January 13, 2020**

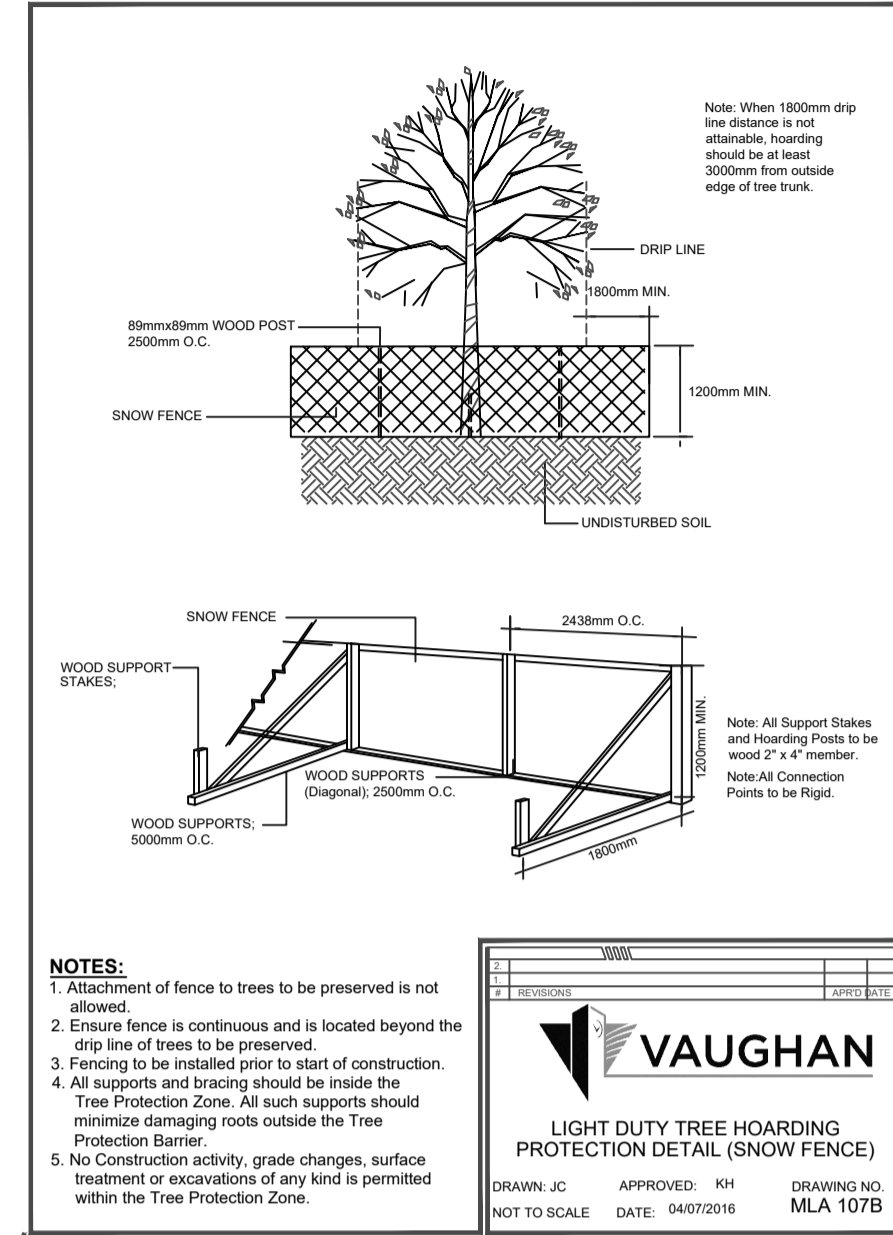
Tag #	Common Name	Botanical Name	Diameter @ Base	Diameter @ Breast Height (1.4m) CM	Health Condition	Structural Condition	Notes	Recommendations Based on Site Plan	Minimum TPZ (m)	Proposed TPZ (m)	Required Replacement Ratio
490	Colorado Blue Spruce	Picea pungens	37	29	-	-	Lower limbs pruned off, some deadwood HAS FALLEN DOWN IN PREVIOUS WINDSTORM	-	-	-	-
491	Colorado Blue Spruce	Picea pungens	42	30	Average	Average	1 Meter from driveway, crowded crown	Remove	-	-	3:1
492	Colorado Blue Spruce	Picea pungens	42	34	Average	Average	Lower limbs prune	Remove	-	-	3:1
493	Eastern Red Cedar	Juniperus virginiana	39	30	Average	Average	Lower limbs pruned, some breakage, some deadwood, on neighbouring property	Preserve & Protect	1.8	1.8	-
494	Eastern Red Cedar	Juniperus virginiana	23	17	Poor	Very/Poor	Previously co-dominant, 1 co-dominant leader failure, on neighbouring property	Preserve & Protect	1.8	1.8	-
495	Eastern Red Cedar	Juniperus virginiana	25	20	Average	Average	on neighbouring property	Preserve & Protect	1.8	1.8	-
496	Eastern Red Cedar	Juniperus virginiana	38	30	Very Poor	Poor	80% cut down, on neighbouring property	Retain	dripline	dripline	-
497	Sugar Maple	Acer saccharum	50	50	Average	Average	Tag on fence, North/East corner of shed, 2.2 meter from fence, some breakage, on neighbouring property	Preserve & Protect	3	3	-
498	Silver Maple	Acer saccharum	73	68	Average	Average	1 leader prune off, lower limes prune off, on neighbouring property	Preserve & Protect	4.2	4.2	-
499	Norway Spruce	Picea abies	83	69	Good	Good		Remove	-	-	4:1
500	Manitoba Maple	Acer negundo	38	31	Average	Average/Poor	Co-dominant from base, 2 leader previously removed	Preserve & Protect	2.4	2.4	-
501	Manitoba Maple	Acer negundo	29	21	Average	Average		Preserve & Protect	1.8	1.8	-
502	Manitoba Maple	Acer negundo	29	19	Average	Average	Previously had crown failure	Preserve & Protect	1.8	1.8	-
503	Manitoba Maple	Acer negundo	52	39	Average	Average		Preserve & Protect	2.4	2.4	-
504	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
505	Emerald Cedar	Thuja occidentalis	13	4	Good	Good		Remove	-	-	-
506	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
1340	Red Oak	Quercus rubra	35	25	Good	Good	Tagged at a previous date by neighbouring property, on city property	Retain	1.8	1.8	-
1343	Colorado Spruce	Picea pungens	38	34	Good	Good	Tagged at a previous date by neighbouring property, beyond minimum tree protection distance, on neighbouring property	Retain	2.4	3.2	-
1345	White Spruce	Picea glauca	53	42	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
1346	Norway Spruce	Picea abies	68	57	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
1347	Norway Spruce	Picea abies	57	44	Good	Good	Tagged at a previous date by neighbouring property	Remove	-	-	4:1
<b>TOTAL TREES REQUIRED TO BE PLANTED</b>											<b>22</b>

**45 Napier Street. Vaughan, ON. Replanting List – November 5 2018**

<b><u>COUNT</u></b>	<b><u>BOTANICAL NAME</u></b>	<b><u>COMMON NAME</u></b>	<b><u>CALIPER (MM)</u></b>	<b><u>ROOT</u></b>	<b><u>HEIGHT(CM)</u></b>	<b><u>LOCATION</u></b>
3	Columnar European Beech	Fagus sylvatica 'Fastigiata'	60	W.B.	-	Backyard
11	Quercus robur x alba 'Crimschmidt'	Crimson Spire Oak	60	W.B.	-	Front yard
5	Freeman Maple	Acer freemanii	60	W.B.	-	Front yard
3	Red Bud	Cercis canadensis	60	W.B.	-	Backyard

Tree Inventory – 45 Napier St Kleinburg, ON L0J 1C0.

Tag #	Common Name	Botanical Name	Diameter @ Base	Diameter @ Breast Height (1.4m) CM	Health Condition	Structural Condition	Notes	Recommendations Based on Site Plan	Minimum TPZ (m)	Proposed TPZ (m)	Required Replacement Ratio
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504	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
505	Emerald Cedar	Thuja occidentalis	13	4	Good	Good		Remove	-	-	-
506	Emerald Cedar	Thuja occidentalis	18	4	Good	Good		Remove	-	-	-
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<b>TOTAL TREES REQUIRED TO BE PLANTED</b>									<b>22</b>		



General Notes

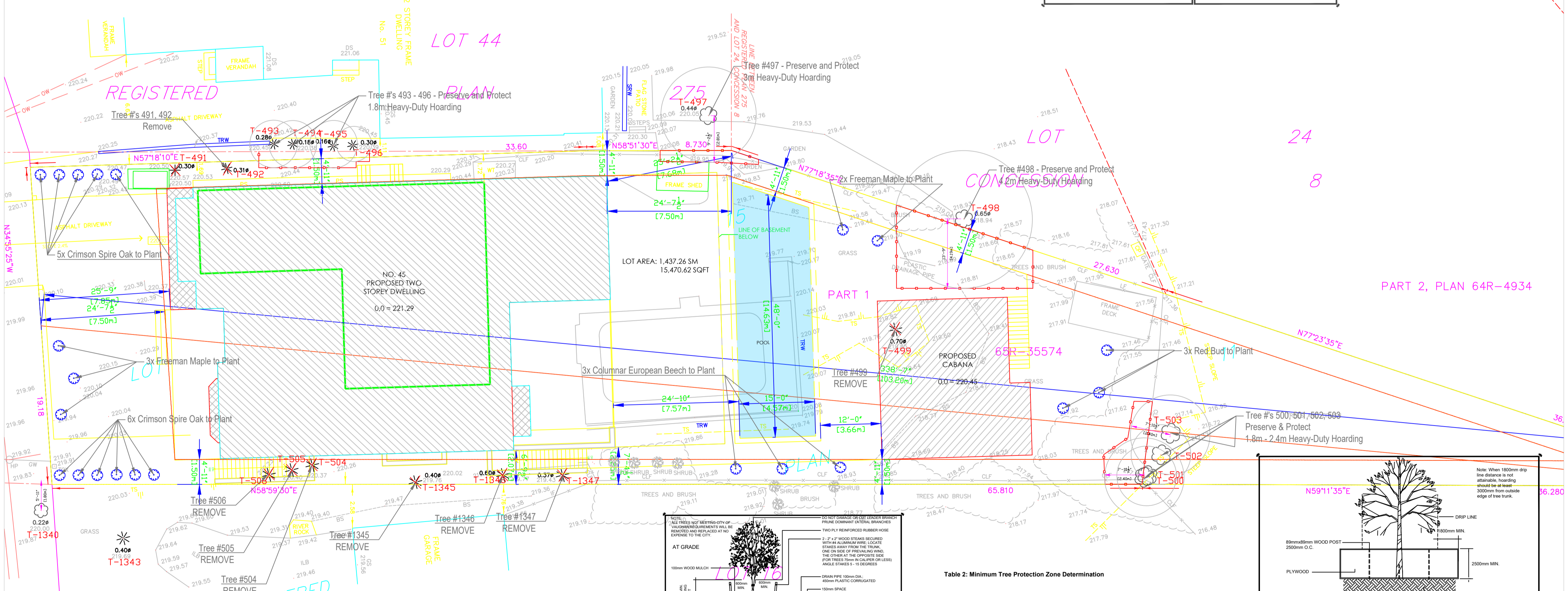
- Denotes Existing Deciduous Tree
- Denotes Existing Coniferous Tree
- Denotes Tree to be Planted
- Denotes Tree Protection Fence

No.	Revision/Issue	Date

Firm Name and Address  
**The Urban Arborist Inc.**  
 P.O. Box 74525 Humbertown Centre  
 Etobicoke, ON  
 M9A 5E2

Project Name and Address  
 45 Napier Street  
 Vaughan, ON  
 L0J  
 Tree Protection Plan

Project: **Guglietti** Sheet: **TP-1**  
 Date: **31-07-2020**  
 Scale: **As Noted**



45 Napier Street, Vaughan, ON. Replanting List – November 18 2019

COUNT	BOTANICAL NAME	COMMON NAME	CALIPER (MM)	ROOT	HEIGHT(CM)	LOCATION
3	Columnar European Beech	Fagus sylvatica 'Fastigiata'	60	W.B.	-	Backyard
11	Quercus robur x alba 'Crimschmidt'	Crimson Spire Oak	60	W.B.	-	Front yard
5	Freeman Maple	Acer freemanii	60	W.B.	-	Front yard
3	Red Bud	Cercis canadensis	60	W.B.	-	Backyard

- ULA 110B or MLA 107B Light Duty and ULA 110A Heavy Duty Tree protection fencing (plywood) is to be installed prior to construction and is to remain until construction is completed, as per By-Law 052-2018
- ULA 110B Light Duty Tree protection fencing (Snow Fence) may be used where traffic sight lines will be affected within the road allowance, as per By-Law 052-2018
- No construction activity, grade changes, surface treatment, excavations of any kind or material storage is permitted within the Tree Protection Zone
- Tree protection & preservation methods must be followed according to City of Vaughan By-law (052-2018)
- Applicant shall inform Vaughan Forestry or Development Planning Department Once Tree Protection has been installed, for Vaughan Forestry to inspect and approve according to specifications

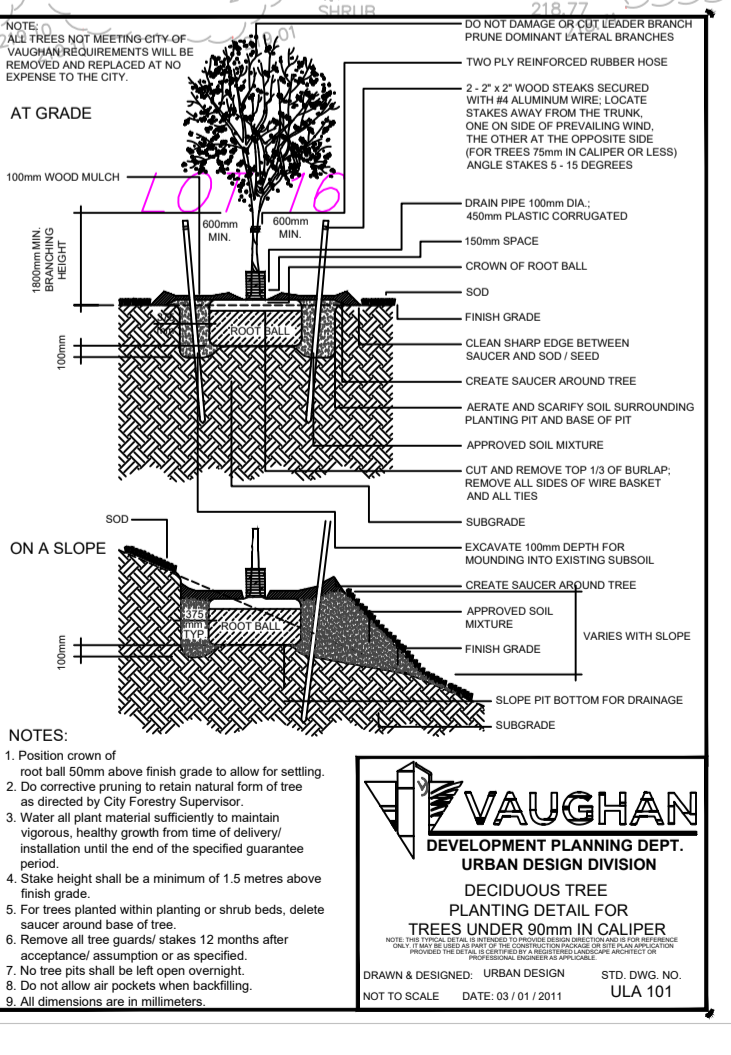
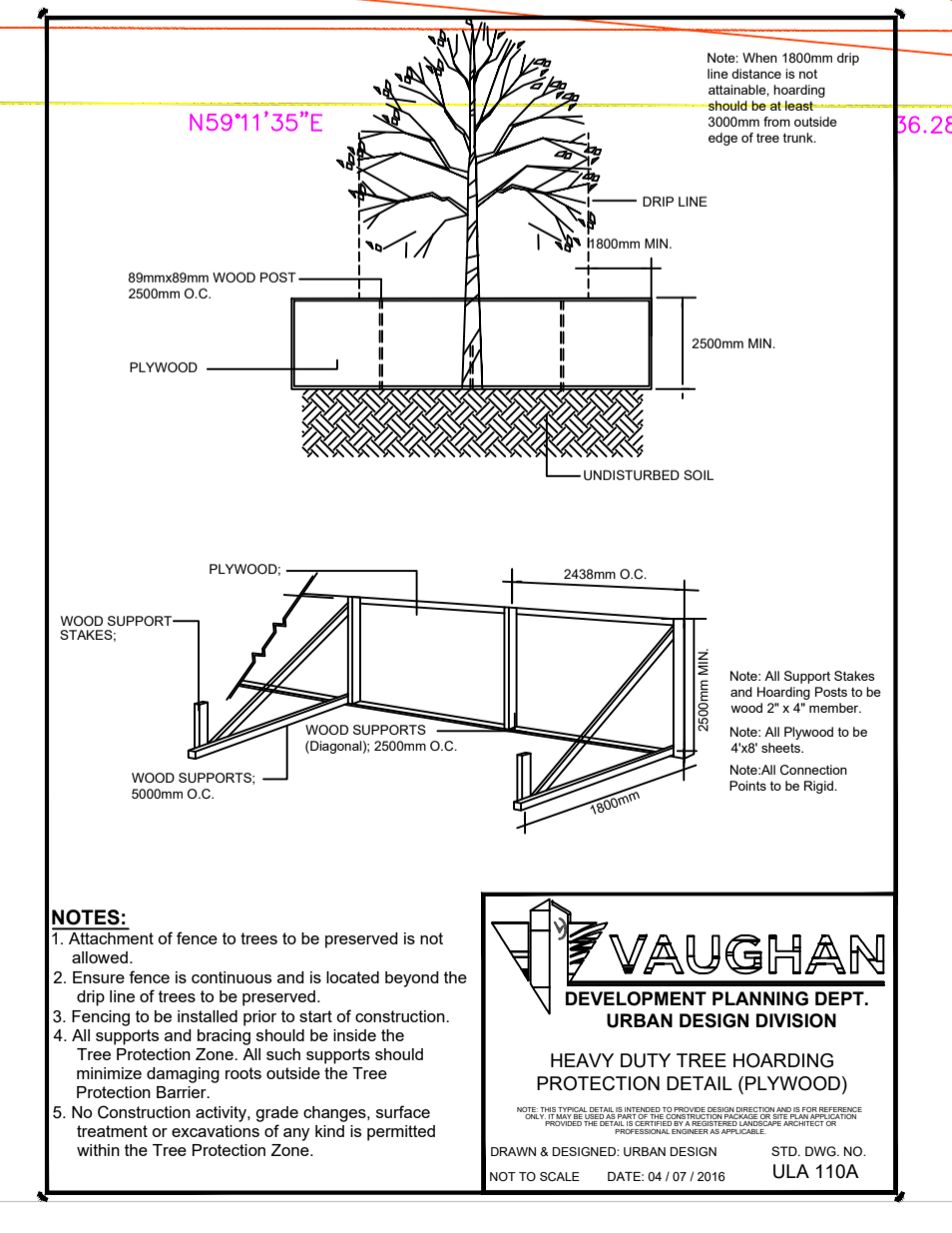
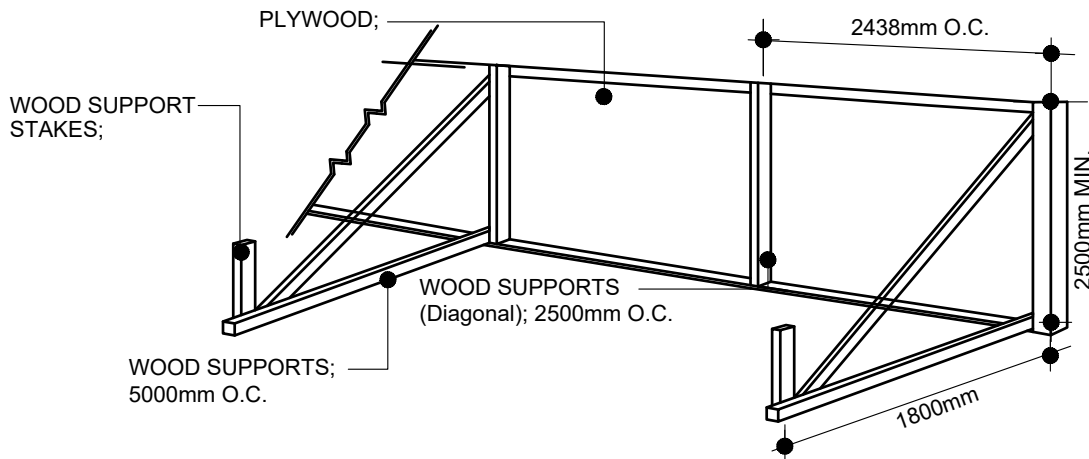
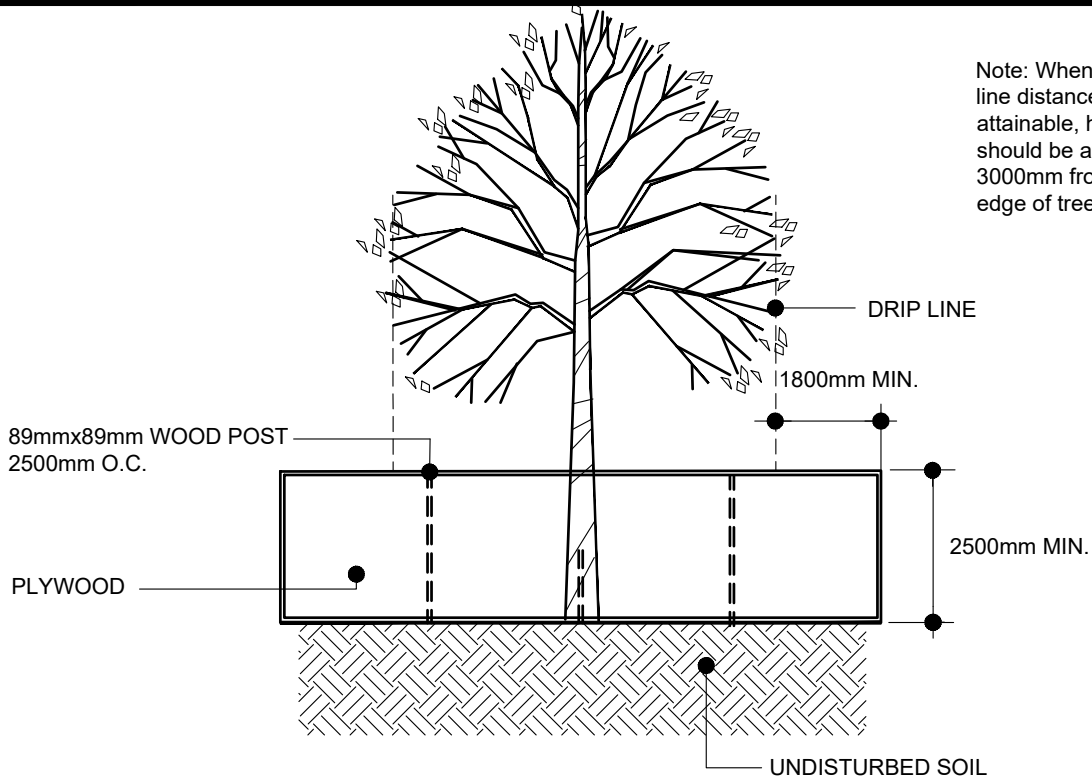


Table 2: Minimum Tree Protection Zone Determination

Diameter at Breast Height 1 in centimeters	Minimum Protection Distances Required 2(Public and Private Trees)	Minimum Protection Distances Required Trees
<10	1.2	The drip line or 1.2 m
10-29	1.8	The drip line or 3.6 m
30-40	2.4	The drip line or 4.8 m
41-50	3.0	The drip line or 6.0 m
51-60	3.6	The drip line or 7.2 m
61-70	4.2	The drip line or 8.4 m
71-80	4.8	The drip line or 9.6 m
81-90	5.4	The drip line or 10.8 m
91-100	6.0	The drip line or 12.0 m
>100	6 cm protection for each 1 cm diameter	12 cm protection for each 1 cm diameter or the drip line



Note: When 1800mm drip line distance is not attainable, hoarding should be at least 3000mm from outside edge of tree trunk.



Note: All Support Stakes and Hoarding Posts to be wood 2" x 4" member.

Note: All Plywood to be 4'x8' sheets.

Note: All Connection Points to be Rigid.

### NOTES:

1. Attachment of fence to trees to be preserved is not allowed.
2. Ensure fence is continuous and is located beyond the drip line of trees to be preserved.
3. Fencing to be installed prior to start of construction.
4. All supports and bracing should be inside the Tree Protection Zone. All such supports should minimize damaging roots outside the Tree Protection Barrier.
5. No Construction activity, grade changes, surface treatment or excavations of any kind is permitted within the Tree Protection Zone.



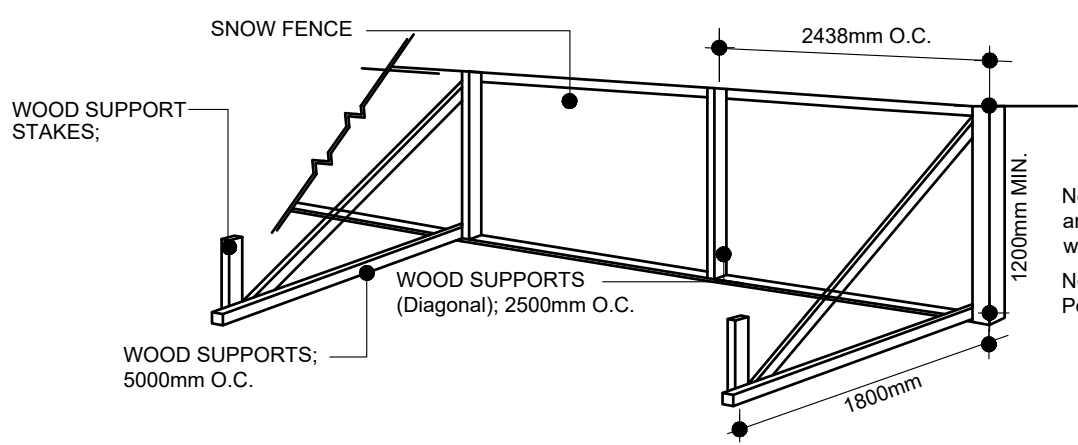
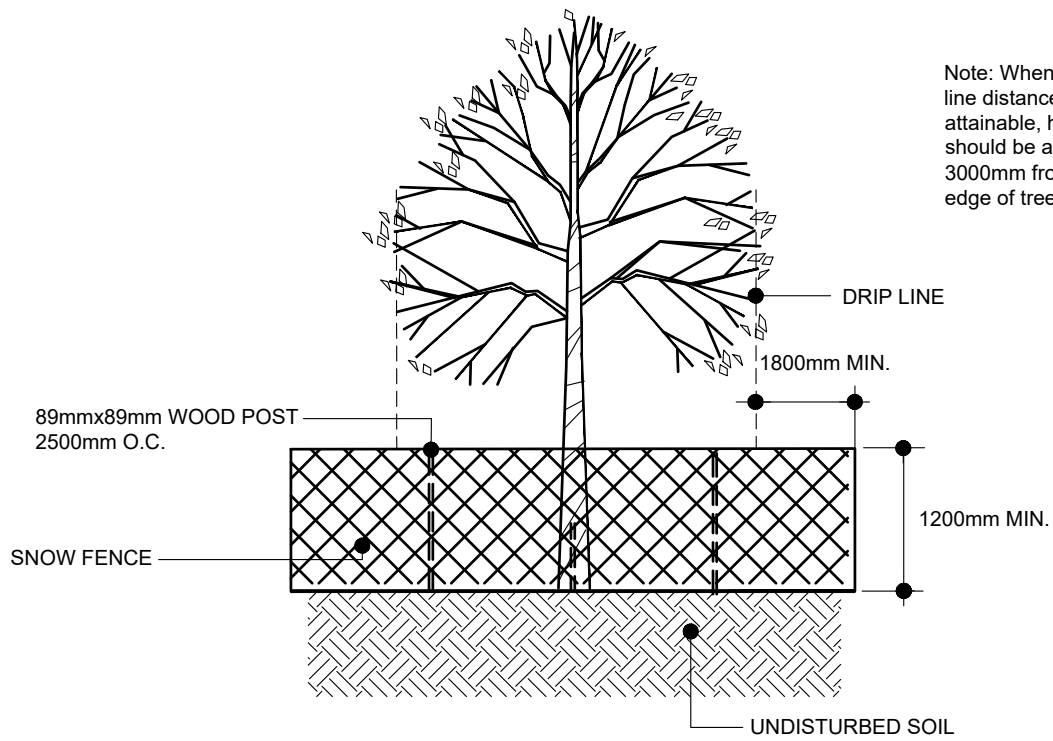
### HEAVY DUTY TREE HOARDING PROTECTION DETAIL (PLYWOOD)

NOTE: THIS TYPICAL DETAIL IS INTENDED TO PROVIDE DESIGN DIRECTION AND IS FOR REFERENCE ONLY. IT MAY BE USED AS PART OF THE CONSTRUCTION PACKAGE OR SITE PLAN APPLICATION PROVIDED THE DETAIL IS CERTIFIED BY A REGISTERED LANDSCAPE ARCHITECT OR PROFESSIONAL ENGINEER AS APPLICABLE.

DRAWN & DESIGNED: URBAN DESIGN

STD. DWG. NO.





Note: All Support Stakes and Hoarding Posts to be wood 2" x 4" member.  
Note: All Connection Points to be Rigid.

**NOTES:**

1. Attachment of fence to trees to be preserved is not allowed.
2. Ensure fence is continuous and is located beyond the drip line of trees to be preserved.
3. Fencing to be installed prior to start of construction.
4. All supports and bracing should be inside the Tree Protection Zone. All such supports should minimize damaging roots outside the Tree Protection Barrier.
5. No Construction activity, grade changes, surface treatment or excavations of any kind is permitted within the Tree Protection Zone.

**VAUGHAN**  
DEVELOPMENT PLANNING DEPT.  
URBAN DESIGN DIVISION

**LIGHT DUTY TREE HOARDING  
PROTECTION DETAIL (SNOW FENCE)**

NOTE: THIS TYPICAL DETAIL IS INTENDED TO PROVIDE DESIGN DIRECTION AND IS FOR REFERENCE ONLY. IT MAY BE USED AS PART OF THE CONSTRUCTION PACKAGE OR SITE PLAN APPLICATION PROVIDED THE DETAIL IS CERTIFIED BY A REGISTERED LANDSCAPE ARCHITECT OR PROFESSIONAL ENGINEER AS APPLICABLE.

DRAWN & DESIGNED: URBAN DESIGN

STD. DWG. NO.

17 NOT TO SCALE DATE: 04 / 07 / 2016

ULA 110B

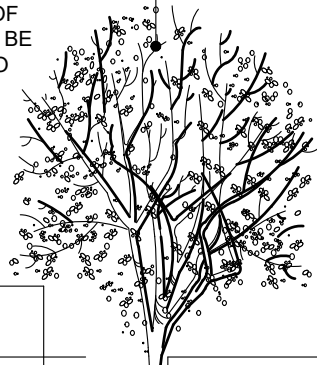
NOTE:  
ALL TREES NOT MEETING CITY OF VAUGHAN REQUIREMENTS WILL BE REMOVED AND REPLACED AT NO EXPENSE TO THE CITY.

**AT GRADE**

100mm WOOD MULCH

1800mm MIN. BRANCHING HEIGHT

100mm



DO NOT DAMAGE OR CUT LEADER BRANCH  
PRUNE DOMINANT LATERAL BRANCHES

TWO PLY REINFORCED RUBBER HOSE

2 - 2" x 2" WOOD STEAKS SECURED WITH #4 ALUMINUM WIRE; LOCATE STAKES AWAY FROM THE TRUNK, ONE ON SIDE OF PREVAILING WIND, THE OTHER AT THE OPPOSITE SIDE (FOR TREES 75mm IN CALIPER OR LESS) ANGLE STAKES 5 - 15 DEGREES

DRAIN PIPE 100mm DIA.; 450mm PLASTIC CORRUGATED

150mm SPACE

CROWN OF ROOT BALL

SOD

FINISH GRADE

CLEAN SHARP EDGE BETWEEN SAUCER AND SOD / SEED

CREATE SAUCER AROUND TREE

AERATE AND SCARIFY SOIL SURROUNDING PLANTING PIT AND BASE OF PIT

APPROVED SOIL MIXTURE

CUT AND REMOVE TOP 1/3 OF BURLAP; REMOVE ALL SIDES OF WIRE BASKET AND ALL TIES

SUBGRADE

EXCAVATE 100mm DEPTH FOR MOUNDING INTO EXISTING SUBSOIL

CREATE SAUCER AROUND TREE

APPROVED SOIL MIXTURE

FINISH GRADE

VARIABLES WITH SLOPE

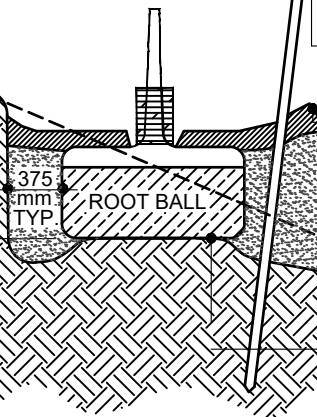
SLOPE PIT BOTTOM FOR DRAINAGE

SUBGRADE

**ON A SLOPE**

100mm

SOD



**NOTES:**

1. Position crown of root ball 50mm above finish grade to allow for settling.
2. Do corrective pruning to retain natural form of tree as directed by City Forestry Supervisor.
3. Water all plant material sufficiently to maintain vigorous, healthy growth from time of delivery/ installation until the end of the specified guarantee period.
4. Stake height shall be a minimum of 1.5 metres above finish grade.
5. For trees planted within planting or shrub beds, delete saucer around base of tree.
6. Remove all tree guards/ stakes 12 months after acceptance/ assumption or as specified.
7. No tree pits shall be left open overnight.
8. Do not allow air pockets when backfilling.
9. All dimensions are in millimeters.

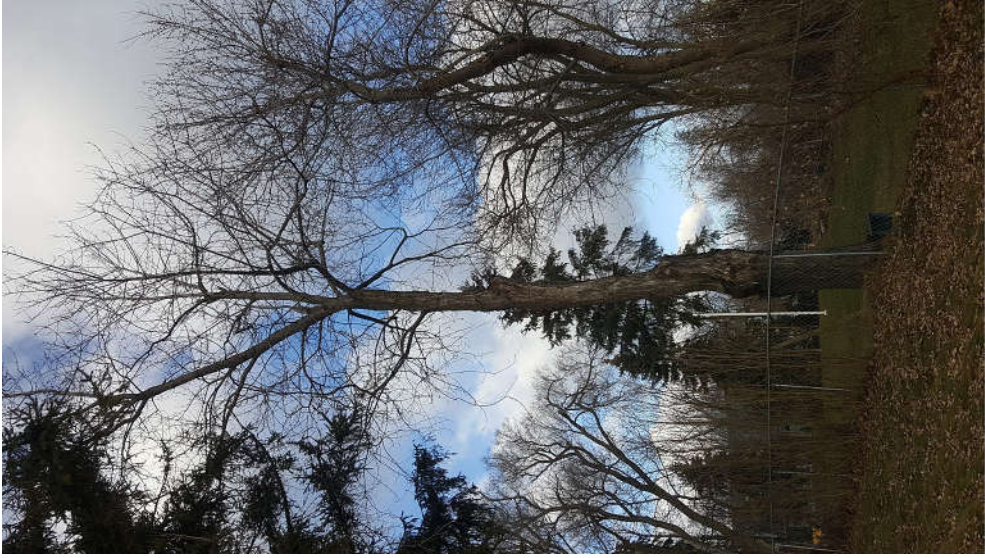
**VAUGHAN**  
DEVELOPMENT PLANNING DEPT.  
URBAN DESIGN DIVISION

DECIDUOUS TREE  
PLANTING DETAIL FOR  
TREES UNDER 90mm IN CALIPER

NOTE: THIS TYPICAL DETAIL IS INTENDED TO PROVIDE DESIGN DIRECTION AND IS FOR REFERENCE ONLY. IT MAY BE USED AS PART OF THE CONSTRUCTION PACKAGE OR SITE PLAN APPLICATION PROVIDED THE DETAIL IS CERTIFIED BY A REGISTERED LANDSCAPE ARCHITECT OR PROFESSIONAL ENGINEER AS APPLICABLE.

DRAWN & DESIGNED: URBAN DESIGN  
NOT TO SCALE DATE: 03/01/2011

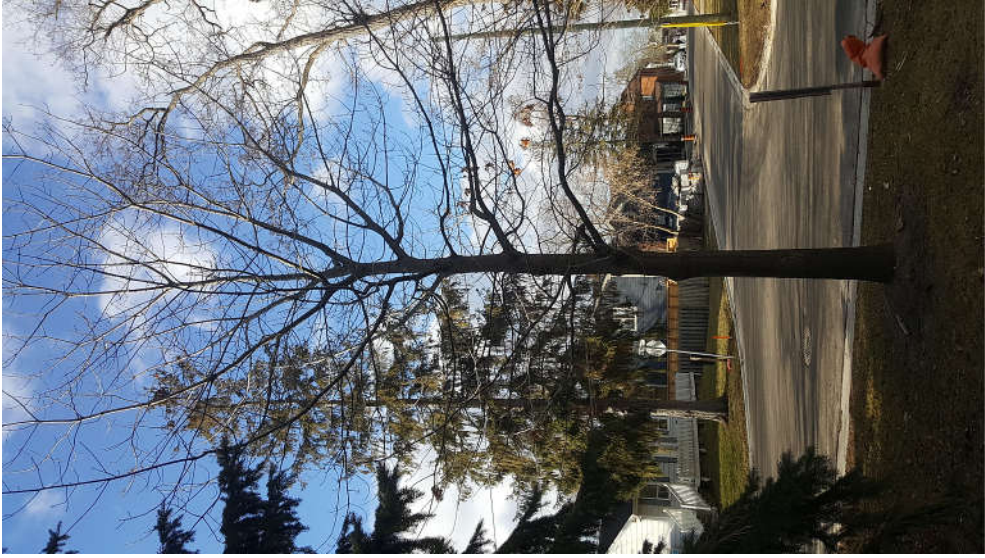
STD. DWG. NO.  
ULA 101





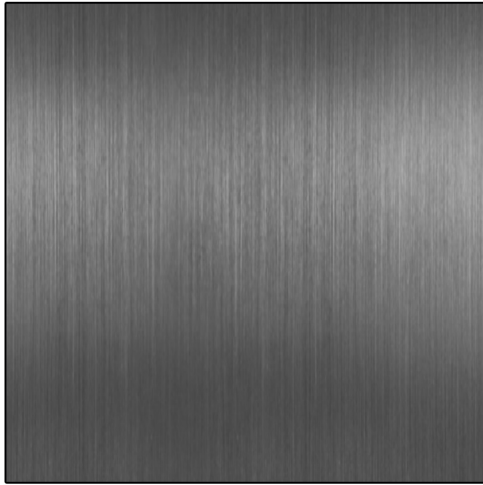








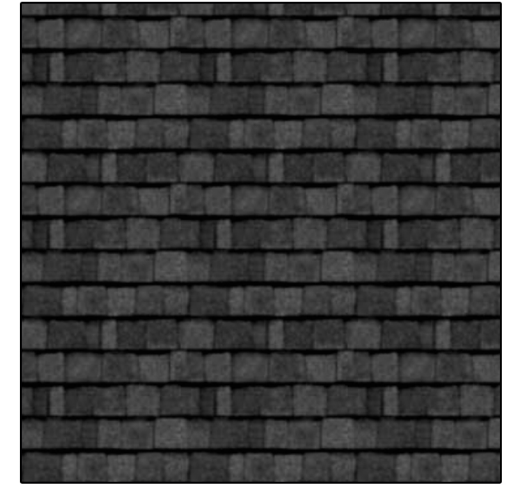




METAL PANEL



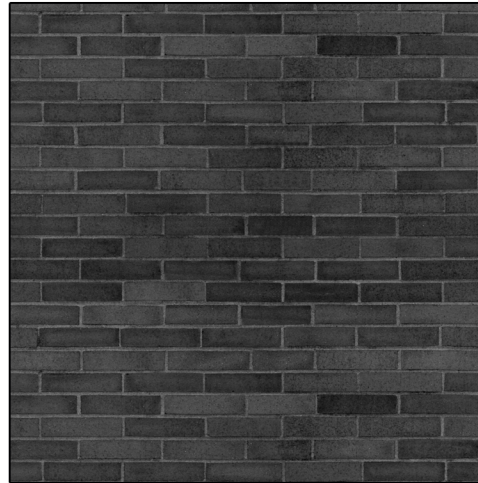
INDIANA BUFF LIMESTONE



CHARCOAL SLATE ROOF



BEIGE / BUFF BRICK



GREY BRICK

**ATTACHMENT 9**



**RICHARD WENGLE**  
ARCHITECT INC.

**PRIVATE RESIDENCE**

45 NAPIER STREET  
KLEINBURG, ONTARIO  
OCTOBER 23, 2019  
1/85



**MATERIAL BOARD**  
SCALE: NTS.





**MEMBER'S RESOLUTION**

<b>Date:</b>	<b>NOVEMBER 10, 2020 – COMMITTEE OF THE WHOLE (2)</b>
<b>Title:</b>	<b>REQUEST FOR ROAD CLOSURE AT NAPIER ST. AND STEGMAN'S MILL</b>
<b>Submitted by:</b>	<b>COUNCILLOR MARILYN IAFRATE</b>

**Whereas**, Napier St. is a non-urban road within the historic village of Kleinburg; and

**Whereas**, Napier St. does not have sidewalks; and

**Whereas**, Non local traffic cuts through from Kellam St. (off Islington Ave.) to Napier St. and goes out to Stegman's Mill in order to bypass the all-way stop at Islington and Stegman's Mill; and

**Whereas**, Residents are impacted by heavy truck traffic through the narrow streets regardless of the fact that heavy trucks are banned from using Islington Ave. in the Kleinburg community; and

**Whereas**, The intersection of Napier St. and Stegman's Mill has sightline issues due to the topography the area and thus very dangerous; and

**Whereas**, The residents of the area have submitted a petition asking that Napier St. be converted to a dead-end street at Stegman's Mill.

**It is therefore recommended that** staff review the request and prepare a report on the feasibility of closing part or all of Napier St. at Stegman's Mill, and **that** staff carry out the necessary studies and public consultation as deemed necessary, and **that** staff report their findings to a future Committee of the Whole upon completion of their review.

Respectfully submitted,

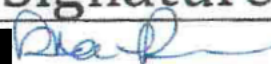

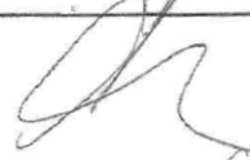


Marilyn Iafrate  
Councillor, Ward 1  
Maple and Kleinburg



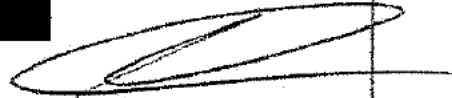

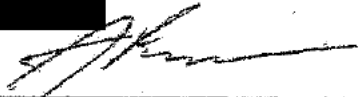

**Attachments**

Petition



## Community Signatures In Support of Having the corner of Stegman Mills and Napier become a dead end street.

Name	Address	Email	Signature
M. Pizzitola	█ Kellam St.	█	
DAN ANDRUSKY	█ Kellam	█	
Lisa Wiesener	█ Napier St.	█	
Cathy Florio	█ Napier st	█	
Ron Evangelisti	█ Napier st.		

NAME	Address :	Email	Signature :
IVAN BARICHELLO	█ NAPIER ST	█	
AMY REEVES	█ NAPIER ST.	█	alreves
JOFF REEVES	█ NAPIER ST.	█	
MARK Benitabius	█ John St.	█	
Pino Prizzi	█ Napier St	█	
ALDO PERRONE	█ NAPIER ST	█	
Andrew Bordin	█ John St	█	

MARIO BARONE	[REDACTED]	[REDACTED] Napier St	<i>M. Barone</i>
MARCO Corrente	[REDACTED]	[REDACTED] NAPIER ST.	<i>[Signature]</i>
LUCA Corrente	[REDACTED]	[REDACTED] NAPIER ST.	<i>L. Corrente</i>
RAY TAVELLO		[REDACTED] - NAPIER ST	<i>Ray Tavello</i>
ROSE POCIO	[REDACTED]	[REDACTED] NAPIER ST	<i>Rose Pocio</i>
<i>Ray Tassac</i>	[REDACTED]	[REDACTED] Napier St	<i>[Signature]</i>
JOE CAPONIO	[REDACTED]	[REDACTED] JOHN ST	<i>[Signature]</i>

Name

Address

Email

Sign

LIBERATA AQUINO	████ NAPIER ST	████████████████████	
Jessica Bell	████ Kellan st	████████████████████	Jessica Bell
Matt Paross	████ Napier St	████████████████████	
Aina Borrelli	████ Napier St	████████████████████	
Lois Sanderson	████ Napier	████	Lois Sanderson



**CITY OF VAUGHAN  
REPORT NO. 2 OF THE  
SMART CITY TASK FORCE**

*For consideration by the Committee of the Whole  
of the City of Vaughan  
on November 10, 2020*

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The Smart City Task Force met at 9:05 a.m., on October 21, 2020.

**ELECTRONIC PARTICIPATION**

**PRESENT:**

**Council Members**

Mayor Maurizio Bevilacqua, Chair  
Councillor Sandra Yeung Racco, Vice Chair

**Stakeholder  
Representative  
Members**

Nabila Alibhai  
Dr. Amir Asif  
Pina D'Agostino  
Lucy Casacia  
Dr. Judy Farvolden  
Daniel Hengeveld  
Thano Lambrinos  
Carly Livingstone  
Ted Maulucci  
Richard Tam

**Citizen Members**

Rob Brickman  
Vivek Khopkar  
Liana Di Marco  
Mary Proc  
Mark Singh

**Staff**

Raphael Costa, Interim Director, Economic and Cultural Development  
Frank Di Palma, Chief Information Officer  
Kathy Kestides, Director of Transformation and Strategy  
Stephen Spracklin, Director of Legal Services and Deputy City Solicitor,  
Litigation & Municipal Law  
Isabel Leung, Deputy City Clerk and Manager, Administrative Services  
David Di Benedetto, Manager, Marketing and Creative Services  
Kitty Yung, Project Manager, Smart City Business Program  
Michelle DeBuono, Senior Advisor, Intergovernmental Relations  
Erynn Sally, Communications Advisor, Public Affairs  
Alysia Burdi, Special Assistant to the Mayor, Policy & Communication  
Julia Tullo, Administrative Assistant to the Mayor  
John Britto, Council/ Committee Administrator

The following items were dealt with:

**1. NEW MEMBERS – WELCOME AND INTRODUCTION**

**The Smart City Task Force advises Council:**

- 1) That the Chair and the Vice Chair provided opening remarks and welcomed the 4 (four) new Council appointed Stakeholder Representative members to the Smart City Task Force.**

**2. NEW MEMBERS**

**The Smart City Task Force advises Council:**

- 1) That the 4 (four) new Council appointed Stakeholder Representative members introduced themselves; and**
- 2) That their Declaration of Office was virtually commissioned by the Deputy City Clerk.**

**3. SMART CITY DEFINITION AND GUIDING PRINCIPLES**

**The Smart City Task Force advises Council:**

- 1) That the Smart City Draft Definition and Guiding Principles was received.**

**4. SMART CITY GOALS AND OBJECTIVES**

**The Smart City Task Force advises Council:**

- 1) That the verbal update by the Smart City Business Program team was received.**

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The meeting adjourned at 10:41 a.m.

Respectfully submitted,

Mayor Maurizio Bevilacqua, Chair

**CITY OF VAUGHAN  
REPORT NO. 7 OF THE  
HERITAGE VAUGHAN COMMITTEE**

*For consideration by the Committee of the Whole  
of the City of Vaughan  
on November 3, 2020*

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The Heritage Vaughan met at 7: 00 p.m., on October 21, 2020.

<u>Members Present</u>	<u>In-Person</u>	<u>Electronic Participation</u>
Giacomo Parisi, Chair		X
Antonella Strangis, Vice Chair		X
Sandra Colica		X
Zhanyi He		X
Diana A. Hordo		X
Councillor Marilyn Iafrate		X
Riccardo Orsini		X
Elly Perricciolo		X
Shira Rocklin		X
Councillor Alan Shefman		X
Dave Snider		X
 <u>Staff Present</u>		
Rob Bayley, Manager of Urban Design & Cultural Heritage		X
Nick Borcescu, Senior Heritage Planner		X
Katrina Guy, Cultural Heritage Co-ordinator		X
Adelina Bellisario, Council / Committee Administrator		X

The following items were dealt with:

1. **DEMOLITION AND NEW CONSTRUCTION – SINGLE DETACHED DWELLING WITH ATTACHED GARAGE LOCATED AT 45 NAPIER STREET, KLEINBURG-NASHVILLE HERITAGE CONSERVATION DISTRICT**

**The Heritage Vaughan Committee recommended that the following recommendation be forwarded to Council for approval:**

- 1) **That the recommendation contained in the report of the Deputy City Manager, Infrastructure Development, dated October 21, 2020, be approved.**

**REPORT NO. 7 OF THE HERITAGE VAUGHAN COMMITTEE FOR  
CONSIDERATION BY THE COMMITTEE OF THE WHOLE,  
NOVEMBER 3, 2020**

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**Recommendations**

THAT Heritage Vaughan Committee recommend Council approve the proposed demolition of the existing dwelling, detached garage and the construction of a detached 2-storey dwelling with underground parking and an attached garage, a pool and a cabana located at 45 Napier Street under Section 42 of *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 Deputy City Manager, Planning & Growth Management;
- b. 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;
- c. That the Owner submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Chief Building Official; and
- d. A demolition permit for the removal of the existing building and detached garage shall not be issued until a Building Permit has been obtained for the construction of the proposed 2-storey dwelling with underground parking and attached garage in accordance with the KNHCD Plan.

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The meeting adjourned at 7:13 p.m.

Respectfully submitted,

Giacomo Parisi, Chair

**CITY OF VAUGHAN  
REPORT NO. 4 OF THE  
OLDER ADULT TASK FORCE**

*For consideration by the Committee of the Whole  
of the City of Vaughan  
on November 10, 2020*

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The Older Adult Task Force met at 3:28 p.m., on October 26, 2020.

ELECTRONIC PARTICIPATION

<b>Members Present:</b>	Regional Councillor Mario Ferri, Chair Gerry O'Connor, Vice Chair (4:10 p.m.) Bernard Lo Jitu Pancholi Regional Councillor Gino Rosati Darlene Share
<b>York Region Representative:</b>	Janet Rurak, Program Manager, York Region Seniors Strategy
<b>Staff Present:</b>	Lisa McDonough, Deputy CEO of Customer Experience, Vaughan Public Libraries Angela Palermo, Recreation Manager, Community Development & Planning, Recreation Services Selma Hubjer, Manager, Transportation Planning, IPCAM Margie Chung, Manager of Traffic Engineering, Transportation and Fleet Management Services Mark D'Amico, Supervisor, Traffic Engineering, Transportation and Fleet Management Services John Britto, Council / Committee Administrator

The following items were dealt with:

**1. TRANSPORTATION PLANNING PROJECTS / PLANS RELEVANT TO AGE-FRIENDLY CITIES**

**The Older Adult Task Force advises Council:**

- 1) That the presentation by the Manager, Transportation Planning, Infrastructure Planning & Corporate Asset Management, and C1, presentation material titled "What are we planning for age-friendly transportation?" was received; and**

- 2) That a copy of the presentation was forwarded to Council for information.

**2. TRANSPORTATION DELIVERY'S PROJECTS / STANDARDS RELEVANT TO AGE-FRIENDLY CITIES**

The Older Adult Task Force advises Council:

- 1) That the presentation by the Manager of Traffic Engineering, Transportation and Fleet Management Services was received, and C1, presentation material titled "What are we planning for age-friendly transportation?" was received; and
- 2) That a copy of the presentation was forwarded to Council for information

**3. VAUGHAN'S AGE-FRIENDLY ACTION PLAN STUDY**

The Older Adult Task Force advises Council:

- 1) That the verbal update by the Manager, Community Development and Planning, Recreation Services was received.

---

The meeting adjourned at 4:17 p.m.

Respectfully submitted,

Regional Councillor Mario Ferri, Chair

**OLDER ADULT TASK FORCE**  
**OCTOBER 26, 2020**

**COMMUNICATIONS**

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**Distributed October 26, 2020**

**Item**

C1	Presentation material titled "What are we planning for age-friendly transportation"	1 and 2
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**Disclaimer Respecting External Communications**

Communications are posted on the City's website pursuant to Procedure By-law Number 7-2011. The City of Vaughan is not responsible for the validity or accuracy of any facts and/or opinions contained in external Communications listed on printed agendas and/or agendas posted on the City's website.

**Please note there may be further Communications.**

# What are we planning for age-friendly transportation?

Presentation to the Older Adults Task Force  
October 26, 2020

Margie Chung, Manager of Traffic Engineering  
Selma Hubjer, Manager of Transportation Planning and Engineering



# Traffic Services Initiatives and Transportation Planning Initiatives

# Building on Past Achievements

## Traffic Services: To manage safe and efficient movement of pedestrian and vehicle traffic along city owned streets, sidewalks, and walkways

### Traffic Signals and Streetlighting:

- ✓ Traffic Signal Operations and Maintenance
- ✓ streetlight Operations and Maintenance

### Traffic Operations and Road Safety:

- ✓ Speed Reviews/Traffic Calming
- ✓ Warning and Regulatory Signage
- ✓ New Traffic Control Measures
- ✓ Assess Parking Amendments
- ✓ Pavement Markings

### School Crossing Guards:

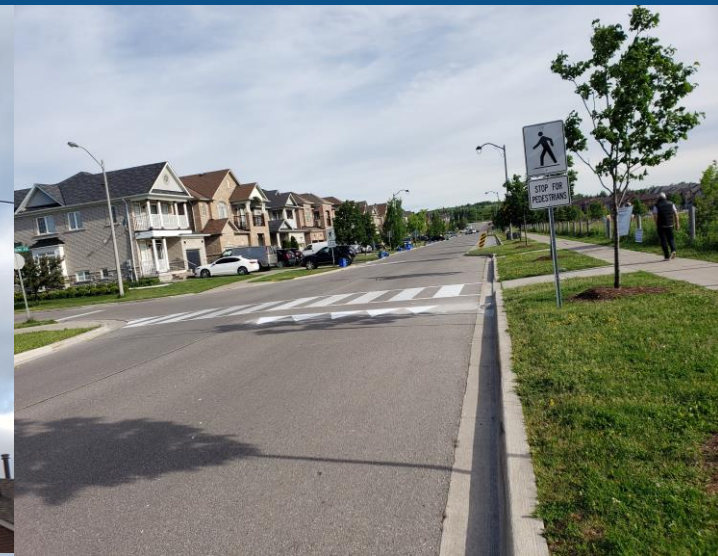
- ✓ School Crossing Guards

### Utility Coordination & Permit Approval:

- ✓ Utility Coordination and Permits



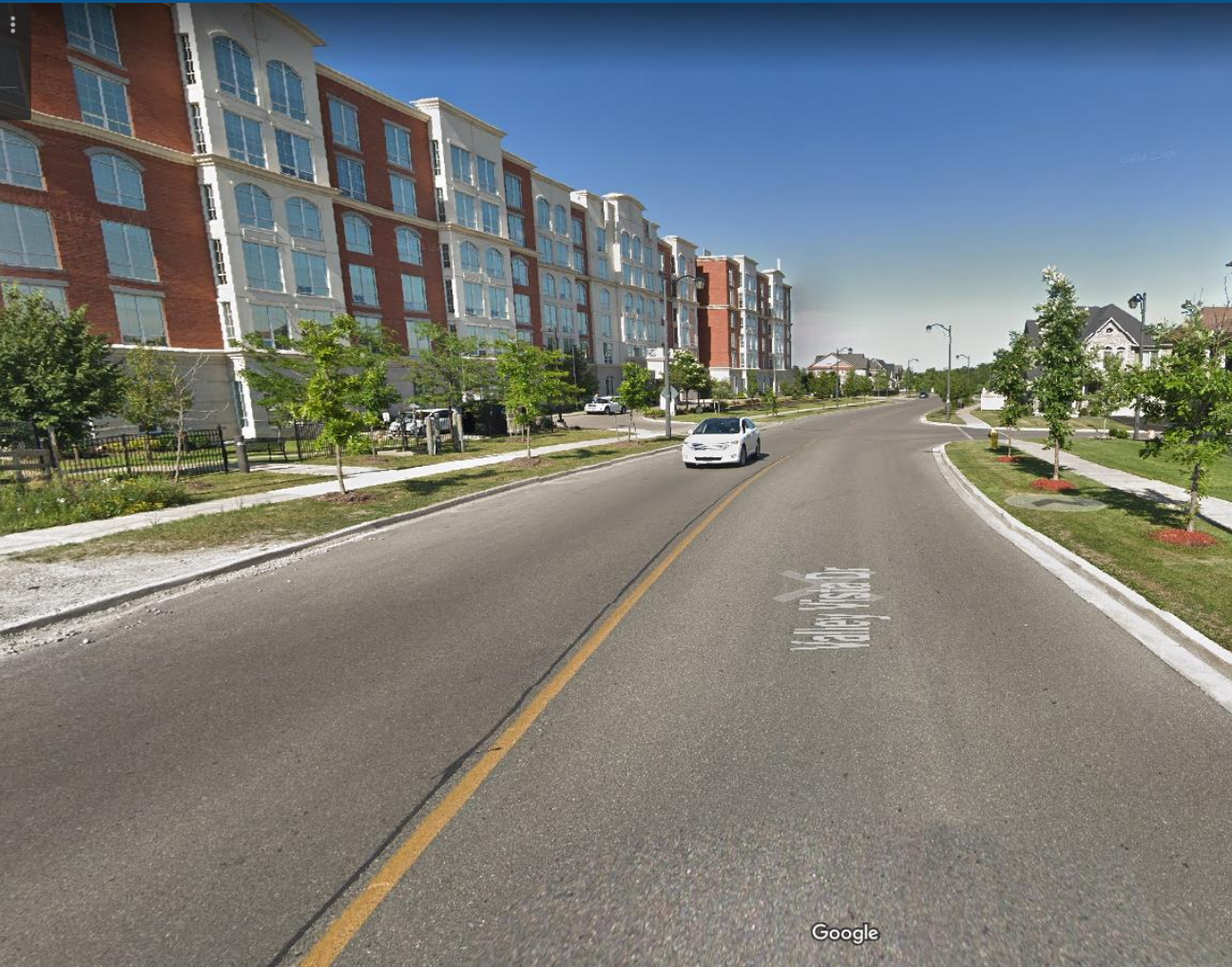
# Creating Pedestrian Accessible Intersections



# Maintaining Walkable Neighbourhoods



# Encourage Drivers to Comply with Speed limits



**Before**



**After**

# Encourage Drivers to Comply with Speed limits

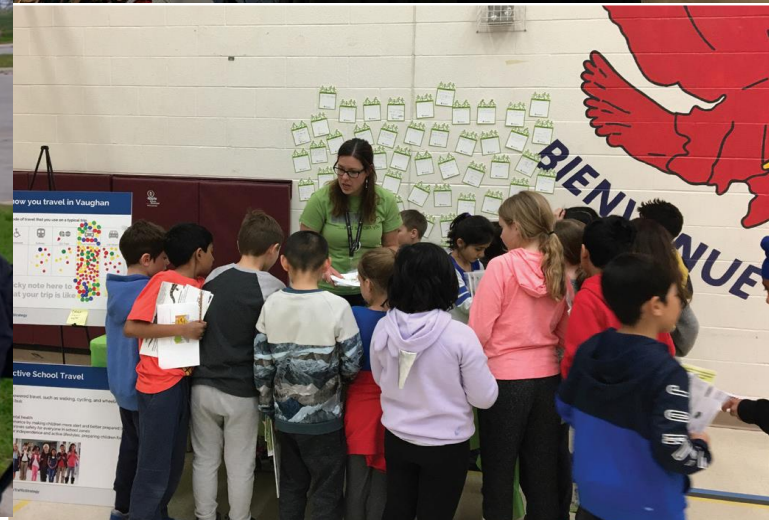


**Before**



**After**

# Shaping the Future: Traffic Management Strategy



# Traffic Management Strategy

## Four Goals of the Traffic Management Strategy

Goal 1:  
Improve  
Road Safety and  
raise public  
awareness



Goal 2:  
Improve  
Efficiency through  
Innovation and  
Technology



Goal 3:  
Improve  
Traffic Data  
Management



Goal 4:  
Supporting  
Active and  
Sustainable  
Transportation





# In Search of Innovations and Proactive Programs



**Adaptive Streetlights**



**Fibre Optic Upgrade**



**Walkable Communities**



**Traffic Signal Control Centre**



**Traffic Calming Measures**



**Active Sustainable Communities**



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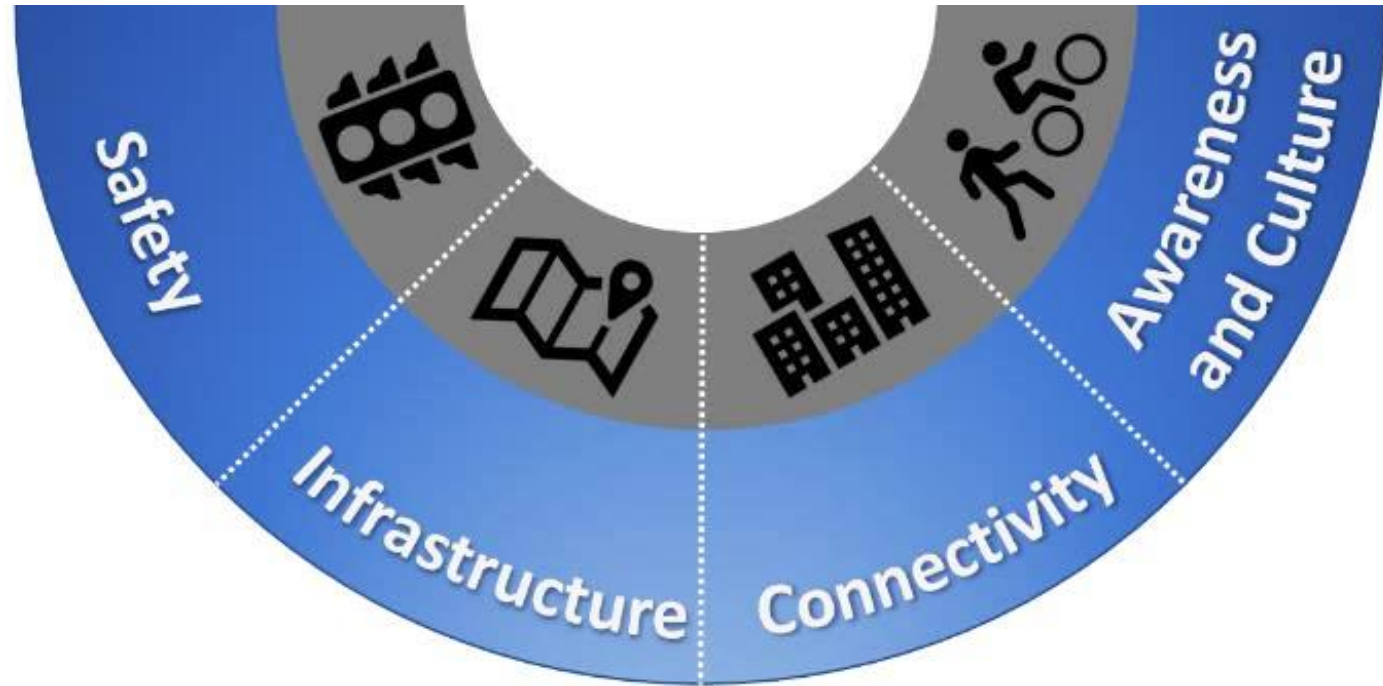
# Pedestrian and Bicycle Master Plan

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



# Community Priorities

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## All Ages and Abilities

# Next Steps

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- Aligning policies across plans
- Focused neighbourhood plans
- Continued collaboration

# Vaughan Transportation Plan

[Vaughan.ca/TransportationPlan](https://vaughan.ca/TransportationPlan)  
[TransportationPlan@Vaughan.ca](mailto:TransportationPlan@Vaughan.ca)

# What is the Plan?

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Creating a transportation system that

*gives you high-quality, attractive,  
competitive and sustainable choices*

for every trip you make.



# What does this mean for you?

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- Prioritizing improvements in neighbourhoods with more older adults
- Prioritizing safety improvements near senior's facilities
- Asking you how we can help get you to where you need to go



**Think about...**

# **How important is Transportation in supporting an age- friendly community?**

**What was your  
main transportation  
challenge this  
month?**

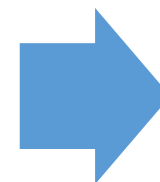
**If there was one thing  
you could change  
about your travel in  
Vaughan, what would  
it be?**

# Thank You.

# Timeline

## End of 2019

- Public Kick-Off and Survey
- Initiate policy research
- Continue technical analysis



## Early 2020

- Initial Public engagement
- Develop new Gap Analysis and Prioritization approach
- Finalize existing conditions technical analysis



## 2021

- Conduct future forecasting
- Prepare future infrastructure implementation plans
- Complete policy research and integrate with Official Plan



## Late 2020 / Early 2021

- Second round of public engagement – Online Discussions
- Research future trends and programs







**CITY OF VAUGHAN  
REPORT NO. 4 OF THE  
ACCESSIBILITY ADVISORY COMMITTEE**

*For consideration by the Committee of the Whole  
of the City of Vaughan  
on November 10, 2020*

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The Accessibility Advisory Committee met at 3:06 p.m., on October 27, 2020.

**ELECTRONIC PARTICIPATION**

<b>Members present:</b>	Regional Councillor Linda D. Jackson, Chair Brenndon Goodman, Vice Chair Franca Porcelli Nancy Camilli Olumuyiwa Olorunfemi Paresh Jamnadas Yasmin Bhabha
<b>Staff present:</b>	Robert Orrico, Manager, Occupational Health, Safety and Wellness Warren Rupnarain, Accessibility & Diversity Coordinator John Britto, Council / Committee Administrator

The following items were dealt with:

**1. 2020 ACCESSIBILITY CHAMPION AWARDS -  
SELECTION OF RECIPIENTS**

**The Accessibility Advisory Committee advises Council:**

- 1) That recipients for the 2020 Accessibility Champion Awards were selected for the following four (4) categories:
  1. Individual or Group;
  2. Small Business (Independent under 20 employees);
  3. Medium/Large Business (20 or more employees); and
  4. Individual with a disability; and
- 2) That the 2020 Accessibility Champion Awards will be presented to the recipients at the International Day of Persons with Disabilities virtual event scheduled to be held on December 3, 2020.

2. **NEW BUSINESS -  
ACCESSIBILITY ADVISORY COMMITTEE MEETING TIME**

**The Accessibility Advisory Committee advises Council:**

- 1) **That the Accessibility Advisory Committee meeting time was reverted to 7:00 p.m., going forward.**

The above matter was brought to the attention of the Committee by Regional Councillor Jackson, Chair.

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The meeting adjourned at 3:38 p.m.

Respectfully submitted,

Regional Councillor Linda D. Jackson, Chair