



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

Wednesday, December 5, 2018

1:00 p.m.

Council Chamber

2nd Floor, Vaughan City Hall

2141 Major Mackenzie Drive

Vaughan, Ontario

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

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Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

TITLE: ONTARIO RECREATIONAL CANNABIS LEGISLATION

FROM:

Mary Reali, Deputy City Manager, Community Services

ACTION: FOR INFORMATION

Purpose

This report provides Council with information on provincial legislation related to cannabis legalization and its potential regulatory impacts on municipalities.

Report Highlights

- Recreational cannabis became legal on October 17, 2018 across Canada.
- The Province of Ontario introduced legislation that initially limits the sale of cannabis through its on-line store, but which will allow sales to be conducted through authorized private retail stores, as of April 1, 2019.
- Municipalities have the option to prohibit private retailers but must exercise their option through a resolution of Council by January 22, 2019.
- Staff are undertaking a poll to assess public opinion on the subject of private retail stores, with the results being made available to Council prior to its meeting on December 12, 2018.
- With or without retail stores, cannabis will continue to be available through the Province's on-line store and legal stores in neighbouring municipalities; the public will continue to be able to legally consume cannabis.
- Amendments to the *Smoke Free Ontario Act, 2017*, now permit the smoking of cannabis in most places where the smoking of tobacco is allowed, but municipalities have the option to establish further restrictions through by-law. City of Vaughan staff will make these recommendations under separate cover in early 2019.

Recommendations

1. THAT this report be received for information.

Background

On October 17, 2018, the federal [Cannabis Act, 2018](#), legalized cannabis. Section 7 of this Act states that the purpose of the legislation is to protect public health and public safety and, in particular, to:

- (a) protect the health of young persons by restricting their access to cannabis;
- (b) protect young persons and others from inducements to use cannabis;
- (c) provide for the licit production of cannabis to reduce illicit activities in relation to cannabis;
- (d) deter illicit activities in relation to cannabis through appropriate sanctions and enforcement measures;
- (e) reduce the burden on the criminal justice system in relation to cannabis;
- (f) provide access to a quality-controlled supply of cannabis; and
- (g) enhance public awareness of the health risks associated with cannabis use.

While the federal legislation legalized cannabis, the establishment of more specific regulations with respect to sale and consumption fall under provincial jurisdiction.

To this end, the recently elected Ontario government passed the [Cannabis Statute Law Amendment Act, 2018](#), which amends a number of relevant Acts, to provide certainty to the marketplace and to permit the consumption of cannabis anywhere that smoking of tobacco is allowed. Specifically, the purpose of the Act is to:

- (a) protect Ontario's youth by ensuring that cannabis remains out of the hands of people under the age of 19;
- (b) protect Ontario's roads and ensure that police enforce a strict prohibition against drug-impaired driving; and
- (c) combat the illegal market through enforcement against those operating outside the legal regime and by providing consumers with a compelling retail alternative.

As of October 17, 2018, cannabis in Ontario has been available for purchase on-line and starting on April 1, 2019 the Province will begin licensing private retail stores with oversight by the Alcohol and Gaming Commission of Ontario. According to the province,

the model will foster competition to better combat the illegal market and to help build a safe, reliable retail system where public safety is paramount.

Ontario municipalities have been given a one-time opportunity to opt-out of the Province's private cannabis retail model. In those municipalities that do not opt out of the private retail model, retail stores will have to go through an authorization process that includes distancing requirements from sensitive uses and consultation with the municipality.

Municipalities maintain their authority to enact and enforce by-laws that will or can further regulate smoking of cannabis in public places, beyond the provincial minimum standards, as established by the recent amendments in the *Smoke Free Ontario Act, 2017*.

Shortly after the legalization date was confirmed by the Federal Government, the City of Vaughan joined the York Region Cross Municipal Working Group on Cannabis and complemented this with the formation of its own Internal City of Vaughan Cannabis Working Group (comprised of staff from By-law, Planning, Building Standards, Vaughan Fire and Rescue Services, Legal and Corporate & Strategic Communications). These groups continue to operate with the intent of understanding the broader implications of government policy and assisting with the development of local policy responses. As part of this, the City of Vaughan has established a [cannabis information web page](#) to provide Vaughan citizens with the latest information on the sale and consumption of cannabis within the City's boundaries. This issue continues to evolve with additional funding information and the release of retail licensing regulations coming as recently as November 21. As a result, the City also continues to consult and work with its regulatory partners, such as York Regional Public Health and York Regional Police, to monitor local impacts and concerns, and to inform its policy development and enforcement strategy.

Public inquiries respecting the consumption of cannabis have been few. In the first month following legalization, the City received 27 calls (nine through By-law & Compliance, Licensing & Permit Services, six through Access Vaughan, and 12 through the Offices of the Mayor and Members of Council). 23 of the 27 were requests for information.

Over this same period, across the City's social media platforms (i.e., Facebook, Twitter and Instagram), there were 11 posts from the public, 91 likes, four comments, and four shares/retweets. All public engagements were reactive (i.e., in response to a City post).

In its 2018 Citizen Satisfaction Survey, conducted by Ipsos over the summer, residents were asked to identify the most important issue facing their community and that should receive the greatest attention from the Mayor and Members of Council. Not one of the 806 respondents identified the legalization of recreational cannabis as such an issue. In addition, health and community safety, which are commonly linked to concerns about the legalization of recreational cannabis, were raised by 9 per cent and 5 percent of respondents, respectively.

As part of the City's ongoing efforts to understand residents' views on key issues, staff are undertaking additional public engagement to identify the community's perceptions on the recent legalization of recreational cannabis. Staff felt it was appropriate to consult with citizens and key stakeholders through a statistically significant telephone survey administered by Forum Research Inc. Results from these polls are expected to be made available to Council before their meeting of December 12, 2018.

In the meantime, in the Greater Toronto Area, municipal responses to cannabis legislation have varied. Markham and Richmond Hill have enacted by-laws to essentially prohibit consumption of cannabis in all public places and have also announced their intention to opt out of the Province's private retail model. Staff conducted a municipal comparator by reaching out to 22 municipalities across Ontario to gain a better understanding of their approach regarding the opting out provision. Of the 22 municipalities, staff have communicated with 18 and have confirmed their intent to proceed with a staff report to their respective Council's prior to the January 22, 2019 opt out deadline.

Previous Reports/Authority

Memorandum to Mayor and Members of Council and Corporate Management Team: Ontario introducing cannabis legislation, September 26, 2018 (see Attachment 1).

Analysis and Options

Under section 41 of its [Cannabis Licence Act, 2018](#), the Province has given municipalities until January 22, 2019 to opt out of the private retail model. Municipalities that want to opt out must do so through a resolution of Council. Failure to pass a resolution by this date will automatically signal that the Province can accept applications from interested parties for potential cannabis stores within that municipality. Municipalities that opt out by January 22, 2019 may opt in at a future date through a resolution of Council, but cannot opt out again.

Through several information releases, and most recently through its Economic Outlook and Fiscal Review presented on November 15, the Province of Ontario announced that it had earmarked \$40 million (known as the Ontario Cannabis Legalization

Implementation Fund) over two years to help municipalities with the implementation costs of recreational cannabis legalization. Much of this financial assistance is dependent on whether a municipality adopts the private retail model or opts out of it. Of the total funds earmarked, \$15 million will be distributed prior to the opt-out deadline. Another \$15 million will be distributed after the opt-out deadline and the remaining \$10 million will be set aside to help address any unforeseen circumstances.

In addition, the Province committed, over this same period, 50 per cent of its portion of any federal excise duty on recreational cannabis that exceeds \$100 million to municipalities that have not opted out of its private retail model as of January 22, 2019.

Opting Out

The Province announced that starting on December 17, 2018, the AGCO will begin receiving applications for private cannabis retail stores. However, any applications for the establishment of a private cannabis retail store within the boundaries of a municipality that has opted out shall be refused by the Province. In such instances, cannabis will continue to be legally and readily available to the public through the Province's on-line cannabis store, and through any stores in neighbouring municipalities where private cannabis retail may be permitted.

For municipalities that opt out of the Province's private retail model, funding will be provided in two installments. Prior to the opt-out deadline, every municipality shall receive an initial payment on a per-household basis, with no municipality receiving less than \$5,000. After the opt-out deadline, municipalities that have opted out will receive a second lump sum of \$5,000.

It is important to note that although a municipality can reverse its decision to opt out after the January 22 opt-out deadline, doing so will not make the municipal government eligible for the additional funding from the Ontario Cannabis Legalization Implementation Fund. Therefore, the municipality that reverses its opt-out decision after January 22, will only be eligible for the minimum second lump sum of \$5,000.

Not Opting Out

In municipalities that decide not to opt out and accept the Province's private retail model, the Province, through the AGCO, will accept applications for private retail stores. Section 42 of the *Cannabis Licence Act, 2018* will not allow municipalities to pass any by-laws that distinguish between land use on the basis of the sale of cannabis or that establish a system of licences respecting the sale of cannabis. Therefore, municipalities will not be able to use zoning regulations to restrict the location of provincially authorized retail stores beyond those zoning restrictions already in existence for general retail. Similarly, municipalities will not be able to license and establish any regulations

pertaining to cannabis retail operations. However, the Province's regulatory framework does not in any way prevent property owners from refusing to lease premises to an authorized cannabis retailer.

The Province's legislation provides for a process to grant licences that includes distancing restrictions with regards to sensitive uses, such as 150 metres from schools. Regulations further stipulate specific operational restrictions, such as preventing entrance to anyone who is under the age of 19 years and restricting daily operating hours between 9:00 a.m. and 11:00 p.m. The Act also makes ineligible any applicant whose proposal is not in the public interest. Subsection 4(7) of the Act requires that public notice of an application for a retail store be given and Subsection 4(9) requires that such notice include a request for the municipality to make a written submission to the Registrar as to whether such application is in the public interest, having regard to the needs and wishes of the residents. In accordance with the recently released [O. Reg. 468/18](#), public interest is limited to: the protection of public health and safety; the protection of youth by limiting their access to cannabis; and the prevention of illicit activities in relation to cannabis.

In order to meet the consultation requirements under the provincial process, the City would develop a municipal cannabis policy statement that would articulate the public interest aligned with the provincial regulation O. Reg. 438/18, noted above. This policy statement would form the basis for any City submission respecting a cannabis retail store application within the borders of the City of Vaughan.

For municipalities that adopt the private retail model, earmarked funding will also be provided in two installments with the first payment coming prior to the opting-out deadline on a per-household basis and, unlike opting out, a second payment calculated on the same basis, coming after the opting-out deadline. The \$10 million set aside by the Province to deal with unforeseen circumstances will be distributed with priority being given to municipalities that have not opted out of the private retail model; however, a specific funding formula has not yet been released.

Risks Associated with Options

Under the Province's private retail model, municipalities cannot explicitly regulate the sale of cannabis through land use regulations nor impose conditions on cannabis retail businesses; however, even under the opt-out scenario, municipalities are very limited on their use of zoning or licensing to deal with illegal cannabis operations. However, licensed cannabis retailers must still comply with a municipality's general retail zoning provisions and all building and fire code regulations.

Under the Province's private retail licensing model, decisions with respect to the location of provincially-licensed businesses rest with the Registrar of Alcohol, Gaming and Racing, and cannot be appealed; however, municipalities are given an opportunity to provide input as to public interest.

By opting out of the Province's private retail model, municipalities arguably frustrate the primary objectives of both the federal and provincial governments by hindering safe, legal, retail options for cannabis buyers and potentially creating opportunities for criminal elements to capitalize on the restricted accessibility. There is also no indication that prohibiting retail stores locally, especially when they may be legally and readily accessible in neighbouring jurisdictions, will have a dampening impact on local demand and purchases. This reasoning is aligned with the findings from a [2018 cannabis report from Deloitte](#) that found that most people who consume cannabis will tend to obtain it through legal sources if these sources are available. This is also in line with the generally accepted principle that compliance levels are higher under circumstances where it is made easier to comply.

Opting out will also mean that the City will not be eligible for a full share of provincial funding, placing additional financial pressure on the municipality in dealing with any related illicit activity. According to the Deloitte report, legal retail sales in Ontario will range between \$700 million and \$1.68 billion and, depending on the actual sales volume, the City could be the recipient of additional funds, as the Province has announced 50 per cent of its portion of any federal excise duty on recreational cannabis that exceeds \$100 million to municipalities that do not opt out of the private cannabis retail model.

Regulatory Alignments

Irrespective of the City's approach to retail sales, the City will have to address both legal and illegal sale and consumption of cannabis. Staff will be coming forward in early 2019 with a report making recommendations to amend and bring its related by-laws in line with the Province's new regulations, including amendments recently made to the *Smoke Free Ontario Act, 2017*.

Additionally as with all regulatory municipal by-laws, while York Regional Police are authorized to enforce, when taking into consideration the efficient deployment of police resources, any by-law related matters will not be a priority. Primary jurisdiction, first response and responsibility will continue to remain with the By-law and Compliance, Licensing and Permit Services department, accordingly. As such, all by-laws must be created in a manner that establish the appropriate powers for enforcement staff, derived from and limited within the scope of the governing legislation. Out-right bans or prohibitions in circumstances where a higher legislative authority (such as the Province)

has allowed for regulation may be deemed overly broad/and *ultra-vires*, giving the by-law no effect, consequently open to challenge and/or the inability to prosecute. Enacting restrictive by-laws beyond a municipality's ability to enforce will be ineffective, inefficient and costly, with no public benefit and only serve to frustrate public expectations.

Financial Impact

On November 21, 2018, the Province disclosed additional details on how the \$40 million earmarked for offsetting the costs of recreational cannabis legalization will be distributed. Funding will be shared in a 50/50 split between upper and lower tier municipalities, with the ability for this split to be adjusted at the local level. The additional funds from the excess federal excise duty on cannabis will be dependent on a number of variables that are currently difficult to predict. The only certainty is that opting out will equate to lesser funding and that irrespective of whether a municipality opts out or not, there will be additional costs incurred to regulate public consumption, such as the erection of signs in City facilities and the ongoing need to educate and create awareness.

Broader Regional Impacts/Considerations

In providing the information in this report, City staff consulted with York Regional Public Health and York Regional Police on the potential impacts of the new legislation. Staff remain active members of the Cross Municipal Working Group on Cannabis and will continue to liaise and work with neighbouring municipalities, the Region and all relevant agencies, such as York Regional Police and York Regional Public Health, to coordinate policies, awareness campaigns and enforcement initiatives, where appropriate.

Conclusion

Opting out of the Province's private retail model will ensure that no cannabis stores become licensed within the City's boundaries; however, it will not eliminate illicit operators and, in fact, may encourage such operators to set up in Vaughan. It is also unlikely that opting out will have an impact on local consumption, given that illegal distribution and consumption currently exists, legal cannabis will still be readily available through the Province's on-line store and through any neighbouring municipality that allows provincially licensed stores.

Adopting the Province's private retail model will align the municipality with both the federal and provincial objectives of providing safe, legal and competitive retail alternatives for cannabis. Although allowing private retailers to operate in Vaughan will not eliminate illegal operations, it will make the business environment less desirable for such operations. Licensed and regulated retailers tend to operate in a manner that is consistent with the health, safety, well-being and overall interest of the public.

As staff are unable to anticipate the possible financial and resource pressures associated with legalization of recreational cannabis, the greater funding from the Province that results from not prohibiting provincially licensed stores will also allow the City to be better resourced in dealing with any associated undesirable activity.

Further to the issue respecting private cannabis retailing, staff will be bringing forward recommendations in 2019 to ensure that the City's by-laws are aligned with the Province's smoking legislation and that the broader interests of the public are met. In the meantime, and prior to the upcoming meeting of City Council on December 12, staff will be releasing the results of a public poll being conducted by Forum Research Inc. to identify the level of community support in Vaughan for the Province's private cannabis retail model. This information may further inform Council's deliberations on the matter.

Attachment

1. Memorandum to Mayor and Members of Council and Corporate Management Team: Ontario introducing cannabis legislation, September 26, 2018.

For more information, please contact: Gus Michaels, Director & Chief Licensing Officer, By-law & Compliance, Licensing & Permit Services, ext. 8735

Prepared by

Rudi Czekalla-Martinez, Manager, Policy & Business Planning, ext. 8782

DATE: Sept. 26, 2018

TO: Hon. Mayor and Members of Council
Corporate Management Team

FROM: Tim Simmonds, Chief Corporate Initiatives and Intergovernmental Relations

RE: Ontario introducing cannabis legislation

Purpose:

The purpose of this memorandum is to inform Members of Council and CMT of proposed provincial legislation related to cannabis legalization.

<https://bit.ly/2zxgPeH>

Highlights:

- Municipalities must decide before Jan. 22, 2019 whether or not to exercise a one-time opt-out for retail cannabis stores in their community;
- The Alcohol and Gaming Commission of Ontario will be the regulatory authority on cannabis. The AGCO will grant licences, enforce compliance and revoke licences where necessary;
- The Ontario government will introduce its new cannabis legislation on Sept. 27, 2018;
- The proposed legislation will allow the province to establish distance buffers separating cannabis stores from schools;
- The Smoke Free Ontario Act will be modified to include cannabis;
- Municipalities will be consulted before licences for retail cannabis stores are granted;
- The proposed legislation will include concentration limits, limiting the number of cannabis stores a license holder can open in one municipality;
- The Province re-stated its commitment to provide municipalities \$40-million over the next two years to deal with the anticipated costs associated with cannabis legalization. However, the Province will announce, at a later date, more details about how the funding will be allocated;
- The Ontario Cannabis Retail Corporation will no longer be a subsidiary of the LCBO. Instead, it will report directly to the Minister of Finance.



Intergovernmental Relations will monitor the introduction of the Province's new cannabis legislation on Sept. 27 and provide ongoing briefings and analysis.

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

TITLE: UPDATE ON THE RECRUITMENT OF CITIZEN MEMBERS TO STATUTORY COMMITTEES AND BOARD FOR THE 2018-2022 TERM AND REQUEST FOR DIRECTION WITH RESPECT TO THE OLDER ADULT TASK FORCE

FROM:

Nick Spensieri, Deputy City Manager, Corporate Services

ACTION: DECISION

Purpose

To update Council on the recruitment process of citizen members to serve on Statutory Committees and Board for the 2018-2022 term and to request direction with respect to the Older Adult Task Force.

Report Highlights

- The Office of the City Clerk is in the process of recruiting citizen members for appointment to the various Statutory Committees and Board.
- A further report with applicants will be provided in January 2019.
- In accordance with a recommendation from the previous term of Council, staff is requesting direction with respect to the Older Adult Task Force.

Recommendations

1. That a report be provided in January 2019 with applicants for consideration for appointment to Statutory Committees and Board;
2. That direction be provided with respect to re-establishing the Older Adult Task Force; and

3. That, should Council approve the re-establishment of the Older Adult Task Force:
 - i. That direction be provided with respect to re-establishing the Task Force with the former membership or to commence the recruitment process for new members; and
 - ii. That updated Terms of Reference for the Task Force be provided to the Committee of the Whole meeting of January 22, 2019.

Background

At the beginning of each term, Council is required to make citizen appointments to certain Statutory Committees and Board in accordance with legislative requirements.

Recruitment was undertaken for the following Statutory Committees and Board:

1. Accessibility Advisory Committee
2. Committee of Adjustment
3. Heritage Vaughan
4. Property Standards Committee
5. Vaughan Public Library Board

In accordance with Council recommendations, direction is being requested with respect to re-establishing the Older Adult Task Force.

Previous Reports/Authority

None.

Analysis and Options

Recruitment – Statutory Advisory Committees and Board

The recruitment process commenced November 8, 2018, with the deadline for receipt of applications being December 7, 2018. Advertisements were placed in local newspapers on Thursday, November 8th and 15th, 2018, with details of the Committees and Board and advising interested individuals that applications are available on the City's website, Libraries, Community Centres, and in the City Clerk's Office. The Department of Corporate and Strategic Communications developed a communications plan using various mediums including social media posts, a Vaughan TV slide, digital signs, and a web home banner page.

The applications will be evaluated and ranked based on the applicant's qualifications and experience relevant to the position they have applied for and applications will be provided for the Committee's consideration.

Information Open House

An information open house was held on Wednesday, November 28, 2018, from 7:00 to 9:00 pm, in the Multi Purpose Room and staff were present to provide details of each Committee and answer questions.

The Older Adult Task Force

The Older Adult Task Force completed its mandate in May 2018 and submitted its findings report to the June 5, 2018, Committee of the Whole meeting. The following recommendation contained in the findings report is being provided for consideration:

“That the Older Adult Task Force be re-established in the next term of Council.”

Should Council approve the above recommendation and given that the Task Force has completed its mandate, it would be appropriate for new Terms of Reference to be provided for approval to the Council meeting of December 12, 2018. Direction is being requested with respect to re-instating the former members or recruiting new members.

Financial Impact.

There is no financial impact associated with this report.

Broader Regional Impacts/Considerations

There are no regional impacts.

Conclusion

An update is being provided on the recruitment of citizen appointments to Statutory Committees and Board which was undertaken in November with the deadline for receipt of applications being December 7, 2018.

A Council decision is being requested for the re-establishment of the Older Adult Task Force.

For more information, please contact: Rose Magnifico, Acting Deputy City Clerk, Extension 8030

Attachments

None

Prepared by

Rose Magnifico
Acting Deputy City Clerk
Extension 8030

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

TITLE: APPOINTMENT OF DIRECTORS TO VAUGHAN HOLDINGS INC. BY SHAREHOLDER

FROM:

Nick Spensieri, Deputy City Manager, Corporate Services

ACTION: DECISION

Purpose

To update and confirm the appointment of Directors to Vaughan Holdings Inc. (VHI), by Shareholders, as appropriate, because of the 2018 Municipal Election.

Report Highlights

- The update and appointment of Directors to Vaughan Holdings Inc., (VHI) by the Shareholders.

Recommendations

1. That Council, as sole Shareholder of Vaughan Holdings Inc. (VHI), adopt the attached resolution appointing the following Members of Council as Directors of Vaughan Holdings Inc.:

Mayor Maurizio Bevilacqua
Regional Councillor Mario Ferri
Regional Councillor Gino Rosati
Regional Councillor Linda D. Jackson
Councillor Marilyn Iafrate
Councillor Tony Carella
Councilor Rosanna DeFrancesca
Councillor Sandra Yeung Racco
Councillor Alan Shefman

Background

Due to the recent 2018 Municipal Election, it is necessary for Council as Shareholders to update and confirm the appointment of Members of Council as Directors of Vaughan Holdings Inc. (VHI).

Previous Reports/Authority

N/A

Analysis and Options

The recent municipal election necessitates the update and appointment of Directors to Vaughan Holdings Inc.

Financial Impact

There is no financial impact associated with this report.

Broader Regional Impacts/Considerations

There are no regional impacts associated with this report.

Conclusion

Council, as sole Shareholder of VHI appoints its Directors. With the commencement of the new term of Council, it is appropriate to update and confirm the appointment of VHI Directors at this time.

For more information, please contact: Todd Coles, City Clerk, Extension 8628.

Attachments

1. DRAFT Resolution of the Shareholder of Vaughan Holdings Inc.

Prepared by

Rose Magnifico
Acting Deputy City Clerk
Extension 8030

RESOLUTION OF THE SHAREHOLDER
OF
VAUGHAN HOLDINGS INC.
(the "Corporation")

APPOINTMENT OF DIRECTORS

RESOLVED that the following persons are appointed directors of the Corporation until the next annual meeting of shareholders or until their respective successors are elected or appointed effective December 12, 2018.

Linda D. Jackson

CONFIRMATION OF DIRECTORS

RESOLVED that the following persons are confirmed as directors of the Corporation until the next annual meeting of shareholders or until their respective successors are elected or appointed:

Mayor Maurizio Bevilacqua
Regional Councillor Mario Ferri
Regional Councillor Gino Rosati
Councillor Marilyn Iafrate
Councillor Tony Carella
Councilor Rosanna DeFrancesca
Councillor Sandra Yeung Racco
Councillor Alan Shefman

REMOVAL OF DIRECTORS

RESOLVED that the following persons are removed as directors of the Corporation effective November 30, 2018:

Sunder Singh

The foregoing Resolution is signed by the sole shareholder of the Corporation

DATED this 12th day of December 2018

THE CORPORATION OF THE CITY OF VAUGHAN

Per: _____

Todd Coles

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

**TITLE: EMERGENCY MANAGEMENT PROGRAM COMMITTEE -
REVISED TERMS OF REFERENCE AND DELEGATION OF
AUTHORITY**

FROM:

Daniel Kostopoulos, Chair Emergency Management Program Committee

ACTION: DECISION

Purpose

Obtain the Committee of the Whole's approval of the draft By-law attached.

This draft By-law:

- (i) includes an updated Emergency Management Program Committee ("EMPC") Terms of Reference (the "TOR") which reflects the current organizational structure;
- (ii) appoints new members to the EMPC; and
- (iii) delegates authority from Council to the EMPC to appoint members of the City's emergency management team (the "EMT") which will help ensure that personnel with the necessary skills, knowledge and ability are appointed to the EMT in a timely manner.

Report Highlights

- Updated TOR to reflect current organizational structure.
- Appointment of EMPC members to maintain compliance with the *Emergency Management and Civil Protection Act* and Regulation 380/04.
- Reduction to the administrative burden on Council by delegating Council authority to appoint members of the EMT, to the EMPC.

Recommendations

1. Approve the updated TOR.
2. Approve the EMPC membership appointments as described in the TOR.
3. Approve the delegation of authority from Council to the EMPC to appoint personnel to the EMT.
4. Approve the draft By-law attached which reflects the foregoing recommendations.

Background

Regulation 380/04 of the *Emergency Management and Civil Protection Act* mandates that every municipality shall have an Emergency Management Program Committee for the purposes of advising Council on the development and implementation of the municipality's program, making recommendations for revision where necessary and to conduct the annual program review or verification. The Regulation further mandates that the members of the Emergency Management Program Committee be appointed by Council.

The EMPC TOR were first approved by Council in 2005, then amended in 2008 and 2016. Since the last amendment, the City's organizational structure has changed necessitating changes to the EMPC membership.

Regulation 380/04 further requires that every municipality have a municipal emergency control group /EMT that is composed of officials or employees of the municipality that may be appointed by Council and such Members of Council that may be appointed by Council. Changes in membership to the Emergency Management Team occur monthly. Staff consider such appointments to be administrative in nature.

Section 23.1 of the *Municipal Act, 2001*, authorizes a municipality (Council) to delegate its powers and authorities which are administrative in nature.

1. **Previous Reports/Authority**
[By-Law 632008](#)
2. [Item No. 18 of Report No. 12](#) of the Committee of the Whole. *Revised Terms of Reference for the Emergency Management Program Committee* (adopted by City Council on March 22, 2016).

Analysis and Options

The EMPC is comprised of the Corporate Management Team, Senior Management Team and partner agencies, who are well positioned to identify personnel with the required knowledge and skills to be members of the EMT.

The City of Vaughan EMT consists of over 160 members and 39 scribes. Membership changes occur monthly and historically, assigning staff to positions on the EMT has been an administrative function performed by senior City staff. The frequency of turnover on the EMT is such that Council would be required to approve the addition of new members at every meeting which could result in a delay in training these individuals and affect the number of EMT members available to respond in an emergency.

There are currently 11 positions on the EMT that are filled by external emergency response partners (York Region – three services, Industry, Rail, Alectra, Enbridge, Toronto and Region Conservation Authority, and Red Cross). The individual/s from the partner being deployed to the Emergency Operations Centre may be different on each activation. It would not be possible for Council to appoint representatives from these partners.

Accordingly, the preferred option is that Council delegate its authority to appoint EMT members, to the EMPC.

Financial Impact

There are no financial impacts.

Broader Regional Impacts/Considerations

The EMT is comprised of City staff and personnel from external agencies such as York Region Police, York Region Community and Health Services and York Paramedic Services.

Conclusion

The appointment of EMPC and EMT teams is necessary to ensure that the City complies with the legislative requirements set out in the Emergency Management and Civil Protection Act.

Adopting the recommendations in this report will streamline the appointment process, help ensure legislative compliance and properly update the TOR.

For more information, please contact: Sharon Walker, Manager of Emergency Planning, 6322

Attachments

1. Revised Terms of Reference, Emergency Planning, September 20, 2018.
2. Draft By-Law to Amend the Terms of Reference and Delegate Authority to the Emergency Management Program Committee to Appoint Members to the Emergency Management Program Committee.

Prepared by

Sharon Walker, Manager of Emergency Planning, 6322

TERMS OF REFERENCE

Emergency Management Program Committee

Background

Provincial legislation requires that every municipality form a committee responsible for overseeing the annual emergency management program in the community. The Province sees the Emergency Management Program Committee as a critical management team that oversees the development, implementation and maintenance of a municipality's emergency management program; and ensures that the program responds to changes in the community such as new construction, installations, transportation systems, environmental conditions etc.

The Emergency Management and Civil Protection Act (R.S.O. 1990), Section 9

"(d) Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;" and

Regulation (380/04, Section 11) further defines the committee and mandates that:

"(1) Every municipality shall have an emergency management program Committee

(2) The committee shall be composed of,

a) The municipality's emergency management program coordinator;

b) A senior municipal official appointed by council;

c) Such members of the council as may be appointed by council;

d) Such municipal employees who are responsible who are responsible for emergency management functions, as may be appointed by council; and

e) Such other persons as may be appointed by council.

(3) The persons appointed under clause (2) may only be.

a) Officials or employees of any level of government who are involved in emergency management;

b) Representative of organizations outside government who are involved in emergency management; or

c) Persons representing industries that may be involved in emergency management.

(4) The council shall appoint one of the members of the committee to be the chair of the committee.

(5) The committee shall advise council on the development and implementation of the municipality's emergency management program.

(6) The committee shall advise the council on the development and implementation of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary."

Mandate / Objectives

The committee oversees the development, implementation and maintenance of the emergency management program in accordance with Regulation 380/04 and in accordance with the Term of Council Priorities; continue to ensure the safety and well-being of citizens.

Objectives

1. Monitor and ensure the program activities are delivered in accordance with the Act and Regulations.
2. Support the program in responding and adapting to current and emerging risks that could impact the community.
3. Share expertise and knowledge to promote emergency preparedness and public safety.
4. Review and make recommendations on the City's Emergency Response Plans.
5. Appoint personnel to the Emergency Management Team.
6. Review and make recommendation on program initiatives.

7. Review after action reports for exercises and emergency responses and make recommendations on emergency management enhancements and corrective actions based on lessons learned.
8. Review and makes recommendations on the City's business continuity planning initiatives.
9. Conduct an annual emergency management program review to verify that the program is operating in compliance with the Act and Regulations; and
10. Make recommendations to council.

Term

Members are appointed at each new term of Council.

Membership

The membership shall be comprised of:

Primary

City Manager (Chair)
Deputy City Manager, Community Services
Deputy City Manager, Public Works
Deputy City Manager, Planning and Growth Management
Deputy City Manager, Corporate Services
Chief Financial Officer/City Treasurer
City Solicitor
Chief Corporate Initiatives and Intergovernmental Relations
Director of Corporate and Strategic Communications
Fire Chief
Manager of Emergency Planning
Executive Director, Vaughan Public Libraries
Representative from York Regional Police
Representative from Alectra

Alternate

Deputy City Manager
Director
Director
Director
Chief Officer/City Clerk
Director
Director
Director
Manager
Deputy Fire Chief

Director of Finance

Meeting Procedures

The proceedings of the Emergency Management Program Committee are to be governed by the City's Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair.

Agendas shall be issued to the committee members one week prior to the scheduled date of meeting, or as soon as practicable

The Committee Chair shall submit a report in the City's committee report format to the Committee of the Whole when recommendations made require Council approval.

Meetings

Meeting dates will be determined at the last meeting of the year for the following year by consensus of the committee. The committee shall meet quarterly and may schedule additional meetings as determined by the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*. Meetings shall be closed to the public where information being discussed meets the "confidentiality for defense" criteria stated in the *Emergency Management and Civil Protection Act, 1990* Section 2.1 (3-8).

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar document through the Office of the City Clerk, Council Secretariat.

Quorum

The majority of members, including the Chair, shall constitute quorum.

Staff Resources

The City Clerk's Office is responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Emergency Management Program Committee. The committee is comprised of staff from the City and external agencies.

Authority

The Emergency Management Program Committee possesses the legislated accountability to annually review the municipality's emergency management program to verify compliance with the Act and Regulations, and to make recommendations for program changes or enhancements to the Council.

The members of the Emergency Management Program Committee have the delegated authority from Council to appoint staff to the Emergency Management Team.

The Emergency Management Program Committee may not commit expenditures save for those specifically delegated by Council.

Amendment / Expansion of Terms of Reference

The Committee Chair shall make recommendations to Council for amendments and/or expansion of the terms of reference as required.

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER XXX-2018

A By-law to appoint members to the City's Emergency Management Program Committee, and to delegate authority to the Emergency Management Program Committee to appoint members to the Emergency Management Team, and to update the Emergency Management Program Committee Terms of Reference and amend By-Law Number 63-2008.

WHEREAS section 11 (1 – 6) of Regulation 380/04 of the *Emergency Management and Civil Protection Act R.S.O. 1990* as amended mandates that every municipality shall have an Emergency Management Program Committee for the purposes of advising Council on the development and implementation of the municipality's program, making recommendations for revision where necessary and to conduct the annual program review or verification.

AND WHEREAS the City's organizational structure has changed necessitating changes to the Committee membership.

AND WHEREAS section 12 (1 – 6) of Regulation 380/04 further requires that every municipality have a municipal emergency control group (Emergency Management Team) that is composed of officials or employees of the municipality that may be appointed by Council and such Members of Council and other individuals that may be appointed by Council.

AND WHEREAS the City of Vaughan Emergency Management Team consists of over 160 members and 39 scribes and membership changes occur frequently.

AND WHEREAS section 23.1 of the *Municipal Act, 2001, S.O. 2001. C. 25* authorizes a municipality to delegates its powers and duties;

NOW THEREFORE the Council of the Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. By-law Number 063-2008 be and it is hereby amended by deleting Section 1 and replacing it with the following:

The Emergency Management Program Committee for the City of Vaughan shall consist of the following members:

- The City Manager (the alternate member shall be a Deputy City Manager)
 - The Deputy City Manager, Community Services (the alternate member shall be the Director of Recreation Services)
 - The Deputy City Manager, Public Works (the alternate member shall be a Director from the Public Works portfolio)
 - The Deputy City Manager, Planning and Growth Management (the alternate member shall be a Director from the Planning and Growth Management Portfolio)
 - The Deputy City Manager, Corporate Services (the alternate member shall be the City Clerk or a Chief Officer from this portfolio)
 - The Chief Financial Officer/City Treasurer (the alternate member shall be a Director from this portfolio)
 - The City Solicitor (the alternate member shall be the Director of Legal Services)
 - The Chief Corporate Initiatives and Intergovernmental Relations (the alternate member shall be the Director of Economic and Cultural Development)
 - The Director of Corporate and Strategic Communications (the alternate member shall be the Director of Corporate Communications)
 - The Fire Chief (the alternate member shall be a Deputy Fire Chief)
 - The Manager of Emergency Planning
 - The Executive Director, Vaughan Public Libraries (the alternate member shall be Director of Finance)
 - A senior staff representative from York Regional Police Services (YRPS), as selected by YRPS
 - A senior staff representative from Alectra, as selected by Alectra
2. By-law Number 063-2008 (as amended) be and it is hereby further amended by deleting the Schedule “A” Emergency Management Program Committee Terms of Reference and replacing it with the Schedule “A” Emergency Management Program Committee Terms of Reference attached hereto.
3. The authority to appoint members to the Emergency Management Team is delegated from Council to the Emergency Management Program Committee, subject to the following condition:
- 1) The Manager of Emergency Planning maintains a current list of all Emergency Management Team members.

Enacted by City of Vaughan Council this XXth day of XXXX, 2018.

Hon. Maurizio Bevilacqua, Mayor

Todd Coles, City Clerk

Authorized by Item No. ____ of Report No. ____
of the Committee of the Whole
Adopted by Vaughan City Council on

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

**TITLE: FISCAL HEALTH REPORT – FOR THE YEAR TO DATE PERIOD
ENDING September 30, 2018**

FROM:

Michael Coroneos, Chief Financial Officer and City Treasurer

ACTION: FOR INFORMATION

Purpose

To report on the City's fiscal health for the year to date period ending September 30, 2018.

Recommendations

1. That the Fiscal Health Report for the year to date period ending September 30, 2018 be received.

Report Highlights

- The City's property tax supported operations ended the third quarter in a favorable position of approximately \$6.1 million.
- Combined, the rate supported operations ended the third quarter in a favorable position of \$5.9 million
- \$59.3 million has been spent on 296 capital projects during the first three quarters of the year, of which \$40.1 million was spent in the third quarter of 2018.

Background

The fiscal health report tracks actual spending performance of the City's calendarized financial plan. This report provides a snapshot of the City's financial health at a point in time and indicates areas for closer monitoring.

The attached fiscal health report compares actual city operating, water, wastewater and stormwater operations and capital results as of September 30, 2018, relative to approved budgets and on the same basis as the budget. It should be noted the full amortization of tangible capital assets and post-retirement benefits are excluded while transfers to and from reserves and net debenture financing requirements are included.

Analysis and Options

Executive Summary

City's property tax supported operations and rate supported operations both ended the third quarter in a favorable position.

The City's property tax supported operations ended the third quarter in a favorable position of approximately \$6.1 million, largely attributed to lower than expected expenditures, and in part due to timing differences between actual and budgeted expenditures.

Combined, the rate-based budgets ended the third quarter in a favourable position of \$5.9 million. Further discussion regarding the contributing factors that resulted in these third quarter results is contained within the body of this report.

During the 2018 budget process, \$147 million in additional capital funding was approved. Combined with the remaining \$243 million in open capital project funding at the end of 2017, the City began 2018 with 797 open projects and \$390 million in capital funding. There has been \$59.3 million spent on 296 capital projects during the first three quarters of the year, of which \$40.1 million was spent in the third quarter of 2018.

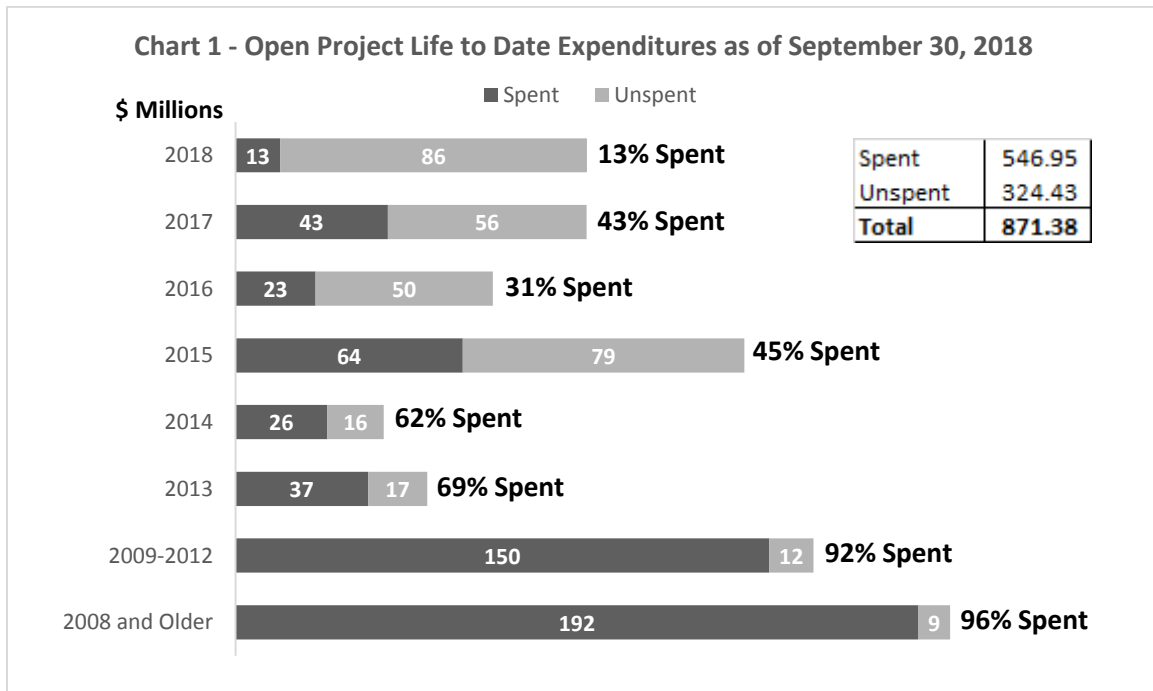
As of September 30, 2018, there were 684 open capital projects with \$324 million of available budget remaining. As construction season proceeds through late fall and early winter, capital expenditures are expected to increase through the remainder of the year.

Operating Results – Year to Date Ending September 30, 2018

	Budget \$million	Actual \$million	Variance \$million
Property Tax Based Budget			
Revenues	267.4	267.4	0.0
Expenditures	216.5	210.4	6.1
Net	\$50.8	\$57.0	6.1
Water Rate Based Budget			
Revenues	53.1	51.2	(1.9)
Expenditures	53.1	51.2	1.9
Net	\$0.0	\$0.0	\$0.0
Wastewater Rate Based Budget			
Revenues	62.0	60.7	(1.3)
Expenditures	62.0	60.7	1.3
Net	\$0.0	\$0.0	\$0.0
Stormwater Charge Based Budget			
Revenues	9.5	9.3	(0.2)
Expenditures	9.5	9.3	0.2
Net	\$0.0	\$0.0	\$0.0

Note – numbers may not add due to rounding

Capital Results – Year to Date Ending September 30, 2018



Note – chart above includes active projects

Discussion

OPERATING BUDGET RESULTS

Overall, City Revenues were inline to budget.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Department Revenues	43.9	46.2	2.3	5.2%
Corporate Revenues	16.4	18.5	2.1	12.8%
Reserve Transfers	12.8	8.4	(4.4)	-34.4%
Taxation	194.2	194.3	0.0	0.0%
Total Revenues	\$267.4	\$267.4	\$0.0	0.0%

Note – numbers may not add due to rounding

- Department Revenues were 5.2 percent greater than planned. Notable drivers in the third quarter that contributed to this result included higher than expected Development Planning revenues collected from site plan applications, subdivision applications and other related fees. The revenue increase in licenses and permits from Building Standards have been mostly offset by a corresponding transfer to the Building Standards Reserve.
- Corporate Revenues were 12.8 percent higher than planned. This is mainly attributable to revenue recognition timing difference associated with the transition from annual dividend declaration to a quarterly based divided declaration from the City's investment holding company, Vaughan Holdings Inc. (VHI). The 2017 fourth quarter dividend was declared and received in 2018.
- Reserve transfers were 34.4 percent lower than planned. Transfers from Engineering and Building Standards Reserves were less than budgeted, as their overall department expenditures were less than planned in the first three quarters of 2018.

Overall, City expenditures were \$6.1 million lower than planned.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Labour	136.2	132.7	3.5	2.6%
Service Contracts & Materials	24.9	23.8	1.1	4.3%
Capital Related	24.7	24.7	0.0	0.1%
Other	16.7	18.0	(1.3)	(7.8%)
Utilities & Fuel	8.9	7.2	1.8	19.7%
Insurance	5.0	4.0	1.0	19.7%
Total Expenditures	\$216.5	\$210.4	\$6.1	2.8%

Note – numbers may not add due to rounding

- Labour costs were 2.6 percent lower than planned. This is primarily attributable to vacancies for positions approved in 2018 that are still in the recruitment process and

that have not yet been filled. Departments will continue to work with Human Resources to complete the recruitment of vacant positions.

- Insurance costs were 19.7 percent lower than budget mainly due to lower than budgeted insurance premiums and deductibles, partially offset by higher than budgeted insurance claims.
- Utilities & Fuel were 19.7 percent lower than budget mainly due to lower than expected hydro costs resulting in part from reduced consumption achieved through implementation of energy savings initiatives

Attachment 2 provides commentary at the Portfolio/Office level.

Risks and Pressures

The City's operating results for the three quarters ending September 30, 2018 were favorable and are expected to be on budget for 2018. Some internal reserve transfers were not realized as budgeted due to lower than budgeted related expenditures. Staff will continue to monitor revenue performance during the remainder of the year.

There are no material factors identified at the end of the third quarter to indicate that the City's financial position for the year will be unfavourable. Winter maintenance costs, specifically salt usage, may add pressure on the City's 2018 operating budget in Q4 based on recent trends experienced in the number and severity of salting events in the fourth quarter of previous years. Staff will be monitoring winter maintenance operating results throughout Q4 and seek opportunities to mitigate the pressure on the city's budget.

Operating Transfers Authorized by the Chief Financial Officer/City Treasurer

There were no operating budget transfers completed during the second and third quarter for which the Chief Financial Officer/City Treasurer has the delegated authority as granted by Council at the Special Council meeting of December 15, 2015 (Finance, Administration and Audit Committee, Report 16, Item 1).

Water, Wastewater and Stormwater Results

Third Quarter Water Operating Results

Water Operations gross margin was \$3.9 million greater than budget.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Residential Billings	31.0	30.0	(1.0)	(3.2%)
Commercial Billings	20.4	19.3	(1.1)	(5.4%)
Other	0.4	0.4	0.0	0.0%
Purchases/Treatment Charges	32.0	28.6	3.4	10.6%
Non-Revenue Water	4.8	2.3	2.6	53.1%
Gross Margin	\$14.9	\$18.8	\$3.9	26.2%
Other Revenues	\$1.3	\$1.5	\$0.2	15.4%

- Residential and commercial water sales for the third quarter ended lower than budget by 3.2% and 5.4% respectively due to wetter than normal weather.
- York Region deviated from the posted budgeted wholesale rates for water and wastewater, increasing the treatment costs for wastewater and decreasing the costs for water resulting in lower than expected water purchase costs.
- Non-Revenue Water (NRW) was lower than budgeted due to a decrease in charges on the Region bill. The City and Region are investigating to determine reasons for the lower than expected NRW.

Water Operations expenditures before Lifecycle Contributions were \$2.7 million less than budgeted.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Maintenance and Installation Cost	5.0	3.0	2.0	40.0%
General Administration	4.2	3.5	0.7	16.7%
Joint Service Costs	0.5	0.5	0.0	0.0%
Lifecycle Contribution	6.5	13.3	(6.8)	(104.6%)
Total	\$16.2	\$20.3	(\$4.1)	(25.3%)

- Maintenance and Installation Costs ended lower by 40.0% due to timing of activities such as water service repairs and meter installations and lower than expected water main breaks to date.
- General Administration costs were lower by 16.7% due to a timing delay in planned training, professional fees and gapping associated with the Project Manager (Hydraulics) and Business Analyst (AMI) positions.

City's net lifecycle contribution was \$6.8 million greater than budgeted at the end of the third quarter.

Third Quarter Wastewater Operating Results

Wastewater Operations gross margin was \$2.2 million greater than budget.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Residential Billings	36.7	35.7	(1.0)	(2.7%)
Commercial Billings	24.3	23.8	(0.5)	(2.1%)
Other	0.3	0.3	0.0	0.0%
Purchases/Treatment Charges	44.6	44.6	0.0	0.0%
Non-Revenue Water	6.7	3.0	3.7	55.2%
Gross Margin	\$10.0	\$12.2	\$2.2	22.0%
Other Revenues	\$0.7	\$0.9	\$0.2	28.6%

- Residential and commercial billings for the third quarter are trending 2.7% and 2.1% respectively lower than budget due to wetter than normal weather. Wastewater billing is calculated based on water consumption and therefore trends similar to water consumption.
- The City and Region are investigating to determine reasons for the lower than expected Non-Revenue Water.

Wastewater Operations expenditures before Lifecycle Contributions were \$0.3 million less than budgeted.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Maintenance and Installation Cost	2.8	2.8	0.0	0.0%
General Administration	2.1	1.8	0.3	14.3%
Joint Service Costs	0.3	0.3	0.0	0.0%
Lifecycle Contribution	5.5	8.2	(2.7)	(49.1%)
Total	\$10.7	\$13.1	(\$2.4)	(22.4%)

- General Administration costs were lower by 14.3% due to timing delay in planned training and professional fees and gapping associated with the Business Analyst (AMI) position.

City's net lifecycle contribution was \$2.7 million greater than budgeted at the end of the third quarter.

Third Quarter Stormwater Operating Results

Stormwater Operations gross margin was \$0.2 million less than budgeted.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Residential Billings	4.0	4.0	0.0	0.0%
Commercial Billings	5.2	5.0	(0.2)	(3.8%)
Other	0.0	0.0	0.0	0.0%
Purchases/Treatment Charges	0.0	0.0	0.0	0.0%
Non-Revenue Water	0.0	0.0	0.0	0.0%
Gross Margin	\$9.2	\$9.0	(\$0.2)	(2.2%)
Other Revenues	\$0.3	\$0.3	\$0.0	0.0%

- Total annual billing for stormwater charges was completed in the third quarter.

Stormwater Operations expenditures before Lifecycle Contributions were \$1.6 million less than budgeted.

	Budget \$million	Actual \$million	Variance \$million	Variance %
Maintenance and Installation Cost	2.9	2.2	0.7	24.1%
General Administration	2.8	2.0	0.8	28.6%
Joint Service Costs	0.3	0.2	0.1	33.3%
Lifecycle Contribution	3.5	4.9	(1.4)	(40.0%)
Total	\$9.5	\$9.3	\$0.2	2.1%

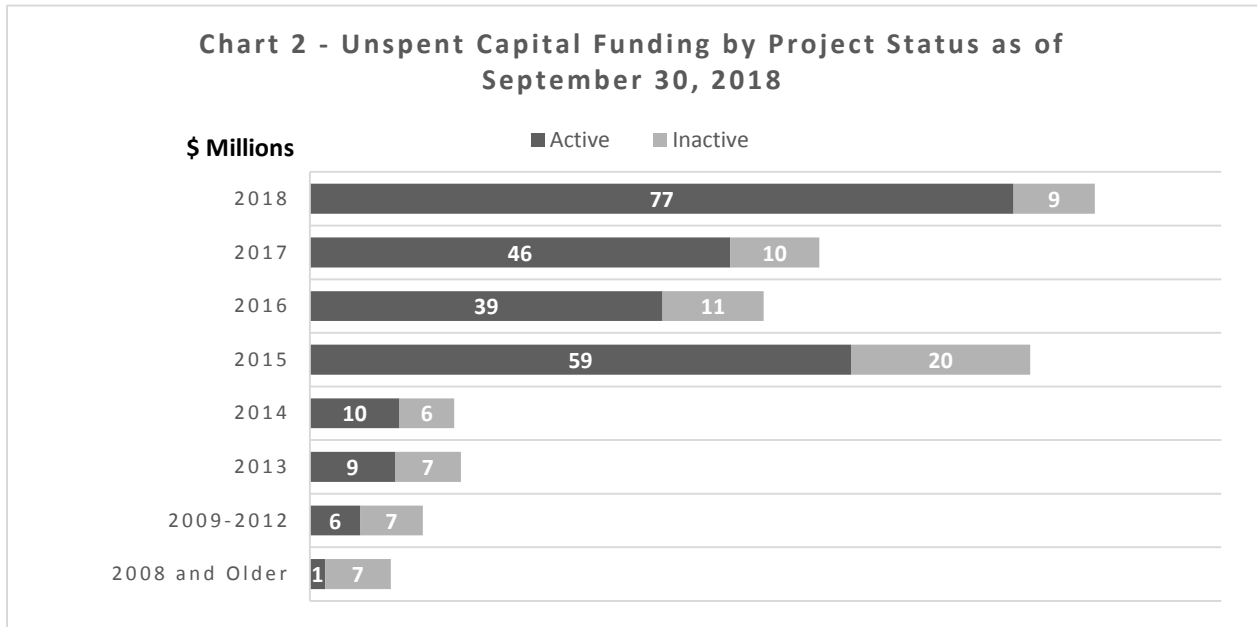
- Maintenance and Installation costs were lower by 24% due to the timing of the CCTV program as the contract expired during the year. The value of the contract will be weighted more to year-end with a new contractor. Also contributing to the positive variance are: timing in pond management as there were delays in release of Ministry of Environment (MOE) requirements; and timing in catch basin cleaning as contractors began the work in mid-September.
- General Administration costs were lower by 29% mainly due to deferral of debenture payment, representing 64% of the total variance (\$0.5 million), timing of spending in professional fees and gapping associated with temporary vacancy.

City's net lifecycle contribution was \$1.4 million higher than budgeted at the end of the third quarter due to lower than expected expenditures.

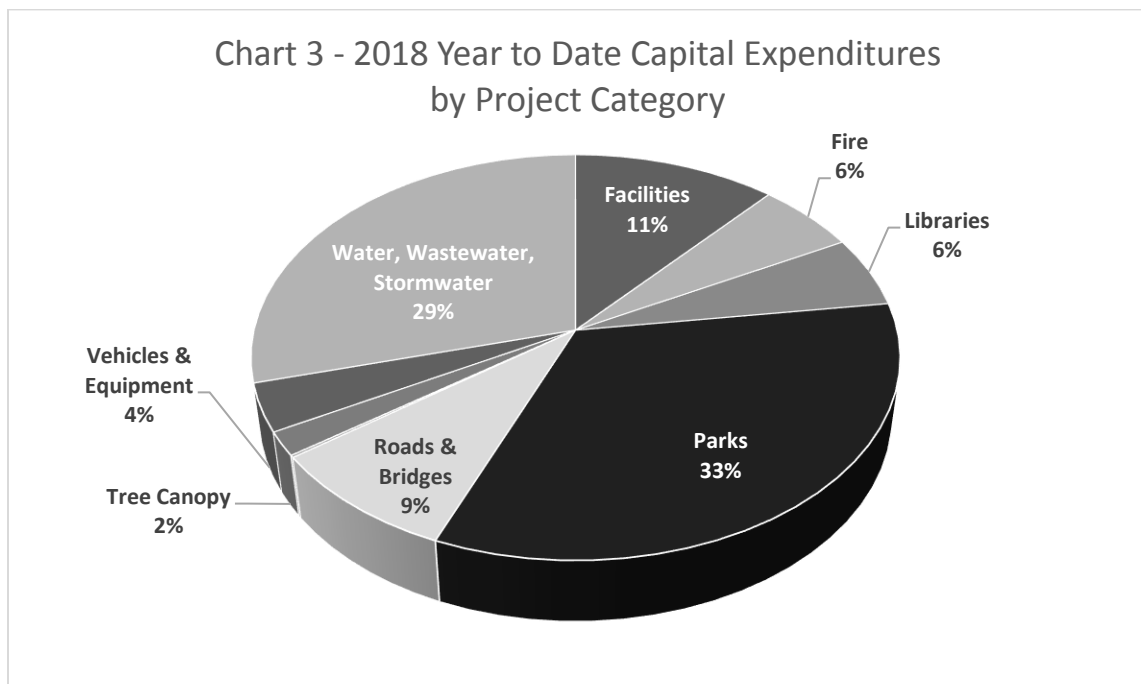
Capital Budget Results

As at September 30, 2018, there were 684 open capital projects with \$324 million of available budget remaining. The open projects were made up of 553 active projects and 131 inactive projects (refer to next page). The open project unspent funding breakdown by year is illustrated in the chart 2 below.

Further information about the inactive projects can be found in the next section of the report.



During the first three quarters of 2018, \$59.3 million was spent on 296 capital projects. Chart 3 below illustrates the breakdown of funds spent by project category as of Q3 2018.



In the 2018 Budget, departments indicated that \$157 million in capital expenditures would be processed throughout 2018. At the end of the third quarter, approximately 38 percent of the forecasted spend was accomplished. As construction season continues through the fall and winter months, and more billing from the summer is processed, it is expected that capital expenditure will rise. Departments are continuing to enhance the robustness of their capital cash flow spend forecasts which will improve tracking of future results.

The following projects were considered substantially completed as of September 30, 2018 with budget overages as permitted under Section 8 of the Capital Project Financial Administration and Reporting policy.

Project # & Title	Budget	Actual	Variance (\$)	Variance (%)
LI-4541-16 Vellore Village South BL 36 - Furniture and Equipment	262,500	267,611	(5,111)	-2%
FL-5519-17 Building Standards - 4 vehicle Purchase	254,624	259,316	(4,692)	-2%

Inactive Projects and Closed Projects

Of the 684 open capital projects, there are 131 projects that are considered inactive. Inactive projects comprise 19 per cent of the total number of open projects, equating to 24 per cent of the total unspent funds of \$324 million. Approximately two thirds of the inactive projects are substantially complete but are required to remain open until a future event occurs while one third of the inactive projects are on hold or have not started for a variety of reasons such as project scope and estimated costs being revalued and project reprioritization due to resourcing capacity. The breakdown of the classification of the 131 open inactive projects is as follows:

Classification	Number of Projects	Amount (\$million)
Completed-to be closed	44	\$6.8
Completed-Under Warranty or Maintenance	21	\$4.6
Completed-Waiting for Final Invoices	10	\$5.1
DC Repayment in Place	28	\$38.8
In-progress	2	\$0.3
Not Started	7	\$1.4
Project on Hold	12	\$3.7
Work Ongoing	7	\$15.9
Grand Totals	131	\$76.6

Of the total \$76.6 million in unspent funds from inactive projects, \$38.8 million (representing 51%) is held for projects that have development charge repayment agreements in place and will be paid out and closed in accordance with those agreements. Staff continue to review the status of projects on hold and projects deferred, and accordingly will develop action plans to return funding commitments back to the funding sources, to repurpose the project scope, or to advance the project.

A complete list of Inactive Projects can be found [online](#).

Departments closed 38 projects in the third quarter of 2018, returning \$14.6 million to Reserves

During the third quarter, departments closed 38 capital projects, bringing the total capital projects closed in 2018 to 113 projects. The table below provides a breakdown of projects closed during the third quarter.

Portfolios	Number of Projects Closed in Q3 2018	Amount Returned to Reserve (\$million)
Community Services	5	\$0.4
Corporate Services	1	\$0.3
Library Services	2	\$0.0
Office of Transformation & Strategy	4	\$0.3
Planning and Growth Management	6	\$9.3
Public Works	20	\$4.3
Grand Total	38	\$14.6

Capital Budget Amendments

For capital projects where a budget amendment is required, departments are required to bring a report to Finance, Administration and Audit Committee outlining the request for the amendment.

The following capital budget amendments were processed during Q2 and Q3, 2018:

From	To	Supporting Document/Report	Amount
BF-8618-18 AI Palladini Refrigeration Plant Upgrades	BF-8463-15 AI Palladini Community Centre Refrigeration Plant Equip. Replacement	April 11, 2018 FAA R4 I9	\$854,224.00
B&F Infrastructure Reserve & BF-8641-18 Replacement of Cooling Towers	BF-8463-15 AI Palladini Community Centre Refrigeration Plant Equip. Replacement	April 11, 2018 FAA R4 I9	\$145,644.00
Building Standards Reserve	BS-1008-18 Modernization of Sign Permit System	March 20, 2018 FAA R3 I2	\$200,000.00
Building Standards Reserve	BS-1009-18 Mobility & Digital Transformation of Building Inspection Services	May 23, 2018 FAA R5 I11	\$260,000.00
DE-7158-15 Concord GO Secondary Plan Feasibility Study & DE-7169-16 Concord GO Station Business Case Development	DE-7169-16 Concord GO Centre Secondary Plan Comprehensive Transportation Study	June 19, 2018 FAA R6 I6	\$221,500.00

City Wide DC - Engineering	DE-7169-16 Concord GO Centre Secondary Plan Comprehensive Transportation Study	June 19, 2018 FAA R6 I6	\$325,000.00
Vehicle Reserve	FL-5425-18 Replace Unit #1094 with Tandem Dump Truck	May 23,2018 FAA R5 I9	\$46,000.00
Vehicle Reserve	FL-5427-18 Replace Unit #1159 with Tandem Dump Truck	May 23,2018 FAA R5 I9	\$46,000.00
City Wide DC – Fire & B&F Infrastructure Reserve	FR-3582-16 Reposition Stn 7-4 Kleinburg Build and Design	February 21, 2018 FAA R2 I3	\$1,881,000.00
Gas Tax Reserve	PK-6632-18 Slope Stabilization Cherry Hills	May 23,2018 FAA R5 I6	\$75,000.00
City Wide DC – Management & Capital from Taxation	PL-9023-11 Weston Rd and Hwy 7 Secondary Plan	April 11, 2018 FAA R4 I8	\$100,000.00
Gas Tax Reserve (AM-2528-17, AM-2529-17, EN-1851-14, EN-1843-11, EN-1696-08)	Capital from Taxation (AM-2528-17, AM-2529-17, EN-1851-14, EN-1843-11, EN-1696-08)	May 23,2018 FAA R5 I4	\$1,924,000.00
Gas Tax Reserve (CD-2015-15)	Debenture Financing (CD-2015-15)	May 23,2018 FAA R5 I4	\$4,118,368.75
DT-7121-13 VMC Edgeley Pond	DE-7175-17 Edgeley Pond and Park Construction	April 11, 2018 FAA R4 I7	\$3,255,025.73
Black Creek Financial Strategy & Debenture Financing	DE-7175-17 Edgeley Pond and Park Construction	April 11, 2018 FAA R4 I7	\$4,968,586.00
City Wide DC - Engineering	DP-9542-15 Islington Streetscape Phase #1	Sept 27, 2018 FAA R27 I15	\$296,902.00
Municipalities for Climate Innovation Program (MCIP)	EV-2122-18 Stormwater Climate Change Mitigation Measures	June 06, 2018 FAA Communication	\$299,900.00

Capital Transfers Authorized by the Chief Financial Officer/City Treasurer

As outlined in the section above, *Operating Transfers Authorized by the Chief Financial Officer/City Treasurer*, the Chief Financial Officer/City Treasurer has the delegated authority to approve any operating or capital realignments between departments, provided they are fiscally neutral. A summary of these changes is incorporated into the quarterly reporting process.

The following capital transfers were authorized by the CFO during Q2 and Q3, 2018:

From	To	Amount
BF-8520-16 Woodbridge Pool Liner Replacement	BF-8321-12 Al Palladini Community Centre Pool Dehumidifier Replacement	\$80,000.00
BF-8476-15 Building Upgrades to Meet AODA	ID-2043-17 Vellore Village C.C. – Main Entrance Improvements	\$25,000.00
BF-8482-16 Vellore Village C.C. – Renovations	ID-2043-17 Vellore Village C.C. – Main Entrance Improvements	\$40,000.00
Clean Water & WasteWater Fund (Provincial & Federal Grant)	Multiple Grant-Eligible Projects	\$20,855,724.00
1361-2-04 Water Filling System	WW-2536-17 Bulk Water Stns (4)	\$58,451.19
BF-8346-13 JOC – Work Yards Dumping Ramp	BF-8364-14 Woodbridge Operations Centre Ramp Improvements	\$33,483.41
BF-8363-14 East District Park – Works Yard Dumping Ramp	BF-8364-14 Woodbridge Operations Centre Ramp Improvements	\$31,383.41
SE-0082-16 Leadership Alignment	CM-2526-16 Service Excellence Strategic Initiatives	\$100,000.00
SE-0077-16 Digital Strategy	CM-2526-16 Service Excellence Strategic Initiatives	\$114,155.11
SE-0081-16 Recognition PR for Service Excellence	CM-2526-16 Service Excellence Strategic Initiatives	\$30,000.00
SP-0010-15 Update to Vaughan Vision Strategic Plan	CM-2526-16 Service Excellence Strategic Initiatives	\$8,805.81
EV-2103-17 City of Vaughan – Smart Meter	EV-2124-18 Smart Water Metering – City Wide Advanced Metering Infrastructure Implementation	\$344,500.42

WW-2546-17 Rehabilitation of 4 SW Ponds	EV-2112-17 SW Pond Cleaning – Fossil Hill Pond	\$35,000.00
FL-5192-17 PKS-Replace Unit #1434	FL-5200-17 BYLAW-Replace Unit #1448	\$3,750.00
FL-5468-16 WATER-Replace Unit #1563	FL-5551-18 Replace Unit #1594	\$7,500.00
FL-5466-17 WATER-Replace Unit #1665	FL-5551-18 Replace Unit #1594	\$7,500.00
PK-6424-17 Block 61W Neighbourhood Park and Greenway Development	PK-6401-16 Block 61W Neighbourhood Park Design and Construction	\$192,000.00
PK-6424-17 Block 61W Neighbourhood Park and Greenway Development	PK-6431-14 Block 61E Neighbourhood Park Design and Construction	\$174,000.00
PK-6566-18 Playground Replacement Program	PK-6543-17 Playground Surfacing Replacement Program	\$40,000.00
RP-6700-15 Tree Planting Program – Regular	RP-6755-15 Ice Storm Tree Replacement	\$13,722.32

Continuity Schedule of Reserves and Reserve Funds

\$ million	Opening Balance	Revenues	Expenses	Closing Balance Before Commitments	Commitments	Closing Balance After Commitments
Obligatory Reserves						
City-Wide Development Charges	287.95	243.64	34.05	497.53	124.26	373.27
Area Specific Development Charges	1.92	1.22	-6.55	9.69	16.48	-6.79
Restricted Grant	27.81	4.96	-0.82	33.59	37.29	-3.71
Other	91.20	26.14	13.11	104.24	3.87	100.37
Obligatory Subtotal	408.88	275.95	39.79	645.04	181.90	463.14
Discretionary Reserves						
Infrastructure	193.22	18.51	17.49	194.23	52.11	142.13
Capital from Taxation	17.19	7.51	4.18	20.52	17.26	3.26
Corporate	15.11	0.39	0.06	15.44	0.12	15.32
Special Purpose	7.04	0.25	0.18	7.12	12.99	-5.88
Sustainability	41.82	4.90	5.03	41.70	0.29	41.41
Discretionary Subtotal	274.38	31.56	26.93	279.01	82.77	196.24
Grand Totals	\$683.26	\$307.52	\$66.72	\$924.06	\$264.67	\$659.38

Note – numbers may not add due to rounding.

At the end of the third quarter, the reserve balance before commitments was \$924 million. A net reserve activity of \$265 million is committed against these reserves and reserve funds; after this activity is accounted for, the total reserves and reserve funds balances as of September 30, 2018 was \$659 million, of which \$463 million was for obligatory reserves and \$196 million was in discretionary reserves.

Development Charges (DCs) collected in the first three quarters of 2018 equated to \$239 million, with interest earned on reserve balances making up the difference in revenues. As part of the 2018 DC By-laws review, Council authorized delegated authority to the City Treasurer and City Solicitor to execute Development Charge Pre-Payment Agreements under Section 27 of the Development Charge Act. The City collected approximately \$175 million in DCs in the third quarter of 2018, of which \$167 million were directly related to the DC prepayment agreements.

The Detailed Reserve Continuity Schedule can be found [online](#).

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

The report is consistent with the priorities set in the Service Excellence Strategic Initiatives under Operational Performance: Financial Sustainability.

The City's tax and rate based operating results are tracking positively comparing to the budget. Staff is forecasting 2018 year-end actual to be in a favourable position, however winter events in late 2018 are uncertain and will need to be monitored for their potential impact on the final year end position of the City.

Staff will continue to monitor the financial health of the organization and provide advice and guidance to departments as necessary. The Fiscal Health Report will continue to evolve to ensure it continues to provide relevant information that assists in ensuring the financial sustainability of the City. Consistent with current practices, quarterly updates advising of changes in the City's financial landscape will be brought forth to Council.

For more information, please contact:

Rita Selvaggi, Interim Director, Financial Planning & Development Finance, Ext. 8438

Dean Ferraro, Director, Financial Services, Ext. 8272

Attachments

1. City Operating – Third Quarter Financial Summary
2. City Operating – Portfolio/Office Summary

Prepared by

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CITY OF VAUGHAN

2018 City Operating Budget

Property Tax Based Budget Fiscal Position as of September 30, 2018

CITY OF VAUGHAN
2018 City Operating Budget
Fiscal Position as of September 30, 2018

REVENUE / EXPENDITURE SUMMARY

	2018 ANNUAL BUDGET	2018 YTD		VARIANCE	
		BUDGET	ACTUAL	FAV. / (UNFAV.) \$	%
TAXATION	191,650,052	191,650,052	191,635,608	-14,444	0.0%
SUPPLEMENTAL TAXATION	3,200,000	0	0	0	0.0%
GRANT / PAYMENT IN LIEU	2,725,200	2,580,000	2,629,456	49,456	1.9%
RESERVES AND OTHER TRANSFERS	18,904,415	12,799,893	8,400,740	-4,399,153	-34.4%
FEES AND SERVICE CHARGES	56,308,935	43,902,888	46,191,232	2,288,344	5.2%
CORPORATE	20,329,735	16,417,504	18,518,272	2,100,768	12.8%
TOTAL REVENUES	293,118,337	267,350,337	267,375,307	24,970	0.0%
EXPENDITURES:					
DEPARTMENTAL	262,795,736	192,949,472	180,919,649	12,029,823	6.2%
RESERVE CONTRIB. & CORP. EXP.	11,382,012	11,571,042	17,432,318	-5,861,276	-50.7%
LONG TERM DEBT	9,455,751	4,769,950	4,769,950	0	0.0%
CONTINGENCY	2,255,700	0	19,172	-19,172	0.00%
CAPITAL FROM TAXATION	7,229,138	7,229,138	7,229,138	0	0.0%
TOTAL EXPENDITURES	293,118,337	216,519,602	210,370,227	6,149,375	2.8%

CITY OF VAUGHAN
2018 City Operating Budget
Fiscal Position as of September 30, 2018
September 30, 2018

REVENUE BY MAJOR SOURCE

	2018 ANNUAL BUDGET	2018 YTD		VARIANCE	
		BUDGET	ACTUAL	FAV. / (UNFAV.) \$	%
TAXATION					
Tax Levy	191,650,052	191,650,052	191,635,608	-14,444	0.0%
Supplementals	3,200,000	0	0	0	0.0%
GRANT					
Library Grant	145,200	0	38,297	38,297	0.0%
PAYMENT IN LIEU / OTHER					
Payment In Lieu / Other	2,580,000	2,580,000	2,591,159	11,159	0.4%
				0	#DIV/0!
RESERVES AND OTHER TRANSFERS					
Engineering Reserve	8,769,988	6,575,891	4,547,312	-2,028,579	-30.8%
Election Cost	1,200,000	1,162,934	267,769	-895,165	-77.0%
CIL Recreation Land Reserve	1,281,000	960,750	960,750	0	0.0%
Administrative Recovery from Capital	1,500,000	1,125,000	1,572,910	447,910	39.8%
Building Standards Service Continuity Reserve	3,749,215	2,790,528	1,052,000	-1,738,528	-62.3%
Tax Rate Stabilization Reserve	1,289,948	0	0	0	0.0%
Other Reserves	514,264	184,790	0	-184,790	-100.0%
Debenture Payment Reserve	600,000	0	0	0	0.0%
TOTAL RESERVES	18,904,415	12,799,893	8,400,740	-4,399,153	-34.4%
CITY MANAGER	0	0	0	0	0.00%
TOTAL OFFICE OF CHIEF CORPORATE INITIATIVES & INTERGOV. RELATIONS	88,725	88,725	42,500	-46,225	0.0%
OFFICE OF TRANSFORMATION & STRATEGY	141,732	141,732	318,730	176,998	124.9%
Chief Human Resources Officer	0	0	156	156	0.00%
Chief Information Officer	263,064	194,448	0	-194,448	-100.0%
Office of the City Clerk - Clerks	1,539,278	1,205,113	852,908	-352,205	-29.2%
TOTAL DEPUTY CITY MANAGER CORPORATE SERVICES	1,802,342	1,399,561	853,064	-546,497	-39.0%
Financial Services	1,097,445	739,479	946,508	207,029	28.0%
Financial Planning & Development Finance	518,517	381,252	306,893	-74,359	-19.5%
Procurement Services	58,200	31,370	45,954	14,584	46.5%
TOTAL OFFICE OF THE CFO/CITY TREASURER	1,674,162	1,152,101	1,299,355	147,254	12.8%
OFFICE OF THE CITY SOLICITOR	841,406	631,702	173,722	-457,980	-72.5%
Recreation Services	18,739,484	16,219,197	16,883,992	664,795	4.1%
Community Development & Events	700,000	609,677	859,790	250,113	41.0%
Facility Maintenance Services	561,922	397,351	253,346	-144,005	-36.2%
Fire And Rescue Services	1,007,298	594,264	684,705	90,441	15.2%
By-Law, Compliance, Licensing and Permits	4,135,982	3,127,097	3,022,288	-104,809	-3.4%
TOTAL DEPUTY CITY MANAGER COMMUNITY SERVICES	25,144,686	20,947,586	21,704,121	756,535	3.6%
Development Planning	8,746,833	6,571,639	9,357,572	2,785,933	42.4%
Development Engineering	499,209	385,014	330,986	-54,028	-14.0%
Policy Planning & Environmental Sustainability	760,466	595,763	199,967	-395,796	-66.4%
Parks Development	453,453	336,767	0	-336,767	-100.0%
Building Standards - Licenses/Permits	9,372,538	6,597,744	7,762,635	1,164,891	17.7%
- Plumbing Permits	786,532	561,946	449,417	-112,529	-20.0%
- Service Charges	778,177	598,302	643,514	45,212	7.6%
TOTAL DEPUTY CITY MANAGER PLANNING & GROWTH MANAGEMENT	21,397,208	15,647,175	18,744,090	3,096,915	19.8%
Infrastructure Planning and Corporate Asset Management	1,305,756	979,323	597,386	-381,937	-39.0%
Infrastructure Delivery	1,208,803	906,597	512,270	-394,327	-43.5%
Environmental Services	1,472,464	1,110,147	1,104,357	-5,790	-0.5%
Trans Serv and Parks & Forestry Ops	804,301	581,995	556,679	-25,316	-4.3%
TOTAL DEPUTY CITY MANAGER PUBLIC WORKS	4,791,324	3,578,062	2,770,691	-807,371	-22.6%
VAUGHAN PUBLIC LIBRARIES	427,350	316,244	284,958	-31,286	-9.9%
TOTAL FEES / SERVICE CHARGES	56,308,935	43,902,888	46,191,232	2,288,344	5.2%
TOTAL CORPORATE REVENUES	20,329,735	16,417,504	18,518,272	2,100,768	12.8%
TOTAL REVENUE	293,118,337	267,350,337	267,375,307	24,970	0.0%

CITY OF VAUGHAN
2018 City Operating Budget
September 30, 2018

DEPARTMENTAL EXPENDITURES BY MAJOR CATEGORY

	2018 ANNUAL BUDGET	2018 YTD		VARIANCE	
		BUDGET	ACTUAL	FAV. / (UNFAV.) \$	%
COUNCIL	1,721,267	1,280,003	1,144,128	135,875	10.6%
OFFICE OF THE INTEGRITY COMMISSIONER	509,944	377,737	277,393	100,344	26.6%
INTERNAL AUDIT	690,746	492,970	459,119	33,851	6.9%
CITY MANAGER	608,108	448,050	457,896	-9,846	-2.2%
<i>Corporate and Strategic Communications</i>	1,390,469	1,020,308	1,025,999	-5,691	-0.6%
<i>Economic Development & Culture Services</i>	2,129,475	1,496,345	1,369,353	126,992	8.5%
<i>Office of the Chief Corporate Initiatives & Intergov Relations</i>	860,557	631,280	417,392	213,888	33.9%
OFFICE OF THE CHIEF CORPORATE INITIATIVES & INTERGOV. RELATIONS	4,380,501	3,147,933	2,812,743	335,190	41.8%
OFFICE OF TRANSFORMATION & STRATEGY	853,029	664,045	566,088	97,957	14.8%
<i>Office of the Chief Financial Officer/City Treasurer</i>	555,189	410,181	344,684	65,497	16.0%
Financial Services	3,883,015	2,884,599	2,444,340	440,259	15.3%
Financial Planning & Development Finance	3,802,696	2,817,789	2,258,775	559,014	19.8%
Procurement Services	2,666,366	1,978,363	1,516,956	461,407	23.3%
TOTAL OFFICE OF THE CFO/CITY TREASURER	10,907,266	8,090,932	6,564,755	1,526,177	18.9%
TOTAL OFFICE OF THE CITY SOLICITOR	4,517,628	3,335,214	2,717,127	618,087	18.5%
<i>Office of the Deputy City Manager Corporate Services</i>	716,013	566,106	96,734	469,372	82.9%
Office of the Chief Human Resources Officer	3,489,753	2,596,083	2,716,995	-120,912	-4.7%
Office of the Chief Information Officer	12,091,628	9,184,446	8,321,847	862,599	9.4%
<i>Office of the City Clerk</i>	12,296,512	10,257,755	8,662,837	1,594,918	15.5%
TOTAL DEPUTY CITY MANAGER CORPORATE SERVICES	28,593,906	22,604,390	19,798,413	2,805,977	12.4%
<i>Office of Deputy City Manager Community Services</i>	616,510	464,278	415,475	48,803	10.5%
Community Grants & Advisory Committees	45,004	34,657	29,105	5,552	16.0%
Access Vaughan	1,280,368	921,716	912,242	9,474	1.0%
Recreation Services	28,477,448	21,327,860	20,969,334	358,526	1.7%
Community Development & Events	1,910,649	1,450,474	1,429,064	21,410	1.5%
Facility Maintenance Services	14,576,030	10,007,378	10,264,456	-257,078	-2.6%
Fire and Rescue Services	49,520,337	35,824,560	36,759,948	-935,388	-2.6%
Emergency Planning	224,621	158,812	176,220	-17,408	-11.0%
By-Law, Compliance, Licensing & Permits	7,775,980	5,690,458	4,902,657	787,801	13.8%
TOTAL DEPUTY CITY MANAGER COMMUNITY SERVICES	104,426,947	75,880,193	75,858,501	21,692	0.0%
<i>Office of Deputy City Manager Planning & Growth Management</i>	587,089	431,465	338,441	93,024	21.6%
Development Planning	5,444,394	4,003,430	2,820,783	1,182,647	29.5%
Development Engineering	5,314,809	3,913,552	2,951,139	962,413	24.6%
Policy Planning & Environmental Sustainability	2,659,853	1,937,885	1,677,689	260,196	13.4%
Parks Development	2,367,364	1,757,375	1,542,944	214,431	12.2%
Building Standards	9,947,112	7,268,922	6,751,994	516,928	7.1%
TOTAL DEPUTY CITY MANAGER PLANNING & GROWTH MANAGEMENT	26,320,621	19,312,629	16,082,991	3,229,638	16.7%
<i>Office of Deputy City Manager Public Works</i>	513,561	377,528	409,729	-32,201	-8.5%
Infrastructure Planning and Corporate Asset Management	2,772,881	2,028,504	1,464,904	563,601	27.8%
Fleet Management	3,249,303	2,307,236	1,953,968	353,268	15.3%
Infrastructure Delivery	3,516,984	2,441,947	1,928,077	513,870	21.0%
Environmental Services	10,554,981	7,841,460	7,782,315	59,145	0.8%
Trans Serv and Parks & Forestry Ops	39,500,588	27,751,352	27,244,789	506,563	1.8%
TOTAL DEPUTY CITY MANAGER PUBLIC WORKS	60,108,298	42,748,027	40,783,783	1,964,244	4.6%
VAUGHAN PUBLIC LIBRARIES	19,157,475	14,567,349	13,396,710	1,170,639	8.0%
TOTAL DEPARTMENTAL EXPENDITURES	262,795,736	192,949,472	180,919,649	12,029,823	6.2%
RESERVE CONTRIBUTIONS & CORP. EXP.	11,382,012	11,571,042	17,432,318	-5,861,276	-50.7%
LONG TERM DEBT	9,455,751	4,769,950	4,769,950	0	0.0%
CONTINGENCY	2,255,700	0	19,172	-19,172	0.00%
CAPITAL FROM TAXATION	7,229,138	7,229,138	7,229,138	0	0%
TOTAL DEPARTMENTAL AND CORPORATE EXPENDITURES	293,118,337	216,519,602	210,370,227	6,149,375	2.8%

Portfolio: Community Services

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	20.95	21.70	0.76
Labour	62.10	62.22	(0.12)
Other Expenditures	13.78	13.64	0.14
Total Expenditures	75.88	75.86	0.02
Net	54.93	54.15	0.78

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	38	10.77
2017	47	8.58
2016	24	3.48
2015	8	2.68
2014	15	0.79
2004-2013	13	1.20
Total	145	\$27.50

Community Services' net operating result is tracking positive to budget driven mainly by:

- Greater than anticipated revenues from program registrations and sponsorship revenues generated from City-wide events (Recreation Services)
- Lower than budgeted hydro costs due to energy saving initiatives and lower gas costs from reduced consumption (Facility Services)
- Lower than budgeted labour expenditures as a result of vacancies (By-Law & Compliance, Licensing & Permit Services)

These positive variances were partially offset by:

- Higher than budgeted labour expenditures due to increased overtime for coverage of long-term absences (Fire and Rescue Services),
- Higher than anticipated vehicle repair expenses due to major engine repairs on fire trucks (Fire and Rescue Services)
- Increased part-time staffing to support higher program registrations (Recreation Services)
- Increased spending in General Maintenance due to emergency repairs (Facility Services)

Work continued in Q3 on numerous capital projects including implementation of energy conservation improvements to multiple City-owned facilities, as well as renovations and replacements at the City's Community Centres.

There were 5 project closures across Community Services during the quarter.

2018 Q3 Fiscal Health Report

Portfolio: Corporate Services

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	1.40	0.85	(0.55)
Labour	11.95	10.99	0.96
Other Expenditures	10.69	8.84	1.86
Total Expenditures	22.64	19.82	2.82
Net	21.24	18.97	2.27

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	3	0.36
2017	2	0.71
2016	7	2.77
2014	1	0.39
Total	13	\$4.23

Corporate Services' net operating results have a favourable variance at Q3 driven mainly by:

- Lower than budgeted labour costs as a result of vacancies. These positions are being actively recruited.
- Lower negotiated insurance premiums and deductibles (Office of the City Clerk)
- Deferred office space renovations (Deputy City Manager Corporate Services)
- Lower than anticipated spending on Professional fees due to timing of projects that are expected to occur in Q4 (OCIO)
- Anticipated spending on Service Contracts that are expected to occur in Q4 (OCIO)

These positive variances were partially offset by timing of internal recovery of Computer Hardware costs (OCIO), higher than expected Professional Fees for legal and human resources' related issues (Office of the Chief Human Resources Officer), and an increase in internal and external city claims (Office of the City Clerk).

Work continued in Q3 on several large ongoing capital projects such as Central Computing Infrastructure, Personal Computer (PC) Assets Renewal and AV Infrastructure renewal. In addition, projects related to audio/visual infrastructure renewal and equipment continued to progress (OCIO). For Q3, the project to enhance the City's agenda management system is substantially complete (Office of the City Clerk). There was 1 project closure during the quarter.

2018 Q3 Fiscal Health Report

Portfolio: Planning and Growth Management

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	15.65	18.74	3.10
Labour	18.26	15.68	2.58
Other Expenditures	1.05	0.40	0.65
Total Expenditures	19.31	16.08	3.23
Net	3.67	(2.66)	6.33

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	32	19.48
2017	31	17.34
2016	28	14.92
2015	23	27.04
2014	20	2.57
2013	20	7.66
2011-2012	20	5.04
2003-2010	22	10.48
Total	196	\$104.53

Planning and Growth Management has a positive operating variance for the period of Q3 year to date driven mainly by:

- Higher than expected revenue from an influx of planning and building permit applications related to DC pre-payment agreements.
- Lower than budgeted labour expenditures resulting from vacancies and timing of recruitment in Development Planning, Development Engineering, Building Standards and Policy Planning. These positions are being actively recruited.
- Less than budgeted other expenditures are mainly due to the timing in receiving office furniture, computer hardware and software, and training.

Work will continue in Q4 on capital projects such as Construction for North Maple Regional Park Phase I, comprehensive review on new City-wide consolidated Zoning By-law, and preliminary design of VMC Edgeley Pond.

There was a total of 6 projects closed in the quarter, including Bass Pro Mills interchange, Huntington Road reconstruction and Steeles West Station Infrastructure.

2018 Q3 Fiscal Health Report

Portfolio: Public Works

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	3.58	2.79	(0.79)
Labour	20.69	20.26	0.43
Other Expenditures	22.05	20.52	1.53
Total Expenditures	42.75	40.78	1.96
Net	39.17	37.99	1.17

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	65	54.10
2017	72	28.52
2016	32	27.69
2015	43	48.94
2014	43	11.73
2013	16	8.02
2012	7	3.44
2007-2011	21	3.91
Total	299	\$182.35

Public Works has a positive operating variance Q3 year to date, driven mainly by:

- Contracts within the Transportation Services, Parks and Forestry Operations department that have been executed later in the season and have not been paid yet (\$0.8M);
- Hydro cost lower in summer months with more daylight hours (\$0.4M).
- Lower than budgeted labour expenditures as a result of vacancies within the portfolio

These positive variances were partially offset by lower than budgeted revenues driven by lower than expected recoveries from capital due to vacancies.

Work continues in Q3 on capital projects such as Road Rehabilitation, Humber Bridge Trail Bridge Removal, and Watermain Replacement on Centre Street.

There was a total of 20 projects closed in the quarter, including Portage Parkway Extension, North Thornhill Branch Library, and Al Palladini Community Centre Roof Replacement.

2018 Q3 Fiscal Health Report

Office: Corporate Initiatives and Intergovernmental Relations

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	0.09	0.04	(0.05)
Labour	2.69	2.40	0.29
Other Expenditures	0.45	0.41	0.04
Total Expenditures	3.15	2.81	0.34
Net	3.06	2.77	0.29

Corporate Initiatives and Intergovernmental Relations' net operating result is tracking positive mainly due to lower than budgeted labour expenditures as a result of vacancies.

Work completed in Q3 for VMC Development Implementation capital project.

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2017	1	0.14
2015	1	0.00
Total	2	\$0.14

Office: Chief Financial Officer

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	1.15	1.30	0.15
Labour	7.75	6.47	1.29
Other Expenditures	0.34	0.10	0.24
Total Expenditures	8.09	6.56	1.53
Net	6.94	5.27	1.67

The net operating results for the Office of Chief Financial Officer net operating result is tracking positive to budget driven mainly by labour savings due to vacancies and timing of taxation and property assessment revenues.

Work continued in Q3 on various capital projects, including Growth Related Financial Analysis and Long Range Fiscal Planning.

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	5	0.93
2017	1	0.39
2016	2	0.14
2011	1	0.09
Total	9	\$1.55

2018 Q3 Fiscal Health Report

Office: Chief Financial Officer – Corporate Revenues & Expenditures

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Corporate Revenue	16.42	18.52	2.10
Reserve Transfers	12.80	8.40	(4.40)
Taxation (net)	194.23	194.27	0.04
Total Revenues	223.45	221.19	(2.26)
Corporate Expenditures	18.80	24.68	(5.88)
Long Term Debt	4.77	4.77	0
Total Expenditures	23.57	29.45	(5.88)
Net	\$199.88	\$191.74	(\$8.14)

Net results are tracking negative to budget driven mainly by:

- Lower than budgeted transfers from the Engineering and Building Standards Reserves as their overall department expenditures were less than planned in the first three quarters of 2018.

This negative variance was partially offset by:

- Higher than budgeted Corporate Revenues, mainly attributable to revenue recognition timing differences caused by a transition from annual dividend declaration to a quarterly based dividend declaration from the City's investment holding company, Vaughan Holdings Inc. (VHI). The 2017 fourth quarter dividend was declared and received in 2018
- Corporate expenditures tracked negatively, largely due to the fact that it includes the corporate-wide gapping budget.

Office: City Solicitor

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	0.63	0.17	(0.46)
Labour	2.86	2.05	0.81
Other Expenditures	0.48	0.67	(0.19)
Total Expenditures	3.34	2.72	0.62
Net	2.70	2.54	0.16

The Office of the City Solicitor has an unfavourable variance at Q3 driven mainly by an increase in Professional Fees for complex legal issues and Local Planning Appeal Tribunal hearings that required external counsel expertise.

This is partially offset by lower than budgeted labour expenditures as a result of vacancies. The positive labour variance was offset by lower than budgeted revenues as a result of lower than anticipated labour recovery from capital projects

The majority of capital project activity is related to real estate; specifically land acquisition activities which can result in varied spending from quarter to quarter.

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	2	0.00
2013	1	0.03
2012	1	1.16
2007	1	0.23
Total	5	\$1.42

2018 Q3 Fiscal Health Report

Office: Transformation & Strategy

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	0.14	0.32	0.18
Labour	0.60	0.55	0.05
Other Expenditures	0.07	0.02	0.05
Total Expenditures	0.66	0.57	0.10
Net	0.52	0.25	0.27

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	1	0.05
2017	1	0.21
2016	2	0.45
Total	4	\$0.70

The Office of Transformation and Strategy is currently tracking positive to budget driven by labor recoveries from Service Excellence strategic initiatives and labor gapping due to director vacancy in the first half of the year.

Work continues to progress on open capital projects. There were 4 project closures during the quarter.

Office: Vaughan Public Libraries

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	0.32	0.28	(0.03)
Labour	10.55	9.82	0.73
Other Expenditures	4.02	3.58	0.44
Total Expenditures	14.57	13.40	1.17
Net	14.25	13.11	1.14

Capital Results (\$M):

Year (\$M)	Open #	Unspent \$
2018	2	0.44
2016	5	0.32
2013-2015	4	1.27
Total	11	\$2.03

Vaughan Public Libraries has a favourable variance at Q3 driven mainly by:

- Lower than budgeted labour costs as a result of vacancies.
- Reduced expenses for utilities
- Increase in Service Charges and Fines & Penalties Fees

This is partially offset by increases in expenditures related to computer hardware, same-day courier services, and advertising.

Work continued in Q3 on a number of ongoing city-wide capital projects relating to resource purchases, furniture and equipment for the Civic Centre Resource Library as well as technology upgrades. In addition, furniture and equipment and communications and hardware occurred for Vellore Village South Library which opened in Q3. There were 2 project closures during the quarter.

2018 Q3 Fiscal Health Report

City Council

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	-	-	-
Labour	0.98	0.94	0.04
Other Expenditures	0.30	0.20	0.10
Total Expenditures	1.28	1.14	0.14
Net	1.28	1.14	0.14

Integrity Commissioner & Lobbyist Registrar

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	-	-	-
Labour	0.24	0.24	0.00
Other Expenditures	0.13	0.04	0.10
Total Expenditures	0.38	0.28	0.10
Net	0.38	0.28	0.10

The Office of the Integrity Commissioner & Lobbyist Registrar is currently tracking positive to budget largely driven by unspent Computer Software funds which are expected to be spent in Q4.

Internal Audit

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	-	-	-
Labour	0.44	0.45	(0.01)
Other Expenditures	0.06	0.01	0.04
Total Expenditures	0.49	0.46	0.03
Net	0.49	0.46	0.03

The Internal Audit operating budget is on track for 2018.

City Manager

Operating Results (\$M):

(\$M)	Budget	Actual	Variance
Revenues	-	-	-
Labour	0.37	0.37	0.01
Other Expenditures	0.07	0.09	(0.02)
Total Expenditures	0.45	0.46	0.01
Net	0.45	0.46	(0.01)

The City Manager's operating budget is on track for 2018.

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

TITLE: Procurement Activity Report – Q2 2018

FROM:

Michael Coroneos, Chief Financial Officer and City Treasurer

ACTION: FOR INFORMATION

Purpose

This report provides details of the Procurement activities undertaken in Q2 2018.

Report Highlights

- Total procurement spend for Q2 2018 was \$28.3 million.
- 92 contracts were awarded for \$24.7 million.
- Departments processed an additional \$1.3 million in PCard transactions and \$2.3 million in Low Dollar Module purchases.
- Average cycle time to award contracts improved by 10.6 business days, or 15.1%, when compared to the first quarter.

Recommendation

1. The Q2 2018 Procurement Activity Report be received.

Background

This report has been prepared in compliance with the City's Corporate Procurement Policy.

The Policy sets out the Delegation of Authority to Award at various levels of the organization for procurement related activities, and requires the Director of Procurement Services to report the awards to Council on a quarterly basis.

The following table provides a summary of the Delegation of Award Authority per the Policy.

Table 1: Delegation of Authority to Award per the Corporate Procurement Policy

	Competitive Procurement	Non-Competitive Procurement		
	Tenders/RFP/RFQ	Sole Source	Single Source	Emergency
Manager	≤\$25,000	Nil	Nil	≤\$10,000
Director	\$25,001-\$100,000	≤\$25,000	≤25,000	≤25,000
Deputy City Manager/ Chief	\$100,001-\$500,000	\$25,001-\$50,000	\$25,001-\$50,000	\$25,001-\$50,000
City Manager	>\$500,000	>\$50,000	\$50,001-\$100,000	>\$100,000
Council	Quarterly Reporting		>\$100,000	

Previous Reports/Authority

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=4613>

Item 20, Report No. 6, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 19, 2018.

Analysis and Options

92 Procurement contracts worth \$24.7 million were processed in the second quarter

Procurement Services processed 58 competitive bids valued at \$23.4 million and 34 non-competitive bids valued at \$1.3 million. Non-competitive bids comprise 5.0 per cent of the total approved award value, compared to 4.8 per cent during the same quarter last year.

The non-competitive bid value included \$0.8 million Council-approved Single Source awards for the supply, delivery and repair of Vaughan Fire and Rescue Services’ Fire Apparatus.

Attachment 1 provides a breakdown of the 92 procurements by type, and by delegated authority, that were awarded during the second quarter.

Attachment 2 categorizes the 92 procurements by Portfolio/Office, and by procurement type, that were awarded during the second quarter.

Attachment 3 summarizes the competitive and non-competitive procurement activity for the second quarter and year-to-date ending June 30, 2018.

Departments processed an additional \$1.3 million in Purchasing Card (PCard) transactions

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase low value goods and services using PCards. As of June 30, 2018, there were 259 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries, compared to 252 PCard Holders during the same quarter last year.

The City of Vaughan implemented the PCard Program to transition from manual-intensive processes to a more efficient and cost-effective method of purchasing low value goods and services, reducing overall transaction time while improving transparency, visibility, monitoring and reporting.

During the second quarter, departments processed 3,414 PCard transactions worth \$1.3 million, averaging \$392 per transaction. Analysis shows that over 75 percent of the PCard transactions were primarily for low value operating supplies, advertising, professional memberships, training, seminars and travel-related services. The remaining 25 percent was comprised of payments for operating expenses through corporate contracts.

As a result, the City has realized administrative and transactional savings through the significant reduction of cheque payments to multiple vendors, and to employees for reimbursements of out-of-pocket costs.

Departments processed an additional \$2.3 million in Low Dollar Module (LDM) Purchase Orders

LDMs were introduced on April 1, 2017 for the purpose of providing departments operational efficiency to acquire low value, non-recurring, purchases.

During the same reporting quarter, there were 2,240 LDM purchase orders issued, totaling \$2.3 million with an average of \$1,042 per transaction. Over 60 percent of the LDM procurements were for materials and supplies. The remaining 40 percent relates to vehicle maintenance and repairs, furniture and equipment purchases and training and development fees. Procurement Services staff continue to review and monitor these transactions with client departments to determine if alternative procurement methods could be considered.

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made, and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be thoughtfully considered. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for money spent.

Attachment 4 provides a summary of Other Procurement Activity for the Second Quarter and year-to-date ending June 30, 2018.

Total Procurement spend for the Second Quarter was \$28.3 million

The Procurement spend for the second quarter included Competitive awards worth \$23.4 million, Non-Competitive awards worth \$1.3 million and Low Value Purchases worth \$3.6 million.

Average cycle time to award contracts improved by 10.6 business days, or 15.1%, when compared to the first quarter.

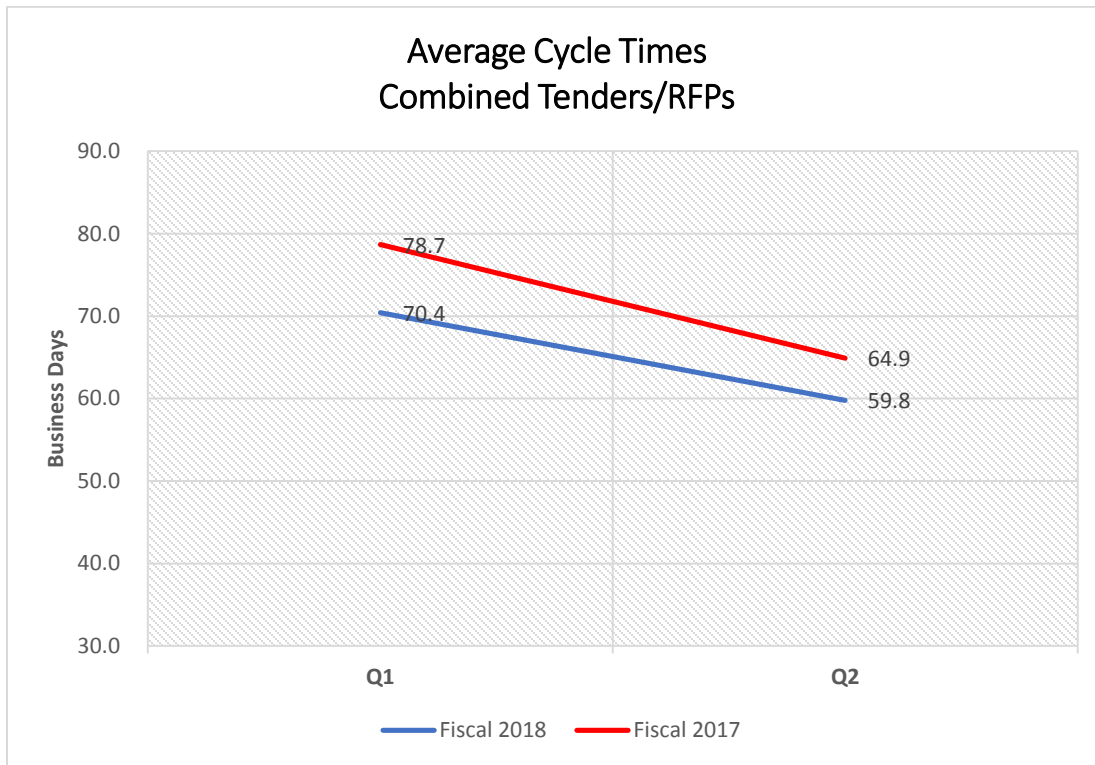
The Council-approved revised Corporate Procurement Policy, with the new delegation of award authority, enabled the City to procure and award its goods, services and construction within shorter timeframes.

The second quarter average cycle time to award Tenders and Request for Proposals (RFPs) contracts improved by 10.6 business days, or 15.1%, when compared to the first quarter. The improvement was primarily driven by a 28.1% decrease in average bid close to contract award time; from 44.5 business days in Quarter 1 to 32.0 business days in Quarter 2.

The year-over-year Quarter 2 average cycle time improved by 5.1 business days, or 7.9%. Again, the improvement was driven by a decrease in average bid close to contract award time.

The Fiscal 2018 quarterly cycle time trends remain below last year's quarterly performance levels, as depicted in Graph 1.

Graph 1: Combined Tenders/RFPs Average Cycle Times



Average Cycle Time: Average business days from receipt of approved specs to contract award

Procurement Services will continue to work with client departments to further improve the cycle time to award contracts and improve project delivery.

Financial Impact

There is no financial impact resulting from receipt of this report.

Broader Regional Impacts/Considerations

There are no impacts to other governments/organizations resulting from the receipt of this report.

Conclusion

This report has been prepared in compliance with the Procurement Policy approved by Council April 1st, 2017.

For more information, please contact;

Asad Chughtai, Director of Procurement Services, ext. 8306.

Attachments

1. Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Second Quarter
2. Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Second Quarter
3. Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Second Quarter and Year-to-Date Ending June 30, 2018
4. Attachment 4: Other Procurement Activity – Second Quarter and Year-to-Date Ending June 30, 2018

Prepared by

Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.
Nick LaRocca, Business Analyst, ext. 8018.

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Second Quarter

Procurement Type		Council	City Manager	Deputy City Manager /Chief	Director	Manager	Total
Tender	\$		16,975,332	2,320,137			19,295,469
	#		9	9			18
Request for Proposal	\$		1,698,768	1,240,995	464,599	5,435	3,409,797
	#		2	5	6	1	14
Request for Quote	\$			158,835	432,871	112,580	704,286
	#			1	9	12	22
Request for Pre-Qualification	\$				0		0
	#				3		3
Request for Information	\$					0	0
	#					1	1
Competitive	\$	0	18,674,100	3,719,967	897,470	118,015	23,409,552
	#	0	11	15	18	14	58
Sole Source	\$				66,904		66,904
	#				5		5
Single Source	\$	770,000	62,718	146,412	140,842		1,119,972
	#	8	1	4	13		26
Emergency Purchase	\$				21,003	15,003	36,006
	#				1	2	3
Non-Competitive	\$	770,000	62,718	146,412	228,749	15,003	1,222,882
	#	8	1	4	19	2	34
Grand Total	\$	770,000	18,736,818	3,866,379	1,126,219	133,018	24,632,434
	#	8	12	19	37	16	92

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Second Quarter

Portfolio/Office		Tender	Request for Proposal	Request for Pre-Qualification	Request for Information	Request for Quote	Sole Source	Single Source	Emergency Purchases	Grand Total
Council	\$					6,280		6,538		12,818
	#					1		1		2
City Manager	\$									
	#									
Public Works Portfolio	\$	16,801,686	1,298,498	0		132,959	66,904	88,361	6,003	18,394,411
	#	13	5	1		8	5	8	1	41
Planning & Growth Management Portfolio	\$	779,968	450,233					49,160	30,003	1,309,364
	#	2	3					1	2	8
Community Services Portfolio	\$	1,360,110	1,140,763			391,304		887,873		3,780,050
	#	2	3			6		12		23
Corporate Services Portfolio	\$	353,705		0		56,448		71,200		481,353
	#	1		1		2		2		6
City Solicitor	\$		205,303							205,303
	#		1							1
Office of the Chief Corporate Initiatives & Intergovernmental Relations	\$		80,000							80,000
	#		1							1
Office of the Chief Financial Officer & City Treasurer	\$		235,000		0			12,000		247,000
	#		1		1			1		3
Transformation & Strategy	\$			0						0
	#			1						1
Vaughan Public Libraries	\$					117,295		4,840		122,135
	#					5		1		6
Grand Total	\$	19,295,469	3,409,797	0	0	704,286	66,904	1,119,972	36,006	24,632,434
	#	18	14	3	1	22	5	26	3	92

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Second Quarter and Year-to-Date Ending June 30, 2018

Bid Type	Q2 2018		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Competitive				
Tenders	18	19,295,469	23	21,611,223
RFPs	14	3,409,797	23	7,501,065
Quotes	22	704,286	38	979,143
RFPQ (VOR)	3	0	5	0
RFEOI	0	0	0	0
RFI	1	0	3	0
Sub-Total Competitive	58	23,409,552	92	30,091,431
Non-Competitive				
Sole Source	5	66,904	12	164,804
Single Source	26	1,119,972	44	9,571,476
Emergency Procurement	3	36,006	6	72,762
Sub-Total Non-Competitive	34	1,222,882	62	9,809,042
Total	92	24,632,434	154	39,900,473

Attachment 4: Other Procurement Activity – Second Quarter and Year-to-Date Ending June 30, 2018

Type	Q2 2018		Year-to-Date	
	#	Value (\$)	#	Value (\$)
Purchasing Card Transactions	3,414	1,337,359	6,077	2,479,016
Low Dollar Module Purchase Orders (LDM)	2,240	2,334,320	3,901	3,865,877

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

TITLE: Procurement Activity Report – Q3 2018

FROM:

Michael Coroneos, Chief Financial Officer and City Treasurer

ACTION: FOR INFORMATION

Purpose

This report provides details of the Procurement activities undertaken in Q3 2018.

Report Highlights

- Total procurement spend for Q3 2018 was \$15.9 million.
- 82 contracts were awarded for \$12.9 million.
- Departments processed an additional \$1.0 million in PCard transactions and \$2.0 million in Low Dollar Module purchases.
- Average cycle time to award contracts improved by 9.3 business days, or 13.2%, when compared to the first quarter.

Recommendation

1. The Q3 2018 Procurement Activity Report be received.

Background

This report has been prepared in compliance with the City's Corporate Procurement Policy.

The Policy sets out the Delegation of Authority to Award at various levels of the organization for procurement related activities, and requires the Director of Procurement Services to report the awards to Council on a quarterly basis.

The following table provides a summary of the Delegation of Award Authority per the Policy.

Table 1: Delegation of Authority to Award per the Corporate Procurement Policy

	Competitive Procurement	Non-Competitive Procurement		
	Tenders/RFP/RFQ	Sole Source	Single Source	Emergency
Manager	≤\$25,000	Nil	Nil	≤\$10,000
Director	\$25,001-\$100,000	≤\$25,000	≤25,000	≤25,000
Deputy City Manager/ Chief	\$100,001-\$500,000	\$25,001-\$50,000	\$25,001-\$50,000	\$25,001-\$50,000
City Manager	>\$500,000	>\$50,000	\$50,001-\$100,000	>\$100,000
Council	Quarterly Reporting		>\$100,000	

Previous Reports/Authority

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=4613>

Item 20, Report No. 6, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 19, 2018.

Analysis and Options

82 Procurement contracts worth \$12.9 million were processed in the third quarter

Procurement Services processed 53 competitive bids valued at \$12.2 million and 29 non-competitive bids valued at \$0.7 million. Non-competitive bids comprise 5.4 per cent of the total approved award value, compared to 13.2 per cent during the same quarter last year.

Attachment 1 provides a breakdown of the 82 procurements by type, and by delegated authority, that were awarded during the third quarter.

Attachment 2 categorizes the 82 procurements by Portfolio/Office, and by procurement type, that were awarded during the third quarter.

Attachment 3 summarizes the competitive and non-competitive procurement activity for the third quarter and year-to-date ending September 30, 2018.

Departments processed an additional \$1.0 million in Purchasing Card (PCard) transactions

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase low value goods and services using PCards. As of September 30, 2018, there were 266 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries, compared to 281 PCard Holders during the same quarter last year.

The City of Vaughan implemented the PCard Program to transition from manual-intensive processes to a more efficient and cost-effective method of purchasing low value goods and services, reducing overall transaction time while improving transparency, visibility, monitoring and reporting.

During the third quarter, departments processed 2,866 PCard transactions worth \$1.0 million, averaging \$367 per transaction. Analysis shows that over 78 percent of the PCard transactions were primarily for low value operating supplies, advertising, professional memberships, training, seminars and travel-related services.

As a result, the City has realized administrative and transactional savings through the significant reduction of cheque payments to multiple vendors, and to employees for reimbursements of out-of-pocket costs.

The PCard program provides a revenue sharing opportunity where the City is eligible for a 1% rebate based on minimum performance requirements, such as, on-time monthly payments, meeting both a minimum annual transaction amount and minimum average transaction value.

For the twelve months ending September 30, 2018, the City earned a \$52,182.42 rebate.

Departments processed an additional \$2.0 million in Low Dollar Module (LDM) Purchase Orders

LDMs were introduced on April 1, 2017 for the purpose of providing departments operational efficiency to acquire low value, non-recurring, purchases.

During the same reporting quarter, there were 2,063 LDM purchase orders issued, totaling \$2.0 million with an average of \$988 per transaction. Over 68 percent of the LDM procurements were for materials and supplies. The remaining 40 percent relates to vehicle maintenance and repairs, furniture and equipment purchases and training and

development fees. Procurement Services staff continue to review and monitor these transactions with client departments to determine if alternative procurement methods could be considered.

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made, and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be thoughtfully considered. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for money spent.

Attachment 4 provides a summary of Other Procurement Activity for the third Quarter and year-to-date ending September 30, 2018.

Total Procurement spend for the third Quarter was \$15.9 million

The Procurement spend for the third quarter included Competitive awards worth \$12.2 million, Non-Competitive awards worth \$0.7 million and Low Value Purchases worth \$3.0 million.

Average cycle time to award contracts improved by 9.3 business days, or 13.2%, when compared to the first quarter.

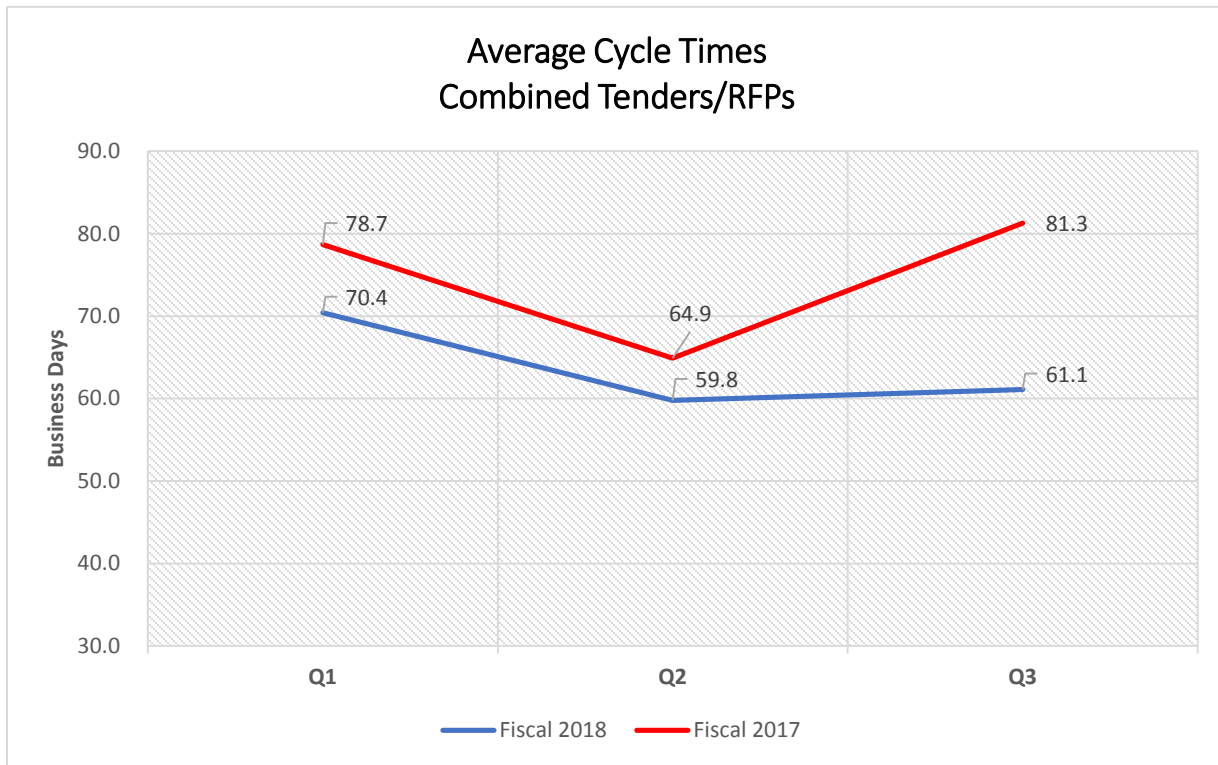
The Council-approved revised Corporate Procurement Policy, with the new delegation of award authority, enabled the City to procure and award its goods, services and construction within shorter timeframes.

The in-year third quarter average cycle time to award Tenders and Request for Proposals (RFPs) contracts improved by 9.3 business days, or 13.2%, when compared to the first quarter. The improvement was primarily driven by a 26.5% decrease in average bid close to contract award time; from 44.5 business days in Quarter 1 to 32.7 business days in Quarter 3.

The year-over-year Quarter 3 average cycle time improved by 20.2 business days, or 28.4%. Again, the improvement was driven by a decrease in average bid close to contract award time.

The Fiscal 2018 quarterly cycle time trends remain below last year's quarterly performance levels, as depicted in Graph 1.

Graph 1: Combined Tenders/RFPs Average Cycle Times



Average Cycle Time: Average business days from receipt of approved specs to contract award

Procurement Services will continue to work with client departments to further improve the cycle time to award contracts and improve project delivery.

Financial Impact

There is no financial impact resulting from receipt of this report.

Broader Regional Impacts/Considerations

There are no impacts to other governments/organizations resulting from the receipt of this report.

Conclusion

This report has been prepared in compliance with the Procurement Policy approved by Council April 1st, 2017.

For more information, please contact;

Asad Chughtai, Director of Procurement Services, ext. 8306.

Attachments

1. Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Third Quarter
2. Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Third Quarter
3. Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Third Quarter and Year-to-Date Ending September 30, 2018
4. Attachment 4: Other Procurement Activity – Third Quarter and Year-to-Date Ending September 30, 2018

Prepared by

Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.
Nick LaRocca, Business Analyst, ext. 8018.

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Third Quarter

Procurement Type		Council	City Manager	Deputy City Manager /Chief	Director	Manager	Total
Tender	\$		6,001,359	2,994,289	189,675		9,185,323
	#		3	12	3		18
Request for Proposal	\$		988,559	739,085	765,673		2,493,317
	#		1	3	3		7
Request for Quote	\$				321,315	173,820	495,135
	#				10	15	25
Request for Pre-Qualification	\$				0	0	0
	#				1	1	2
Request for Information	\$				0		0
	#				1		1
Competitive	\$	0	6,989,918	3,733,374	1,276,663	173,820	12,173,775
	#	0	4	15	18	16	53
Sole Source	\$				21,550		21,550
	#				1		1
Single Source	\$	51,500		401,465	164,236		617,201
	#	1		11	15		27
Emergency Purchase	\$			49,915			49,915
	#			1			1
Non-Competitive	\$	51,500		451,380	185,786		688,666
	#	1		12	16		29
Grand Total	\$	51,500	6,989,918	4,184,754	1,462,449	173,820	12,862,441
	#	1	4	27	34	16	82

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Third Quarter

Portfolio/Office		Tender	Request for Proposal	Request for Quote	Request for Pre-Qualification	Request for Information	Sole Source	Single Source	Emergency Purchases	Grand Total
Council	\$							30,484		30,484
	#							1		1
City Manager	\$									
	#									
Public Works Portfolio	\$	5,530,828	449,860	204,121			21,550	140,268		6,346,627
	#	8	1	9			1	11		30
Planning & Growth Management Portfolio	\$	2,121,112	635,618					124,700		2,881,430
	#	3	1					3		7
Community Services Portfolio	\$	864,832	94,725	150,107				130,801	49,915	1,290,380
	#	5	1	7				5	1	19
Corporate Services Portfolio	\$	668,551	988,559	92,021	0			104,398		1,853,529
	#	2	1	4	1			3		11
City Solicitor	\$									
	#									
Office of the Chief Corporate Initiatives & Intergovernmental Relations	\$		324,555	18,325				22,728		365,608
	#		3	2				2		7
Office of the Chief Financial Officer & City Treasurer	\$			11,076						11,076
	#			2						2
Transformation & Strategy	\$				0	0				0
	#				1	1				2
Vaughan Public Libraries	\$			19,485				63,822		83,307
	#			1				2		3
Grand Total	\$	9,185,323	2,493,317	495,135	0	0	21,550	617,201	49,915	12,862,441
	#	18	7	25	2	1	1	27	1	82

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Third Quarter and Year-to-Date Ending September 30, 2018

Bid Type	Q3 2018		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Competitive				
Tenders	18	9,185,323	41	30,796,546
RFPs	7	2,493,317	30	9,994,382
Quotes	25	495,135	63	1,474,278
RFPQ (VOR)	2	0	7	0
RFEOI	0	0	0	0
RFI	1	0	4	0
Sub-Total Competitive	53	12,173,775	145	42,265,206
Non-Competitive				
Sole Source	1	21,550	13	186,354
Single Source	27	617,201	71	10,188,677
Emergency Procurement	1	49,915	7	122,677
Sub-Total Non-Competitive	29	688,666	91	10,497,708
Total	82	12,862,441	236	52,762,914

Attachment 4: Other Procurement Activity – Third Quarter and Year-to-Date Ending September 30, 2018

Type	Q3 2018		Year-to-Date	
	#	Value (\$)	#	Value (\$)
Purchasing Card Transactions	2,866	1,051,798	9,014	3,552,627
Low Dollar Module Purchase Orders (LDM)	2,063	2,039,977	6,055	6,001,968

MEMBER’S RESOLUTION

Date:	DECEMBER 5, 2018 – COMMITTEE OF THE WHOLE
Title:	PARKING PROHIBITION ON THE WEST SIDE OF LADY FENYROSE AVENUE BETWEEN JANESSA COURT/MIDVALE HEIGHTS LANE AND LADY JESSICA DRIVE/DIMARINO DRIVE
Submitted by:	Councillor Sandra Yeung Racco

Whereas, residents of Lady FenYROse Avenue between Janessa Court/Midvale Heights Lane and Lady Jessica Drive/DiMarino Drive have raised safety concerns over the impact that on-street parking activities associated with the soccer field in Woodrose Park are having on general operations; and

Whereas, Lady FenYROse is a local street with an 8.5 metre pavement width, with Woodrose Park located on the east side of the street, and it serves as a York Region Transit route; and

Whereas, Traffic Engineering staff conducted an operational review of Lady FenYROse Avenue and determined that there are operational considerations with vehicles parked on both sides of Lady FenYROse Avenue opposite to the Woodrose Park; and

Whereas, a survey was initiated by Traffic Engineering staff proposing to install a “No Parking” prohibition with No Parking signs on the west side of Lady FenYROse Avenue between Janessa Court/Midvale Heights Lane and Lady Jessica Drive/Dimarino Drive for the hours of 6:00-9:00 p.m., Mondays to Fridays, and from 9:00 a.m. to 5:00 p.m., Saturday, from May 1st to October 31st to improve traffic operations on Lady FenYROse Avenue; and

Whereas, the survey was distributed to the 19 homes that are directly impacted by the parking concerns and will be adjacent to the proposed no parking prohibition; and

Whereas, of the 19 surveys distributed, 16 surveys were returned (84% response rate) with 12 surveys (75% of those responding) in favour of implementing the no parking prohibition and 4 surveys in favour of the “do nothing” approach (25% of those responding);

It therefore recommended that a “No Parking” prohibition with No Parking signs be implemented on the west side of Lady FenYROse Avenue between Janessa Court/ Midvale Heights Lane and Lady Jessica Drive/ Dimarino Drive for the hours of 6:00-9:00 p.m., Mondays to Fridays, and from 9:00 a.m. to 5:00 p.m., Saturday, from May 1st to October 31st; and

That the Parking Bylaw be amended to reflect the proposed No Parking prohibition; and

That all signage related to the No Parking prohibition be installed by May 1, 2019.

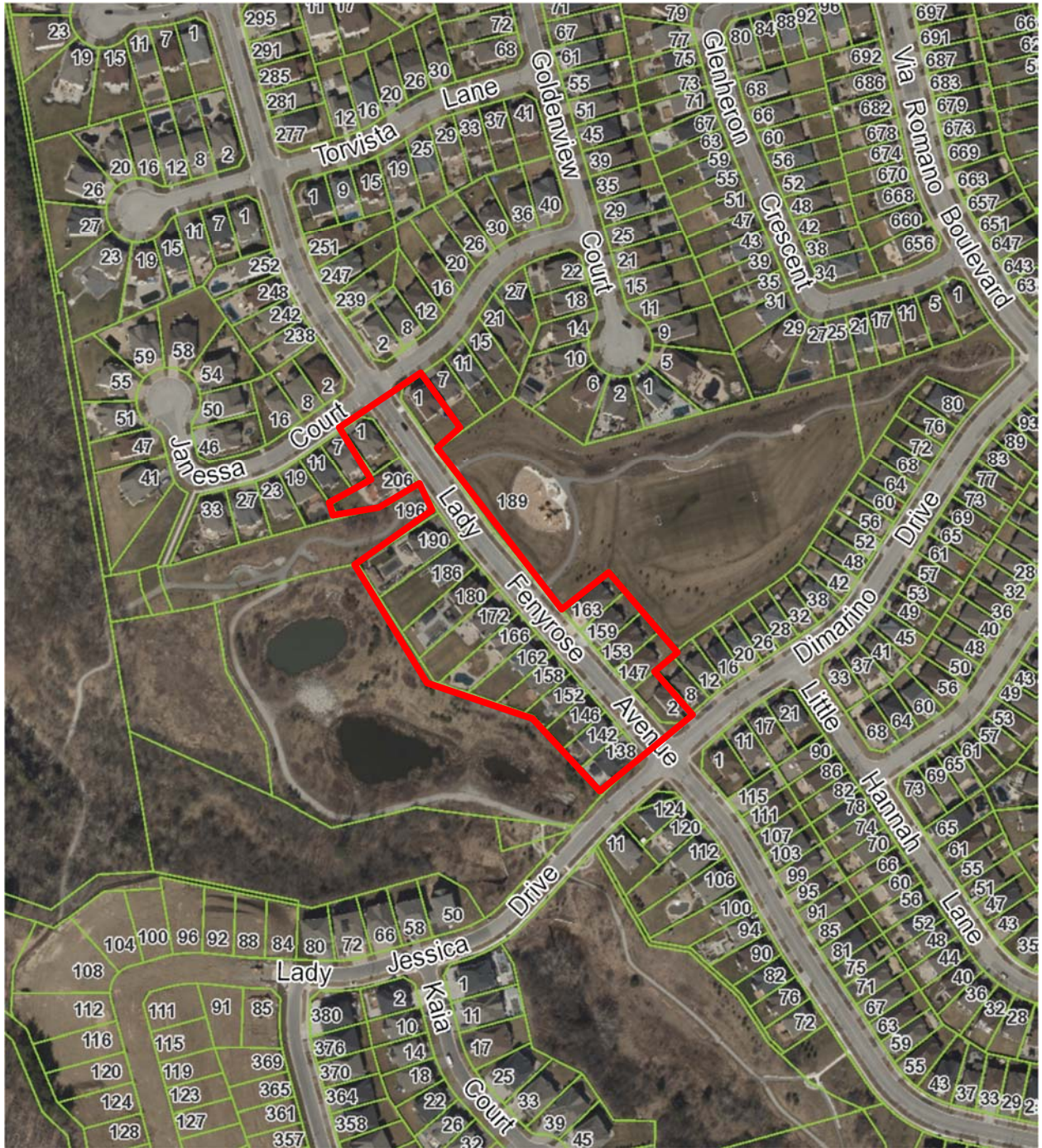
Respectfully submitted,

Sandra Yeung Racco
Councillor, Ward 4 (Concord/Thornhill North)

Attachments

1. Resident Survey Boundary for Lady Fenrose Avenue
2. Resident Survey Sample Letter

Lady Fenrose Avenue – Resident Survey Boundary





August 3, 2018

ON-STREET PARKING PROHIBITION NOTICE

Lady Fenyrose Avenue

Dear Resident:

The City of Vaughan is seeking your input on the proposed On-Street parking prohibition on the west side of Lady Fenyrose Avenue between Janessa Court/ Midvale Heights Lane and Lady Jessica Drive/ Dimarino Drive.

Residents of Lady Fenyrose Avenue have raised concerns over the impact that on-street parking activities associated with the soccer field in Woodrose Park are having on general operations.

Traffic staff conducted an operational review of Lady Fenyrose Avenue and determined that there are operational considerations with vehicles parked on both sides of Lady Fenyrose Avenue opposite to the Woodrose Park. Traffic staff are proposing to install a "No Parking" prohibition with No Parking signs on the west side of Lady Fenyrose Avenue between Janessa Court/ Midvale Heights Lane and Lady Jessica Drive/ Dimarino Drive. This proposal will improve traffic operations on Lady Fenyrose Avenue.

These No Parking signs would be only for the hours of 6:00-9:00 p.m., Mondays to Fridays, and from 9:00 a.m. to 5:00 p.m., Saturday, from May 1st to October 31st. As these proposed signs would equally impact both park-related traffic and homeowners, staff are sending this notification for your information and input.

Definitions of Prohibitions

No Parking Prohibition – driver can stop the car to load or unload people and goods but cannot leave the car unattended.

No Stopping Prohibition – driver cannot stop a vehicle for any reason.

The establishment of a parking prohibition would directly impact residents and non-residents alike. Residents of Lady Fenyrose Avenue and their visitors/service providers would not be permitted to park on the west side of Lady Fenyrose Avenue during the proposed times/dates and would need to find an alternative area to park.



Staff are interested in seeking your input on the proposed options, as any proposed parking prohibition will affect local area residents. Please indicate your support for one of the two options listed below:

- Option A – Implement a No Parking prohibition on the west side of Lady Fenytrose Avenue between Janessa Court/ Midvale Heights Lane and Lady Jessica Drive/ Dimarino Drive. The signs would read ‘No Parking 6:00-9:00 p.m., Monday to Friday, and from 9:00 a.m. to 5:00 p.m., Saturday, from May 1st to October 31st.
- Option B – Do Nothing

For tracking purposes only, please provide your address: _____

As per the City’s practice for parking related matters, a two-thirds (67%) approval rate from the property owners/occupants on the street will be required for the establishment of a parking/stopping prohibition and the subsequent installation of related signage. Please complete the survey and return it by no later than **Friday, August 31, 2018** by any of the following methods:

Mail: Wai Lam Tang, P. Eng., Senior Traffic Technologist
 Transportation Services, Parks and Forestry Operations Department
 2800 Rutherford Road, Vaughan, ON, L4K 2N9

Telephone: (905) 832-8577 ext. 6125

E-Mail: Wailam.Tang@vaughan.ca

THANK YOU FOR YOUR INPUT!



CITY OF VAUGHAN
REPORT NO. 6 OF THE
HERITAGE VAUGHAN COMMITTEE

***For consideration by the Committee of the Whole
of the City of Vaughan
on December 5, 2018***

The Heritage Vaughan Committee met at 7:00 p.m., on October 17, 2018.

Present: Christine Radewych, Vice-Chair
Tony Marziliano, Chair
Robert Brown
Sandra Colica
Nick Pacione
Giacomo Parisi
Pankaj Sandhu
Antonella Strangis
Claudio Traverso
Henry Xu

Staff present: Katrina Guy, Cultural Heritage Co-ordinator
Shelby Blundell, Cultural Heritage Co-ordinator
Rose Magnifico, Acting Deputy City Clerk

The following items were dealt with:

**1 DEMOLITION OF TWO DETACHED BUILDINGS AND NEW
DEVELOPMENT 9560 AND 9570 KEELE STREET
MAPLE 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 following report of the Deputy City Manager, Planning and Growth Management, dated October 17, 2018, be approved.

The Heritage Vaughan Committee advises Council:

- 2) That the following deputations were received:
 1. Mr. Ryan Guetter, Weston Consulting, representing the applicant; and

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2. Mr. David Eckler, Area, Architects Rasch Eckler Associates Ltd., representing the applicant.

(Note: Due to the Election, this application was dealt with under the delegation by-law)

Purpose

The purpose of this report is to seek a recommendation from the Heritage Vaughan Committee regarding a Heritage Permit application to demolish of the two detached houses municipally known as 9560 and 9570 Keele Street and the proposed new construction of 9 townhouse and 8 semi-detached dwelling units on a common element road on the properties as shown in Attachment #1, located within the Maple Heritage Conservation District ("Maple HCD").

Report Highlights

- The Owner is proposing to demolish the existing detached dwellings at 9560 and 9570 Keele Street and construct 9 townhouse and 8 semi-detached dwelling units on a common element road.
- Heritage Vaughan Committee review and Council approval is required under the *Ontario Heritage Act*.
- That, as per the minutes of the August 15, 2018 Heritage Vaughan Committee minutes, "consideration of this matter was deferred to the September 12, 2018, Heritage Vaughan meeting."

Recommendations

1. THAT the Heritage Vaughan Committee recommend to Council the approval of the Heritage Permit application to demolish of the detached dwellings at 9560 and 9570 Keele Street.
2. THAT the Heritage Vaughan Committee recommend approval to Council for the proposed new construction of 9 townhouse and 8 semi-detached dwelling units on a common element road under Section 42 of *Ontario Heritage Act*, subject to following conditions:
 - a) The related Development Applications under the *Planning Act* must receive final approval prior to the issuance of the Heritage Permit. It is understood that Heritage Vaughan Committee recommendations to Council regarding the issuance of a Heritage Permit do not constitute support for any Development Application under the *Planning Act* or permits or requirements currently under review or to be submitted in the future by the Owner as it relates to the subject application;

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- b) Any significant changes to the proposal may require reconsideration by the Heritage Vaughan Committee, which shall be determined at the discretion of the Director of Development Planning and Manager of Urban Design and Cultural Heritage;
- c) That an Arborist Report and Tree Preservation Plan be finalized to the satisfaction of the City; and
- d) That a final materials list be submitted to the City and finalized to the satisfaction of City Urban Design and Cultural Heritage staff.

Background

Location and Heritage Status

The two properties, known municipally as 9560 and 9570 Keele Street, form the lands subject to this application (hereinafter referred to as the "Subject Lands"). The Subject Lands are located on west side of Keele Street, south of Knightswood Avenue, as shown on Attachment #1. The Subject Lands are located within the Residential Village Area of the Maple HCD, and are protected under Part V of the *Ontario Heritage Act* ("OHA"). The Subject Lands are designated "Low-Rise Residential" by Vaughan Official Plan 2010 ("VOP 2010") and are located within a "Community Area" as identified in Schedule 1, the "Urban Structure" of VOP 2010.

This application was first presented to the Heritage Vaughan Committee at the August 15, 2018 meeting for their review. Following the staff report and presentations, the Committee discussed the proposal with the applicant and City staff. However, the Heritage Vaughan Committee expressed their need for more review time and requested that the applicant submit colour renderings in support of their application. The applicant has subsequently supplied Cultural Heritage staff with the renderings as shown in Attachment #11. There is no other new information to consider and there are no alterations in design or materials.

The September Heritage Vaughan meeting was cancelled due to lack of quorum and this application has been brought forward to the October meeting to be reviewed by the Heritage Vaughan Committee prior to the 90 day deadline of November 13, 2018.

Previous Reports/Authority

Not applicable.

Analysis and Options

The Proposal requires the demolition of the two existing dwellings

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The Subject Lands contain two dwellings that are described in the Maple HCD Inventory as shown on Attachment #3. The structure on 9560 Keele Street was built circa 1947 and the Maple HCD Inventory identifies its sympathetic construction and materials and notes that the *“building provides fitting and dignified presence at south end of village.”* The building at 9570 Keele Street is also known to have been built prior to 1954 and is identified as being a “good fit” for Maple, but not identified as strongly sympathetic as the building at 9560 Keele Street. Both entries identify several mature trees as part of the Maple streetscape. However, the structures are not identified as “Heritage Buildings” within 9.3.1 of the Maple HCD Plan. A review of the Subject Lands is included as part of the Cultural Heritage Impact Assessment (“CHIA”) submitted in support of the application, included as Attachment #5.

The Proposal is for 9 townhouse and 8 semi-detached dwelling units on the Subject Lands

The proposed new construction consists of 9 townhouse and 8 semi-detached dwelling units in 6 blocks for a total of 17 units as shown in Attachment #6. The proposed townhouse units are 3-storeys, measuring in height from 8.83 m (Block 1) to 9.34 m (Block 5). Blocks 2 – 4 facing Keele Street measure 9.06m to 9.25m from the established grade at Keele Street.

The applicant has filed an Official Plan Amendment (File OP.15.008), Zoning By-Law Amendment (File Z.15.034), a subdivision application (File 19T-15V014) and Site Development Application (DA.16.116) with the Development Planning Department. The applicant has appealed the Official Plan Amendment, Zoning By-Law Amendment and the Draft Plan Subdivision applications to the Local Planning Appeal Tribunal (LPAT formerly known as the OMB) for non-decision and the appeal is scheduled for a hearing on February 11, 2019.

The Site Development application has not been appealed and remains open. As the Site Development will require the approval of a Heritage Permit under the *Ontario Heritage Act*, this application is to be considered under the Act and the Maple Heritage Conservation District Plan.

The Proposal is subject to the applicable policies of the Maple HCD Plan

The Subject Lands are located within the Residential Village Area of the Maple HCD, and therefore the following applicable policies have been reviewed in consideration of the proposed development:

Section 4.3.3 – Non-Heritage Buildings – Demolitions

Generally, the demolition of a Non-Heritage building is not supported, if the building is supportive of the overall heritage character of the District.

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Section 4.4.1 Design Approach – New Residential Buildings

- a) *The design of new buildings will be products of their own time, but should reflect one of the historic architectural styles traditionally found in the District.*

The proposed style of the townhouse and semi-detached units is inspired by the Victorian Vernacular style traditionally found in the District. This style has been adapted to be simpler and more restrained to be distinguishable as a product of its own time. The front facing Blocks 2-4 onto Keele Street and the semi-detached Block 5 which faces sideways along Keele Street provide more architectural detail for visual interest and to break up the visual elements of the semi-detached units.

- b) *New residential buildings will complement the immediate physical context and streetscape by: being generally the same height, width, and orientation of adjacent buildings; being of similar setback; being of like materials and colours; and using similarly proportioned windows, doors, and roof shapes.*

The proposed townhouse units are 3 storeys with a maximum height of 9.34 m which is consistent with the adjacent two-storey dwelling located at 9580 Keele Street. Semi-detached units are proposed along Keele Street (Blocks 2-4,5) with a smaller frontage than the remaining internal blocks (Block 1 and 6). The Keele Street blocks (2 – 4) are oriented towards Keele Street which is consistent with the immediate physical built context.

Block 5 is oriented internal to the Subject Lands, but the side elevation is designed to have the metal roof portion carried over to this facade to create a porch along the Keele Street streetscape. The remaining blocks (Blocks 1 and 6) are oriented towards the internal road, however they are set behind the Keele Street fronting blocks so their orientation is screened from the Keele Street streetscape.

The setback of the units facing Keele Street is greater than the setback of the garage of the dwelling located at 9580 Keele Street, but this setback can be supported as it meets the policy of Section 9.5.2.1 (see below further discussion on setbacks).

The proposed brick materials, asphalt gable and the window and door proportions are consistent with the materials and detailing found on contributing buildings within the Maple HCD.

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- c) *New residential building construction will respect natural landforms, drainage, and existing mature vegetation.*

The proposal will necessitate the removal of two hedges and 24 trees and the replanting a total of 12 new trees. Please see further discussion on plantings in the Cultural Heritage Landscapes section below.

- d) *Larger new residential buildings will have varied massing, to reflect the varied scale of built environment of the historical village.*

The applicant has proposed 3 semi-detached units along Keele Street, to provide an appropriate built form along the public street.

- e) *Historically appropriate façade heights for residential buildings has been 1 - 1/2 or 2 storeys. The façade height of new residential buildings should be consistent with the façade height of existing buildings. Differences in façade heights between buildings on adjacent properties within the district should be no more than 1-storey. In all instances the height of new buildings shall conform to the provisions of the City's Zoning By-law.*

The proposed townhouse units are 3-storeys in height, measuring from 8.83 m (Block 1) to 9.34 m (Block 5) in height. Blocks 2 – 4 facing Keele Street measure 9.06 m to 9.25m from the established grade at Keele Street, according to the HIA and submitted elevations. The proposed height of the development is compatible when compared from the street with the adjacent 2-storey dwelling located at 9580 Keele Street due to differences in the grading along Keele Street (as shown in Attachment #8). The proposed semi-detached units conform to the above policy.

Section 9.5.2.1 Residential Village – Site Planning

- *Site new houses to provide setbacks and frontages that are consistent with the variety of the village pattern.*

The proposed setback of the semi-detached units including the road widening from Keele Street, is greater than garage of the adjacent residential property 9580 Keele Street and the recent development of 9529 Keele Street (as shown in Attachment #5 - Figures 36 and 37 page 55).

Section 9.5.2.2 Residential Area – Architectural Style

- *Design houses to reflect one of the local heritage Architectural Styles. See Section 9.1.*

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The proposed style of the townhouse and semi-detached dwelling units is inspired by the Victorian Vernacular style depicted in Section 9.1. This style has been adapted to be simpler and more restrained to be distinguishable as a product of its own time.

- *Use appropriate materials. See Section 9.8.*
The proposal includes two separate material schemes for the alternating blocks. The first material package includes ‘Old School’ Brampton Brick for the main facades and a ‘Aurora’ Brampton Brick accent. The second package includes ‘Crimson’ Brampton Brick for the main facades and a ‘Canyon’ Brampton Brick accent. The window and door materials for all units will be wood or vinyl pending further discussion of the materials list as shown on Attachment #9.

Section 9.5.2.3 Residential Area – Scale and Massing

- *New buildings should be designed to preserve the scale and pattern of the historic District.*
The semi-detached units facing Keele Street (Blocks 2 – 5) provide a building scale and pattern consistent with the historic District pattern. The proposed development also provides a transition “between the large estate homes north of the Subject Lands on the west side of Keele Street and the multi-residential apartments on the east side of Keele Street” (HIA).
- *New houses should be no higher than the highest building on the same block, and no lower than the lowest building on the same block.*
As previously stated, the proposed 3-storey (maximum 9.34 m) height is consistent with the adjacent 2-storey dwelling located at 9580 Keele Street, as shown in Attachment #8.
- *As far as possible, modern requirements for larger houses should be accommodated without great increases in building frontage. For example, an existing 1½-storey house could be replaced by a 2-storey house with a plan that included an extension to the rear. This might double the floor area without affecting the scale of the streetscape.*
As previously mentioned, the Keele Street facing blocks (Blocks 2 – 5) have been designed as semi-detached dwellings and provide a building scale and pattern consistent with the historic District pattern. Blocks 1 and 6 have larger frontages but both blocks are partially screened behind the Keele Street fronting blocks and therefore do not create a large building frontage along Keele Street, as shown in Attachment #8.

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Cultural Heritage Landscape

The 2005 Maple HCD Inventory entry for 9560 and 9570 Keele Street identifies that the trees on this property are significant contributing elements to the Maple streetscape.

The proposal will preserve 9 of the existing trees on the Subject Lands including the Eastern Black Walnut trees on the south-east corner and the Norway Maple at the front of the property. The proposal will require the removal of two hedges and 24 individual trees.

In the context of the existing streetscape, the proposal will feature significantly more built form than currently exists. To mitigate the loss of the existing deciduous trees, the applicant is proposing new trees to be planted along Keele Street and interior to the site. These plantings include Green Mountain Sugar Maple, Autumn Blaze Maple, Common Hackberry, Skycole Honey Locust Ivory Silk Tree Lilac, Glenleven Linden and Accolade Elm, as shown on Attachment #10.

Archaeology

The properties have been identified as possibly having archaeological potential, the following standard clauses shall be applied to the Site Plan:

- i) *Should archaeological resources be found on the property during construction activities, all work must cease and both the Ontario Ministry of Tourism, Culture and Sport, and the City of Vaughan's Urban Design and Cultural Heritage Division in the Development Planning Department shall be notified immediately.*
- ii) *In the event that human remains are encountered during construction activities, the proponent must immediately cease all construction activities. The proponent shall contact the York Regional Police Department, the Regional Coroner and the Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer and Business Services.*

Timeline

This application is subject to the 90 day review under the OHA. This application was declared complete on August 15th, 2018, and must be deliberated upon by Council by November 13, 2018, to meet the 90-day timeline. If this application is not considered by Council by the 90 day deadline, it is considered to be approved as outlined under the OHA.

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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

Cultural Heritage staff have reviewed the Heritage Permit application to demolish the two existing structures and the proposed new construction for the lands known municipally as at 9560 and 9570 Keele Street. The proposed new construction is generally consistent with the Maple HCD Plan. Staff recommends that the Heritage Vaughan Committee approve the Recommendations in this report, including a Recommendation that Council approve a Heritage Permit for the proposed demolition and new construction.

For more information, please contact: Rob Bayley, Manager of Urban Design and Cultural Heritage, ext. 8254.

Attachments

1. Location Map
2. Site Photos
3. Maple Heritage Conservation District Inventory (Excerpt)
4. 1954 Aerial Photo
5. Cultural Heritage Resource Impact Assessment
6. Site Plan
7. Elevation Drawings
8. Colour Elevation Drawing
9. Materials List
10. Landscape Plan
11. Colour Renderings

Prepared by

Shahrzad Davoudi-Strike, Senior Urban Designer, ext. 8653
Rob Bayley, Manager of Urban Design & Cultural Heritage, ext. 8254

/CM

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**2 NEW CONSTRUCTION – SINGLE DETACHED DWELLING
75 VALLEY ROAD, KLEINBURG-NASHVILLE HERITAGE
 CONSERVATION DISTRICT**

The Heritage Vaughan Committee advises Council:

- 1) That the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management, dated October 17, 2018, was approved.

Purpose

To seek approval from the Heritage Vaughan Committee regarding the proposed construction of a second-storey addition to the existing one-storey detached dwelling located at 75 Valley Road, a property located in the Kleinburg-Nashville Heritage Conservation District Plan and designated under Part V of the *Ontario Heritage Act*.

Report Highlights

- The Owner is proposing a new second-storey addition to the existing dwelling.
- The proposal is consistent with the relevant policies of the Kleinburg-Nashville Heritage Conservation District Plan ('KNHCD Plan').
- Heritage Vaughan approval is required under the *Ontario Heritage Act*.
- Staff are recommending approval of the proposal as it conforms with the KNHCD Plan.

Recommendations

1. THAT Heritage Vaughan approve the Heritage Permit application for the proposed addition to the existing dwelling at 75 Valley Road 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 Director of Development Planning and Manager of Urban Design and Cultural Heritage;
 - b. The applicant obtain final approval of the Site Development File DA.18.032 under the Planning Act;

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- c. That Heritage Vaughan Committee's 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; and
- d. That the applicant submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division.

Background

The subject property is municipally known as 75 Valley Road and is located on the east side of Valley Road, north of Stegman's Mill Road (attachment #1).

The property previously contained a one-storey dwelling originally designed in the Usonian style. This property is part of a small mid-20th century subdivision of homes known as the Windrush Co-operative. The building was built circa 1949 as a one storey home with an attached two car garage. The original owner was Allan D. Hogg, an engineer with Ontario Hydro and one of the founding directors of the Windrush Co-operative. There are no original construction drawings available and only two photographs that give an idea of the original building design.

The Usonian style was designed with open interior spaces, large windows, flat roofs, and a desire to bring the natural environment into the home. As described in the submitted Cultural Heritage Impact Assessment (CHIA), in late 1984, prior to the creation of the Kleinburg-Nashville Heritage Conservation District, the house was significantly modified with the addition of a peaked roof and skylights. This transformed the house into a style reminiscent of a typical suburban bungalow. Later the two internal garages were converted to living space and small windows installed in place of the garage doors.

The owner proceeded with the construction of a second-storey addition in the original Usonian style of the house without the benefit of Cultural Heritage review or approval, or City of Vaughan and Toronto Region Conservation Authority permits. The owner intended to reverse the earlier unsympathetic alterations and return the house to the original Usonian style, including the addition of the flat roof and the relocation of the garage to the original location. A Stop Work Order was issued by the City of Vaughan on November 10, 2016.

Previous Reports/Authority

Not applicable.

Analysis and Options

The Owner is proposing a second storey addition and alterations to the existing dwelling on the subject property

The Owner has submitted a Site Development Application to facilitate a second storey addition to an existing single-detached dwelling. The proposed work includes the following:

- Removing of the mid-1980's pitched roof and the remnants original flat roof structure; replacement with a new flat roof with generous overhangs and deep fascia to restore the original design
- Re-framing of the original exterior walls up to 9' from their original 8'
- Re-framing of the interior walls up to 9', from their original 8'
- Removing some interior walls to modernize the interior layout with open concept floor plan
- Creating a new second floor
- Re-using the original stone floor finish on the main floor
- Removing the original circa 1949 stone fireplace and building a new fireplace in its location
- Re-introducing the garage in its original location

The applicant has noted that the proposed materials have been selected to respect the original building, in particular:

- Original stone will remain, and new stone has been sourced to match the original stone
- New stone will be laid beside and above the original stone to create a seamless transition between the two materials
- New siding will be Western Red Cedar installed horizontally as per the original building
- New larger windows have been sourced, which retain the same character and proportions of the original windows oriented to maximize views of the river and valley similar to the previous windows

Minor Variances are required to permit the proposed alterations

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The applicant has submitted a Minor Variance application (A122-18) for the proposed garage. The Building Standards Department has confirmed that the following minor variances are required to Zoning By-law 1-88:

1. To permit the existing dwelling to encroach into the OS1 Zone, whereas a building or structure is not permitted within the OS1 Zone boundary.
2. To permit an exterior side yard setback of 4.31m and 6.91m, whereas an exterior side yard setback of 7.5m is required.
3. To permit an exterior side yard setback of 3.11m to the canopy projection, whereas an exterior side yard setback of 7.0m is required to the canopy projection.

Cultural Heritage staff can support the above variances as they do not conflict with the applicable policies of the KNHCD Plan.

The proposed alterations are consistent with the following relevant sections of the KNHCD Plan, with justification provided where the proposal does not meet certain policies in their entirety.

Objectives for Heritage Buildings

Section 5.2.2 District Goals and Objectives – Heritage Buildings

“Retain and conserve the buildings identified in the Heritage District Plan as having heritage importance to the District”.

- The subject property is not noted as a “contributing property” in Section 2.6.2 of the KNHCD Plan, but the submitted CHIA does note that the property has architectural, contextual and historical value and is a candidate for designation under Part IV of the Ontario Heritage Act. Therefore, the policies for Heritage Buildings in the KNHCD Plan will be applied as the CHIA has determined that the original building has greater cultural heritage significance than the KNHCD Plan identified.

Section 5.2.2 District Goals and Objectives – Heritage Buildings

“Conserve distinguishing original features, qualities and character of heritage buildings and to avoid the removal or alteration of any such features”.

- The original distinguishing features of the Usonian-style house were the flat rooflines with varying heights and angles. The proposed addition will reinstate the flat roofline and horizontal banding between the first and second storeys and will therefore provide varying horizontal heights.

Section 5.2.2 District Goals and Objectives – Heritage Buildings

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“Encourage the corrections of unsympathetic alterations made over the years to heritage buildings”.

- The proposal will relocate the front garage and correct the later alteration of a pitched roof.

Section 5.2.2 District Goals and Objectives – Heritage Buildings

“Encourage restoration of heritage buildings based on historical, archival, and pictorial evidence”.

- The garage placement and flat roof are consistent with the original building features as seen in the archival photos provided in the CHIA.

Additions to Heritage Buildings

Section 9.4.2 – Contexts

“The Windrush development off of Stegman’s Mill Road, the development on Cedar Valley Crescent and Valleyview Court, and the development on Bell Court are predominantly of mid-century one-storey houses, varying in design from strongly modernist to the vernacular “ranch-style” which sprang from that modernist example. These developments each have a definite character, and are part of the history of the re-settlement of the community. In general, the Contemporary Alteration approach is more suitable in these areas”.

- Therefore, the policies of Section 9.4.1.2 – Contemporary Alterations, will be reviewed against the development proposal.

Section 9.4.1.2 – Contemporary Alterations

“Additions and alterations using the Contemporary Alteration approach should respect, and be consistent with, the original design of the building”.

- The proposed building addition is consistent with the original Usonian style of the building.

Section 9.4.1.2 – Contemporary Alterations

“The Guidelines in Section 9.3.4 [9.3.7] for additions to heritage buildings apply, in terms of siting, scale and location of additions”.

- Please see the following discussion on Section 9.3.7.

Section 9.4.1.2 – Contemporary Alterations

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“Many modern buildings are old enough to have already undergone renovations, which may not be in character with either the original design, or historic precedent. In such cases, the design of further new work should restore the architectural consistency of the whole”.

- The existing pitched roof and garage relocation are not consistent with the character of the original design. The proposed addition will reinstate the garage location and introduces a flat roof, which restores the architectural consistency of the whole.

Section 9.4.1.2 – Contemporary Alterations

“In some cases, modern buildings predominantly feature materials that are out of keeping with the local vernacular heritage, such as tile or artificial stone veneer, and tile or simulated tile roofing. Replacement of these materials with more sympathetic ones, when renovations are being undertaken, is encouraged”.

- The existing stone veneer and wood panelling are consistent with the local vernacular heritage for the Usonian style. The existing asphalt hipped roof is to be replaced with a flat wood roof, which is consistent with the local vernacular heritage for the Usonian style.

Section 9.3.7 – New Additions to Heritage Buildings

“Design additions to maintain the original Architectural Style of the building. See Section 9.2.”

- As previously stated, the proposed building addition is consistent with the original Usonian style of the building.

Section 9.3.7 – New Additions to Heritage Buildings

“Use authentic detail. See Section 9.2.1”.

- The proposed Modernist/Usonian style is an “Existing Non-Heritage Style” noted in Section 9.2.2. The proposed addition has been reviewed against the policies of Section 9.2.2 for the “Modern Movement” style to determine that the proposal uses authentic details for the Modernist/Usonian style:
 - Section 9.2.2 – Existing Non-Heritage Styles, states that the Modern Movement style elements are as follows:
 - *One – storey, very informal plan. Each area of the house expressed in plan and elevation.*
 - *Fits into landscape, with floor levels following contours of the lot.*

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- *Main entrance often on the side.*
 - *Strong horizontal emphasis.*
 - *Flat roofs with large overhangs, sometimes extremely so. Roofs overlap and vary in height.*
 - *Very large chimney.*
 - *Natural materials: fieldstone, brick and wood.*
 - *Large glass areas: inside and outside “flow together”.*
- The proposed addition creates a two-storey height and utilizes the existing footprint and layout of the building. Cultural Heritage staff are satisfied that the two-storey addition is complimentary to the character of the original building and the overall District character.
 - The horizontal banding between the two storeys provides a variation in floor heights that fits within the context of the subject property.
 - The main entrance of the original building is placed off to the side on the main façade and will not be relocated as part of this proposal. Therefore, this detail is being conserved.
 - The proposed roof design has a very strong horizontal element through the horizontal banding, as well as the horizontal banding between the first and second storeys.
 - The horizontal banding between the two storeys gives a visual appearance of overlapping roof heights reflective of the Usonian style.
 - The existing chimney is proposed to be relocated to approximately the same location. Therefore, this detail is being conserved.
 - The proposed stone, the wood panelling and wood roof are natural materials consistent with the original building materials.
 - The proposed addition includes a variation of windows of different sizes that is consistent with the original building.

Section 9.3.7 – New Additions to Heritage Buildings

“Research the Architectural Style of the original building. See Section 10 for useful research sources”.

- The submitted CHIA provides archival photos (1980’s) of the original building, which best shows the original design of the building. These photos are used as the basis for the above comments.

Section 9.3.7 – New Additions to Heritage Buildings

“Follow the relevant guidelines for new construction in Section 9.5”.

- Please see the following discussion on relevant policies of Section 9.5.

Section 9.5.4 – Valley Outliers

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“As described in Section 1.4, the resettling of Kleinburg as a rural retreat in the postwar years represented a second pioneer era. During the first two decades of this era, the consciously modern ideas of the ‘Natural House’, as espoused by architects like Frank Lloyd Wright, were quite influential. These ideas lost some of their edge as they filtered down to builders’ houses, but many significant aspects were retained: a horizontal emphasis, an open-plan that opened to nature (the patio door became ubiquitous), large lots when affordable, mature trees if present, and a landscaping attitude that sought to place the house in a natural or naturalized setting. Developments using these ideas are no longer produced, and these areas have their own neighbourhood characters, which merit preservation.”

- The proposed second-storey addition is in keeping with the style of the original house. The ideas behind the Valley developments i.e. a horizontal emphasis, an open-plan that opened to nature, large lots, mature trees, and a landscaping attitude that sought to place the house in a natural or naturalized setting, are not being negatively impacted by the proposed addition.

Section 9.3.7 – New Additions to Heritage Buildings

“Don’t design additions to a greater height or scale than the original building”.

- The proposed addition produces a greater height (two storeys) than the original one storey dwelling. Cultural Heritage staff are satisfied that the horizontal banding between the first and second storeys visually breaks up the massing of the two-storey building.
- Additionally, Section 5.2.5 should be considered, which states that an objective of the KNHCD Plan is “to guide new development so it can provide for contemporary needs, and to ensure its design will be compatible with and complementary to the character of the District and the heritage resources within”.
- Cultural Heritage staff have determined the proposed addition is complimentary to the District character.

Section 9.3.7 – New Additions to Heritage Buildings

“Don’t design additions to predominate over the original building. Usually, additions should be located at the rear of the original building or, if located to the side, be set back from the street frontage of the original building”.

- Please see above comments.

Materials

Section 9.3.7 – New Additions to Heritage Buildings

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“Use appropriate materials. See Section 9.10.”

- As previously discussed, the proposed stone veneer, wood siding and wood roof are consistent with the natural materials used in Usonian style dwellings and with the original building materials.

Landscaping

Section 9.3.7 – New Additions to Heritage Buildings

“Avoid destruction of existing mature trees. See Section 9.9”.

- No trees are required or proposed for removal for the addition. The Arborist Report identified that tree No. 31 is dead and will be removed.

Timeline

This Application is subject to the 90-day review under the *Ontario Heritage Act*. This Application was declared complete on October 3, 2018 and must be deliberated upon by January 1, 2019, to meet the 90-day timeline.

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 Urban Design and Cultural Heritage Division has reviewed the Application to permit a the proposed second storey addition on the property municipally known as 75 Valley Road and is satisfied that the proposed addition is consistent with the Kleinburg-Nashville Heritage Conservation District Plan. Accordingly, the Urban Design and Cultural Heritage Division of the Development Planning Department can support the approval of the proposed alteration under Section 42 of the *Ontario Heritage Act*, subject to the recommendations in this report.

For more information, please contact: Shelby Blundell, Cultural Heritage Coordinator, ext. 8813

Attachments

1. Location Map

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2. Subject Property
3. Site Photos
4. Architectural Drawings, Fausto Cortese Architects, September 12, 2018
5. Proposed Material Details and Coloured Rendering, September 12, 2018
6. Arborist Report, Heartwood Tree Care, April 15, 2018
7. Tree Protection Plan, Gunnell Engineering Ltd., April 14, 2018
8. Heritage Impact Assessment, Strickland Mateljan Design Associates, April 18, 2018

Prepared by

Shelby Blundell, Cultural Heritage Coordinator, ext. 8813

Shahrazad Davoudi-Strike, Senior Urban Designer, ext. 8653

Rob Bayley, Manager of Urban Design & Cultural Heritage, ext. 8254

/CM

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**3 NEW CONSTRUCTION – DETACHED GARAGE
49 NASHVILLE ROAD, 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 following report of the Deputy City Manager, Planning and Growth Management, dated October 17, 2018, be approved; and
- 2) That the applicant be requested to include the following in the proposal for the detached garage:
 - a. appropriate architectural window treatment on the west wall;
 - b. the windows be 4 X 4 to match those of the house; and
 - c. additional landscaping.

The Heritage Vaughan Committee advises Council:

- 1) That the deputation of Mr. Lucas Cocomello, Schiller Engineering, Royal Windsor Drive, Mississauga, representing the applicant, was received.

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(Note: Due to the Election, this application was dealt with under the delegation by-law)

Purpose

To seek a recommendation from the Heritage Vaughan Committee regarding the proposed construction of a detached garage located at 49 Nashville Road, a property located in the Kleinburg-Nashville Heritage Conservation District Plan and designated under Part V of the *Ontario Heritage Act*.

Report Highlights

- The Owner is proposing a detached garage located at 49 Nashville Road.
- The proposal is consistent with the relevant policies of the Kleinburg-Nashville Heritage Conservation District Plan ('KNHCD Plan').
- Heritage Vaughan consideration and Council approval is required under the *Ontario Heritage Act*.
- Staff are recommending approval of the proposal as it conforms with the KNHCD Plan.

Recommendations

1. THAT Heritage Vaughan recommend approval to Council for the proposed detached garage at 49 Nashville Road under Section 42 of *Ontario Heritage Act*, subject to the following conditions:
 - a) That a Landscape Plan and Tree Protection Plan depicting the Tree Protection Zone of remaining trees be submitted to the satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division prior to the approval of a Heritage Permit;
 - b) All Tree Protection Barriers specified on the Tree Protection Plan shall be monitored on a weekly basis by a certified arborist until all site activities including landscaping are complete;
 - c) Any significant changes to the proposal by the Owner may require reconsideration by the Heritage Vaughan Committee, which shall be determined at the discretion of the Director of Development Planning and Manager of Urban Design and Cultural Heritage;
 - b) That Heritage Vaughan Committee recommendations to Council do not constitute specific support for any Development Application under the *Ontario Planning Act* or permits currently

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under review or to be submitted in the future by the Owner as it relates to the subject application; and

- c) That the applicant submit Building Permit stage architectural drawings and building material specifications to the satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division.

Background

The subject property is municipally known as 49 Nashville and is located on the south side of Nashville Road, adjacent to the Kleinburg Cemetery to the west (Attachment #1).

The subject property currently contains an existing two-storey wood-clad dwelling. Previous Cultural Heritage staff review of the property determined that the dwelling varies in age from the early 20th century to the mid-20th century, as the front gable portion dates from the 1920's – 1930's and the east portion of the house dates from the mid-20th century due to the concrete block foundation. Renovations to the main dwelling were approved at the Heritage Vaughan meeting on September 16, 2009. These renovations included new wood cladding, roofing, the addition of front and rear porches and the removal of the existing attached garage.

Previous Reports/Authority

Not available.

Analysis and Options

The Owner is proposing a detached garage in the front yard

The Owner is proposing a new detached garage to be located in the front yard of 49 Nashville Road. The proposed garage is 62.14 m in area, resulting in 3.19% lot coverage. The proposed garage and existing dwelling will result in a total lot coverage of 9.3%. The garage will be 4.14 m in height and will be set back 16.06 m from the front lot line. The garage will be oriented towards the east lot line and the internal driveway with 3 separate single-bay garage doors. The proposed garage will be wood clapboard siding to match the main dwelling and include wood double-hung windows and one wood-paneled access door on the south elevation.

The proposal includes the slight reconfiguration of the existing driveway and will require the removal of one White Spruce tree. The submitted Arborist Report confirms that one tree replacement will be necessary for the tree removal required for this development. A Landscape Plan showing the species and location of this replacement tree must be submitted to the

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satisfaction of the Vaughan Development Planning Department, Urban Design and Cultural Heritage Division prior to the approval of a Heritage Permit. A Tree Protection Plan showing Tree Protection Zone (TPZ) for the remaining trees is required.

No Minor Variances are required to permit the proposed new construction

The applicant has confirmed with the Building Standards Department that no variances will be required for this proposal.

The proposed garage is consistent with the following relevant sections of the KNHCD Plan, with justification provided where the proposal does not meet certain policies in their entirety.

Outbuildings for Heritage Buildings

Section 9.3.8 Outbuildings for Heritage Buildings

“New garages should respect traditional siting as separate rear outbuildings.”

- The proposed garage is located at the front of the property but is set off to the side of the main dwelling and is a separate outbuilding.

“Connected garages should minimize their street presence. For example, a garage may be turned so that the doors face a side lot line, or it may be set well back from the main frontage, with the connection to the main building disguised or hidden.”

- The proposed garage faces the east side lot line and the internal driveway. The proposed garage is placed in front of the main dwelling, and is set back 16.05 m from the front lot line. The north elevation of the proposed garage is designed with window openings and light fixtures that are consistent with the main dwelling. Based on these design considerations, Cultural Heritage staff are satisfied that the proposed garage will not have a negative impact on the subject property or the character of the District.

“Design garages to traditional outbuilding forms, with gable roofs, and frame or brick construction.”

- The proposed garage is a frame construction with a gable roof, designed to reflect the style of the main dwelling. Therefore, this policy has been met.

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“Use single bay garage doors, compatible with traditional designs. Suitably designed overhead doors are now widely available. The doors shown above are manufactured in the City of Vaughan.”

- The proposed single bay garage doors are designed in a traditional style as shown in Section 9.3.8 of the KNHCD Plan. Therefore, this policy has been met.

“Other outbuildings, such as garden and storage sheds, should be of traditional wood construction when visible from the street.”

- The proposed garage will be visible from the street and will be of a traditional wood construction. Therefore, this policy has been met.

Materials

Section 9.10.1 Heritage Buildings – Appropriate Materials

“Exterior Finish: Wood clapboard, 4” to the weather.

Roofs: Hipped or gable roof as appropriate to the architectural style. Cedar, slate, simulated slate, or asphalt shingles of an appropriate colour.

Doors: Wood doors and frames, panel construction, may be glazed. Single-bay wood panelled garage doors.

Windows: Wood frames; double hung; lights as appropriate to the architectural style.”

- The proposed wood clapboard siding, wood windows, wood doors and wood shingles are appropriate materials as per the above policies.

Timeline

This Application is subject to the 90-day review under the *Ontario Heritage Act*. This Application was declared complete on October 3, 2018 and must be deliberated upon by January 1, 2019 to meet the 90-day timeline.

Financial Impact

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

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Broader Regional Impacts/Considerations

There are no broader Regional impacts or considerations.

Conclusion

The Urban Design and Cultural Heritage Division has reviewed the proposal for a detached garage on the property municipally known as 49 Nashville Road and is satisfied the proposal is consistent with the Kleinburg-Nashville Heritage Conservation District Plan. Accordingly, the Urban Design and Cultural Heritage Division of the Development Planning Department can support the approval of the proposed alteration under Section 42 of the *Ontario Heritage Act*, subject to the recommendations in this report.

For more information, please contact: Shelby Blundell, Cultural Heritage Coordinator, ext. 8813

Attachments

1. Location Map
2. Subject Property
3. Site Photos
4. Site Plan, Schiller Engineering Ltd., August 2018
5. Elevations, Schiller Engineering Ltd., June 2018
6. Arborist Report, Arborist Group, September 5, 2018

Prepared by

Shelby Blundell, Cultural Heritage Coordinator, ext. 8813
Shahzad Davoudi-Strike, Senior Urban Designer, ext. 8653
Rob Bayley, Manager of Urban Design & Cultural Heritage, ext. 8254

/CM

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Christine Radewych, Chair

Report Prepared by: Rose Magnifico, Acting Deputy City Clerk