

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, Report No. 55, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on December 10, 2013, as follows:

By approving the following:

That Communication C14 from the Director of Corporate Communications, dated December 9, 2013, be received.

4

**CITY-WIDE SECONDARY SUITES STUDY STATUS UPDATE
BUDGET AMENDMENT AND REQUEST FOR ADDITIONAL FUNDING
FILE #15.112
WARDS 1 TO 5**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Planning, dated December 3, 2013, be approved; and
- 2) That Communication C6, presentation material, entitled, “*City-wide Secondary Suites Study Status Update*”, be received.

Recommendation

The Commissioner of Planning, in consultation with the Acting Commissioner of Finance, recommends:

1. THAT this status report on the progress to-date on the City-Wide Secondary Suites Study be received for information purposes;
2. THAT a capital project be created to fund this project and the previously approved funding of \$45,000 be transferred to this project, as well as any costs incurred to date;
3. THAT additional funding in the amount of \$30,000.00 be allocated to the City-Wide Secondary Suites Study and that such funds be drawn from; the 2013 Policy Planning Operating Budget Professional Fees, in the amount of \$5,000; and from City-Wide Development Charges (CWDC) – Management Studies in the amount of \$25,000;
4. THAT the inclusion of this matter on a Public Committee or Council agenda with respect to adding a Capital Budget identified on the report “Secondary Suites Study Status Update” is deemed sufficient notice pursuant to Section 2(1)(c) of By-law 394-2002; and
5. THAT the timeline for the City-wide Secondary Suites Study be extended to allow for additional opportunities for public engagement through the enhancement of the consultation process, in accordance with the updated Secondary Suites Study Work Plan forming Attachment 2.

Contribution to Sustainability

The Province and the Region have identified affordable housing as being a key component of a sustainability strategy. Secondary Suites are one affordable housing option that meets the needs of a variety of people such as singles, students, seniors, extended family members, and people with fixed incomes. Since secondary suites are often contained within existing buildings, they help optimize the use of the existing housing stock and infrastructure, and re-populate neighbourhoods with declining populations. Through modest intensification, secondary suites can

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(WS) Report No. 55 – Page 2

better support transit, a key component of the City's Transportation Demand Management Strategy. Secondary Suites can offer a greater range of housing opportunities within the municipality allowing for a broader demographic to live closer to work thus increasing Vaughan's competitiveness and attractiveness for employment.

Economic Impact

A total of \$45,000.00 was originally budgeted to complete this study. This expenditure was endorsed at the February 16, 2010 Council Meeting and was again noted in the June 5, 2012 Committee of the Whole Report titled "Secondary Suites Status Update - Direction to Proceed with a Request for Proposal for Consulting Services". The necessary funding was originally allocated in the Policy Planning Department's 2010 Operating Budget. The funds have since been transferred to the Year End Reserve to maintain the funding for this study.

However, after the initiation of the study, in consultation with the Secondary Suites Task Force, it was determined that additional consultations with the Task Force and the public and an extension of the original timeline beyond December 2013 were warranted. Contributing factors included the city-wide breadth of the study, the number of complex issues facing the City and the Task Force and a better level of understanding of challenges facing secondary suites, which was gained from the experience of other municipalities that have recently undertaken this process. As a result, staff is requesting additional funds in the amount of \$30,000 to implement an expanded public consultation process and associated analysis. Funding for this project can be accommodated within the Citywide Development Charge – General Government reserve (\$25,000) and the Policy Planning (\$5,000) operating budget.

Originally, the study was entirely funded from the Operating Budget. This was prior to the adoption of VOP 2010, which prescribed the role of intensification in meeting the City's required population targets. It is a policy of VOP 2010 to support and prioritize allowing secondary suites where deemed appropriate by a City-initiated study.

Communications Plan

The next public event is the two workshops planned for December 2 and December 4, 2013. These were advertised in the Vaughan Citizen and The Liberal newspapers on November 21st and November 28th. Staff also sent electronic notifications (E-mail blasts) to those who have requested notification respecting the progress of the Study. Staff has also looked into other options and has included advertising the meeting on the main page of the City of Vaughan's official web-site as well as advertising on Vaughan TV at the Vaughan City Hall building. The meetings were also advertised through the "City Page On-Line" as well as the City's Twitter and Facebook Accounts. The meeting dates have also been also posted on the events calendar and advertised at the Vellore Village Community Centre.

Purpose

The purpose of this report is to provide Council with an update on the status of the City-wide Secondary Suites Study, and to request additional funds and an extension of the timeline in order to incorporate an enhanced public consultation process.

Background - Analysis and Options

Secondary Suites Policy Context

The Province, Region and City have all committed to addressing the issue of affordability in housing through various policies.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(WS) Report No. 55 – Page 3

1. Bill 140, *Strong Communities through Affordable Housing Act* affirms the Province's interest in pursuing a range of affordable housing options, and identified the private sector as playing a significant role in increasing the stock of market rental units. Secondary suites are identified as one way of meeting these needs. The Act further clarifies the roles and responsibilities of both provincial and municipal governments to ultimately allow for greater production of affordable housing at the local level.
2. The York Region Official Plan (ROP), adopted on December 16, 2009 and subsequently approved by the Ministry of Municipal Affairs and Housing on September 7, 2010, has been substantially approved by the Ontario Municipal Board as of January 14, 2013.

The Plan does address the issues of housing affordability and specifically speaks to secondary suites in Sub-section 3.5.22 by requiring "...local municipalities to adopt official plan policies and zoning by-law provisions that authorize secondary suites as follows:

- a. The use of two residential units in a house if no ancillary building or structure contains a residential unit; and,
- b. The use of a residential unit in a building or structure ancillary to a house if the house contains a single residential unit."

It should be noted that sub-section 3.5.22 is subject to an area/site specific appeal.

3. The City of Vaughan Official Plan 2010, which was adopted by Vaughan Council on September 7, 2010 (subject to subsequent modifications and Regional endorsement on June 28, 2012), also addresses the issue of affordable housing and secondary suites.

In keeping with the policies outlined in the ROP requiring local municipalities to incorporate affordable housing where opportunities exist, VOP 2010 has addressed the affordable housing issue and directly references secondary suites. Section 7.5 *Housing Options* states "It is the Policy of Council: "7.5.1.2 To work with York Region in implementing its affordable housing policies as follows:...". The section further references secondary suites specifically by stating, "It is the policy of Council: ... 7.5.1.4 To support and prioritize the following housing initiatives: allowing secondary suites where deemed appropriate by a City-initiated study."

The City of Vaughan Official Plan Volume 1 is currently the subject of appeals to the Ontario Municipal Board. Any relevant amendments resulting from the appeal process will be given consideration through the study process.

Currently secondary suites are not permitted as-of-right in the City of Vaughan. However, as a result of the Provincial, Regional and municipal direction on housing affordability and specifically secondary suites, the City of Vaughan's Citywide Secondary Suites Study is currently underway. The Study findings will result in new city-wide policy and a zoning by-law implementing the preferred policy direction which will ultimately be incorporated into the review and future Comprehensive City of Vaughan Zoning By-law.

Status of City-wide Secondary Suites Study

June 5, 2012: Committee of the Whole Report recommended that staff of the Policy Planning Department report back to Council prior to the commencement of the recruitment process for the Task Force members to provide further detail respecting the conduct of the recruitment process, composition of the Task Force, composition of the City Resource Group and Technical Advisory Committee, and the public consultation process.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(WS) Report No. 55 – Page 4

- September 27, 2012: The Request for Proposals (RFP12-366) related to the Citywide Secondary Suites Study was released, providing interested consulting firms an opportunity to make submissions respecting the study. Based on its proposal to carry out the approved Terms of Reference and the interview process, SHS Consulting/Planning Alliance was retained to work with City Staff on the Citywide Secondary Suites Study.
- May 7, 2013: Policy Planning Staff prepared a report and presentation for the May 7, 2013 Committee of the Whole (Working Session) addressing the status of the Citywide Secondary Suites Study as well as providing a Terms of Reference for the Task Force, which was to be approved by Council.
- May 16th & 23rd, 2013: The Secondary Suites Study Kick-off meeting and request for expressions of interest from people who would like to participate in the Task Force were advertised in the local newspaper.
- May 27, 2013: The consultant team along with Policy Planning Staff hosted the kick-off meeting respecting the Citywide Secondary Suites Study. At the kick-off meeting the audience was provided with an introduction to the study as well as some background information, and a review of the current policy frame work. Staff along with the consultant team engaged the public through an informative question and answer session allowing those in attendance to voice their concerns and interest in the process.
- June 2013: Council appointed members to the Secondary Suites Task Force.

Key Participants in the Secondary Suites Study

The Project Team

Policy Planning with the participation of the Building Standards Department, By-law Enforcement and the Vaughan Fire and Rescue Service, working with the consulting team, form the Project Team. The Project Team is responsible for providing technical support to the Task Force on key issues and topics respecting secondary suites. The Project Team meets on a monthly basis to discuss concerns raised by the Task Force on issues related to the study. In addition to the work with the Task Force, the project team is responsible for analyzing information respecting best practices, the review of legislation and the provision of technical input into the policy development process.

The Secondary Suites Task Force

A key component of the Secondary Suites Study was the recruitment and operation of the Secondary Suites Task Force which will assist in the development and evaluation of secondary suite options and policies. The Task Force has been facilitated and supported by information provided by the consultant and City Staff (Project Team) and will review and ultimately comment on a range of planning and development issues relevant to Secondary Suites. The Secondary Suites Task Force will provide Council with recommendations based on their experience and knowledge of the subject in respect to the information that is provided as a result of the study process and its findings. The Terms of Reference for the Task Force are included in Attachment 1.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(W.S) Report No. 55 – Page 5

Since its appointment, the Task Force has met 4 times:

July 25, 2013:

The initial meeting was general in its intent, providing an opportunity for the Task Force members to familiarize themselves with the operating procedures and protocols of the Task Force. In preparation for the first meeting, members of the Task Force were sent background information including the May 14, 2013 Council extract from the May 7, 2013 Committee of the Whole (WS) report, copies of the presentation that was given at the May 27, 2013 Public Consultation/Kick-off meeting for the study, and a report titled *Phase 1 Summary Report: Policy Context*. At the meeting members were provided with an overview of the Secondary Suites Study which was followed by a discussion of their concerns and issues. A list outlining the identified concerns was developed. In response to the list, the next three Task Force Meetings would be primarily devoted to education sessions addressing the identified issues.

September 26, 2013:

This meeting focused on the policies and requirements of the senior levels of government. Presenters from the Canada and Mortgage Housing Corporation, Ministry of Municipal Affairs and Housing and the Region of York, provided Task Force members with information on the legislative and policy bases governing secondary suites, from a federal, provincial, and regional viewpoint. A question and answer period followed each presentation. A joint presentation from the consulting team and Policy Planning staff was also provided on the research completed to date with respect to market analysis and demographic and income statistics.

October 24, 2013:

The agenda for the third Task Force meeting included presentations by the Building Standards Department, the Vaughan Fire and Rescue Service and By-law Enforcement on the topics of Zoning, the Building and Fire Codes, health and safety, and enforcement. Each presentation was followed by a question and answer period where all members of the Task Force were given an opportunity to speak to each presentation. Staff had also intended to provide a short presentation respecting the Communications Plan for Secondary Suites moving forward through the process as well as a discussion on the Goals and Objectives of the Task Force. Unfortunately due to time constraints this presentation was postponed to the November meeting.

November 21, 2013:

At the time of preparation of this report, the November 21, 2013 Task Force Meeting had not taken place. However the agenda for the meeting had been printed and was scheduled as follows:

1. Presentation and Discussion of Communications Strategy
2. Goals of the Task Force
3. Review Process
4. Presentations – Engineering, Public Works and Finance in respect of impact on services, parking and implications for taxation.

Future Task Force Meetings

The November 21 meeting completed the initial information sharing phase of the study. Meetings in the New Year will focus on the presentation and discussion of Secondary Suite policies and regulations.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(W/S) Report No. 55 – Page 6

The Technical Advisory Committee (TAC)

In addition to the Task Force, a Technical Advisory Committee (TAC) has also been assembled. The TAC is made up of the internal City departments and divisions including Building Standards, Development Planning, Urban Design, Fire and Rescue Services, By-law Enforcement, Development/Transportation Engineering, Accessibility Vaughan, Legal Services, Taxes, Economic Development, and Emergency Management.

TAC membership also involves the participation of external agencies including York Region Long Range Planning, York Region Housing and Social Services, York Region Police, Canada Mortgage and Housing Corporation (CMHC), and Ministry of Municipal Affairs and Housing (MMAH). The first TAC meeting was held on August 20, 2013.

The role of each TAC member is to provide technical expertise in their specific area of knowledge throughout the study process. In the forthcoming policy development phase of the study, the TAC will be able to provide comments on the draft proposals and apply a technical perspective on the efficacy of the various alternatives. This will be important to the Project Team and the Task Force in arriving at preferred policies, standards and regulations.

Basis for the Additional Funding: Additional Task Force Meetings and an Expanded Public Consultation Program

From the outset, the Secondary Suites Work plan included a consultation process involving the Project Team consisting of City Staff and the consultant, the Task Force and community, stakeholders. The consultation program has two purposes: Firstly, it will educate and inform the community on the topic of Secondary Suites by introducing the issues surrounding such matters as the reasons for permitting Secondary Suites (e.g. Provincial Legislation), the issues to be addressed in the development of Secondary Suite policies and standards and the resulting approaches to permitting Secondary Suites. Secondly, it will provide an opportunity to gather feedback from the community on its thoughts and concerns respecting the options for allowing Secondary Suites.

However, the original workplan, in response to the initial budget, provided for a limited public consultation process. There are two main reasons why additional budget is required. One is the additional work with the Task Force to create a common level of knowledge of the complexities and to develop and recommend policy solutions to address the complex issues present; and the other is the desire of the Task Force for more outreach to the broader public. These are discussed in more detail below.

Additional Task Force Meetings

From the initial meeting with the Task Force it was clear that more meetings might be required. There was the need to conduct an education process to bring the Task Force to a common level of knowledge to inform the policy discussions. As noted, these sessions will be completed by November 2013. The provision for a further four Task Force meetings should be made to complete the policy development part of the program. The original work plan provided for three Task Force Meetings. To address the Task Force concerns staff recommend that the budget be increased to provide for a total of eight Task Force Meetings, which would include a contingency for two additional meetings should they be required for March and April of 2014.

Broader Public Consultation

The initial public consultation meeting/open house took place on May 27, 2013. The original budget provided for two public events. The updated plan provides for two workshops, in addition

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(WS) Report No. 55 – Page 7

to the May 27 Open House, one for each side of the City on December 2, 2013 and December 4, 2013. Another Public Open House has been scheduled for March 2014. To address the interest of the Task Force for more consultation staff is of the view that the provision should also be made for another public meeting in the Spring to prompt input prior to the Statutory Public Hearing required under the Planning Act. Therefore, there will be the need to increase the budget to provide for three additional public consultation meetings, one to accommodate the additional meeting in December, a further consultation meeting in March 2014, along with a contingency for an additional meeting.

Accommodation of Related Work

There will also be the need to accommodate additional work resulting from the extension of the timeline and the extra public meetings. This work would include further research and analysis resulting from input from the Task Force and Public meetings and the need for corresponding Working Group and TAC meetings. During the period of policy development, meetings of the Working Group and TAC will be scheduled on an as needed basis.

Budget Implications

Based on these considerations (five additional Task Force meetings, three public events, provision for additional Working Group and TAC meetings and corresponding research and analysis) it is estimated that an additional \$30,000 will need to be added to the budget to provide for the completion of the Secondary Suites Study. This is reflected in the revised work plan and timeline forming Attachment 2.

The table below summarizes the funding for the proposed Capital Project:

Funding

Year End Reserve	45,000.00
CWDC-General Governmer	22,500.00
Taxation	2,500.00
Professional Services	5,000.00
Total Funding Required:	75,000.00

Funds Remaining

Total Project	75,000.00
<u>Expenses to Date:</u>	
Transfer to project	14,074.86
HST	247.72
Admin	429.68
	14,752.25

Remaining Funds: 60,247.75

Timing

The objective is to bring the Secondary Suites Study to a Statutory Public Hearing under the Planning Act no later than April of 2014. Prior to proceeding to the Public Hearing a further update to Council is planned to discuss the emerging policies and regulations. These dates will be confirmed in the New Year.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 4, CW(WS) Report No. 55 – Page 8

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Representatives from the Long Range Planning Division at the Region of York are members of the Technical Advisory Committee (TAC) and have made presentation to the Secondary Suites Task Force Committee.

Conclusion

Staff is recommending the approval of additional funding and an extension of the timeline for the completion of the City-wide Secondary Suites Study. As described above, the additional \$30,000.00 in funding will be devoted to the Task Force policy development work and to enhance the public consultation measures, which will be made possible with the corresponding extension to the timeline. In order to proceed it is recommended that the recommendations provided in this report be approved.

Attachments

1. Council Extract for the May 7th, 2013 Committee of the Whole (Working Session) report respecting the City-wide Secondary Suites Study
2. Secondary Suites Study Work Plan Chart

Report prepared by:

Arminé Hassakourians, Planner, ext. 8368
Roy McQuillin, Manager of Policy Planning, ext. 8211

(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.)