

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

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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.

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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.

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- 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.

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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.

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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

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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.

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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.)

C6-CW(ws)
December 3/13
Item 4

City-wide Secondary Suites Study

Status Update

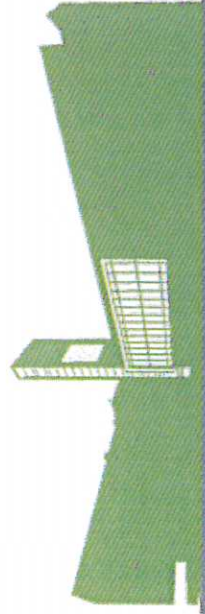
Committee of the Whole Working Session

December 3, 2013



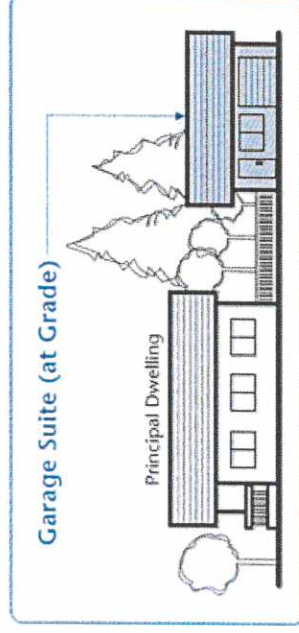
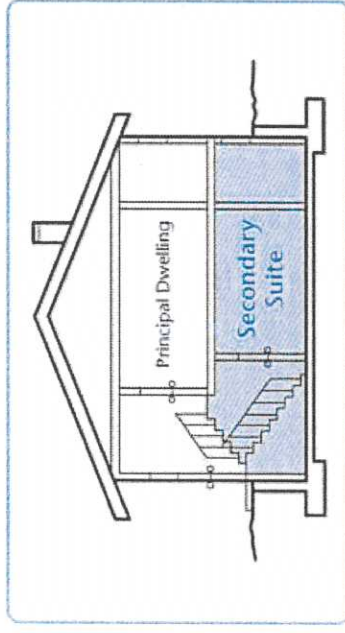
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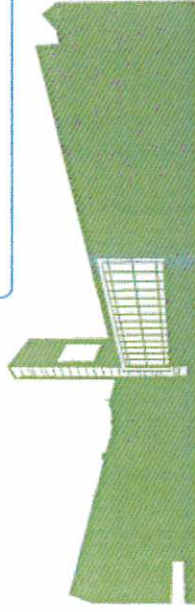
BACKGROUND – a secondary suite is...

Secondary Suites (basement apartments/granny suites) are self-contained living units constructed within a residential dwelling



Benefits:

- creation of affordable and rental housing options providing a greater range of housing opportunities
- accommodation for extended family
- legalization and safety of new and existing second units
- additional income for homeowners (first time buyers, seniors)



BACKGROUND – policy and legislation

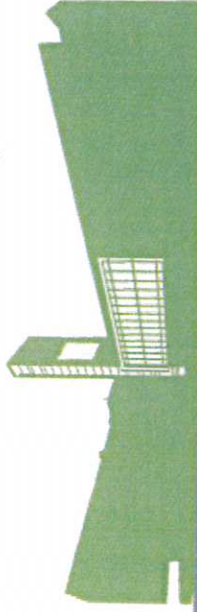
- Provincial Policy now requires municipalities to permit secondary suites in all residential dwelling types.
(*Strong Communities Through Affordable Housing Act, Jan 2012*)



- YROP address issues of housing affordability and specifically speaks to secondary suites



- VOP 2010 has addressed the affordable housing issue and directly references secondary suites

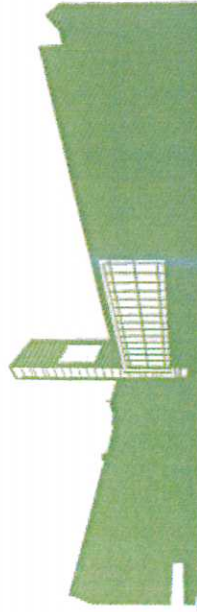


BACKGROUND - milestones

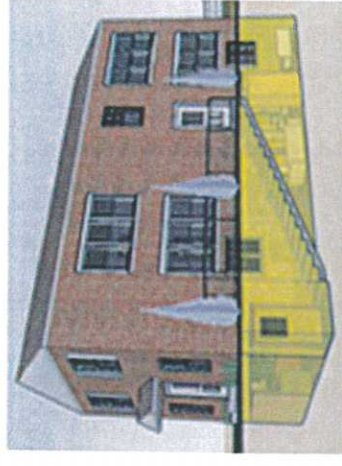
JANUARY 25, 2010 - Report to Committee of the Whole Working Session to obtain Council approval of the Terms of Reference for a study respecting Secondary Suites in residences and to establish a Secondary Suites Task Force

JUNE 5, 2012 – Report to Committee of the Whole with an update on recent developments in provincial policy notably Bill 140 the *Strong Communities Through Affordable Housing Reform Act, 2011*

SEPTEMBER 12, 2012 – Request for proposals (RFP) for the City-wide Secondary Suites Study was released



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BACKGROUND - milestones

MAY 7, 2013 – Report to Committee of the Whole (Working Session) addressing the status of the Study as well as providing a Terms of Reference for the Task Force, which was approved at Council

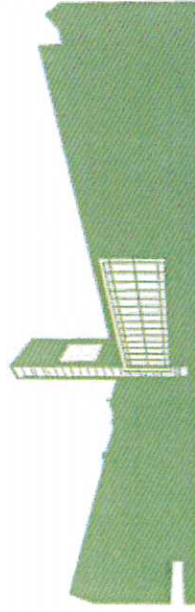
MAY 16TH & 23RD, 2013 – Advertisements for the Secondary Suites Kick-off meeting and Task Force recruitment

MAY 27, 2013 – The consultant team with Policy Planning staff hosted the Kick-off meeting respecting the Secondary Suites Study

JUNE 2013 – Council appointed members to the Secondary Suites Task Force

JULY 2013 to present – Task Force meetings with support of City Staff

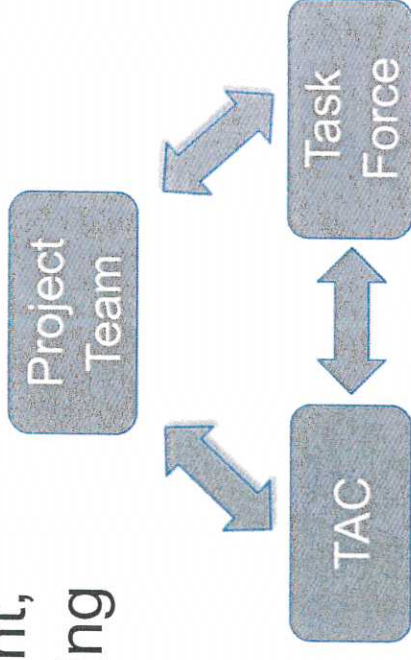
NOVEMBER 21ST & 27TH, 2013 – Advertisements for the second Public Open House



KEY PARTICIPANTS – project team

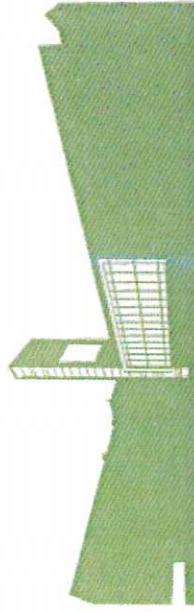
Membership

- Policy Planning, By-Law Enforcement, Fire and Rescue Services and Building Standards
- SHS Consulting/Planning Alliance



Role

- Manage all aspects of Study
- Conduct research and public consultations
- Develop Policy and Zoning standards for Secondary Suites
- Provide recommendations to Council on policy options based on Task Force and Study findings



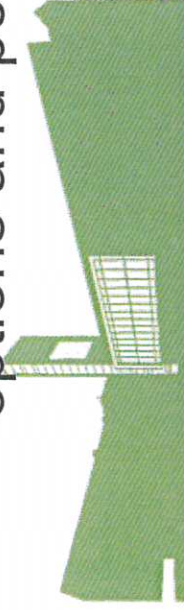
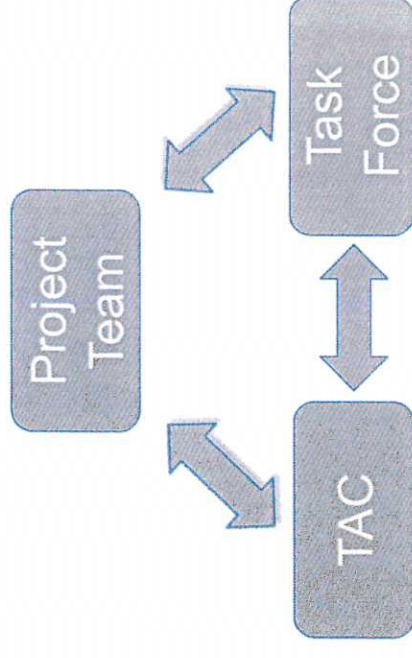
KEY PARTICIPANTS – task force

Membership

- Citizens
- NGO
- Development/Housing industry
- Local Business Community

Role

- Provide recommendations grounded in collective experience and local knowledge
- Review and comment on planning and development issues related to second suites
- Assist in the creation and evaluation of secondary suites options and policies



KEY PARTICIPANTS – task force

Role cont...

- Task Force has been facilitated and supported by information provided by the

Project Team

- Since it's appointment the Task Force has meet 4 times:

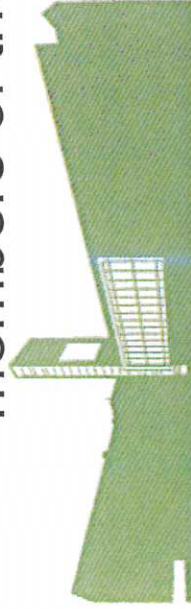
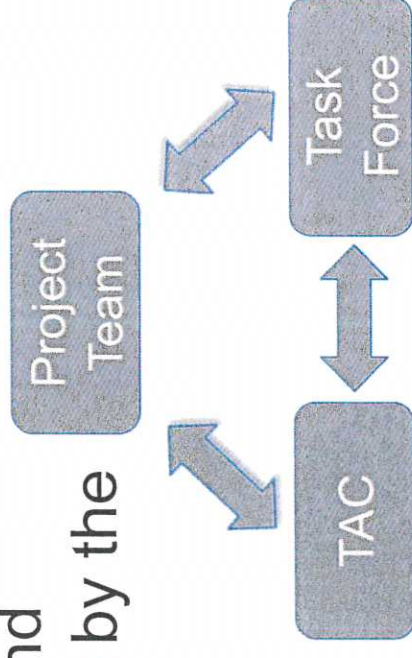
July 25th

September 26th

October 24th

November 21st

- Each of the 4 meetings included presentations from members of the Project Team and TAC



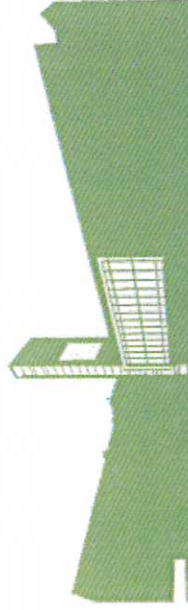
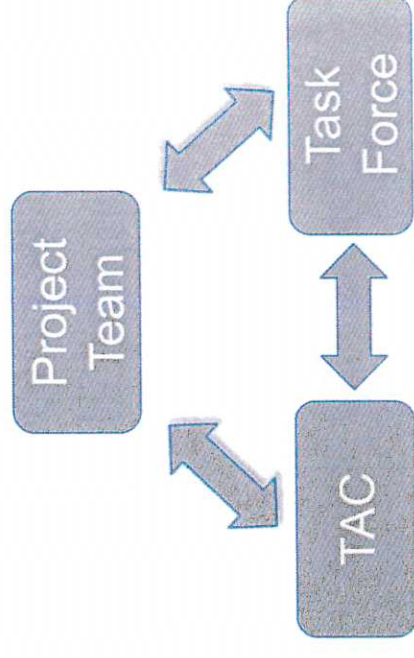
KEY PARTICIPANTS – Technical Advisory Committee (TAC)

Membership

- City Staff
- External members

Role

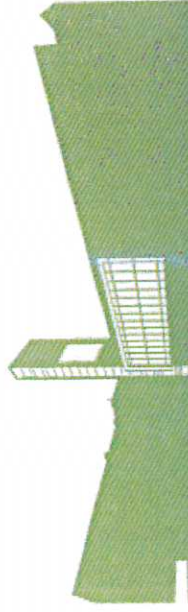
- Provide technical expertise
- Comment on specific issues related to implementing secondary suites policy
- Assist Project Team and Task Force as needed
- TAC has met once on August 20th 2013



INTERIM FINDINGS... Project Team

Through research completed by the Project Team we now have information on:

- Best Practices respecting Secondary Suites
- Current Market Analysis respecting Secondary Suites
- Current and Future size of the secondary rental market (data collection in progress)
- Review of Policy Context
- Potential policy tools for implementation (information collection in progress)

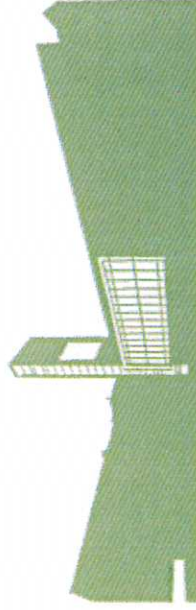


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INTERIM FINDINGS... Task Force

Through work completed with the Task Force and information received through the online survey the Project Team has determined the following to be key issues:

- Ensuring Health and Safety
- Impact on Neighbourhood Character
- Strain on Infrastructure
- Community Awareness and Understanding



INTERIM FINDINGS... Technical Advisory Committee (TAC)

Information gathered from the various members of the Technical Advisory Committee:

- The number of existing Secondary Suites varies depending on the organization collecting the information
- An increase in property tax for residential units with a Secondary Suite is minimal
- The Building Code requirements for the construction of a Secondary Suite can be considered prohibitive
- Retreat of the federal government from consistent funding for any type of affordable housing
- Provincial and Regional position on how Secondary Suites contributes to their respective affordable housing strategies



BUDGETARY REQUIREMENTS

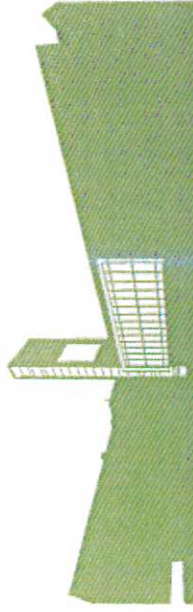
- A total of \$45,000.00 was originally budgeted to complete the study
- The Task Force, has determined that additional Task Force meetings, public consultation and an extension of the timeline for study completion is required
- Staff is requesting additional funding in the amount of \$30,000.00 in response to the requests of the Task Force



BUDGETARY REQUIREMENTS

Funding for the project can be accommodated as follows:

- City-wide Development Charges—General Government Reserve - **\$25,000.00**
- Policy Planning Operating Budget - **5,000.00**
- The study was originally funded from the Operating Budget
- VOP 2010 prescribes the role of intensification in meeting the City's required population targets



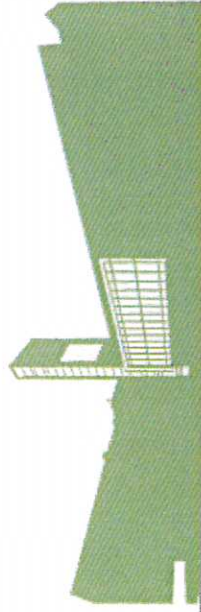
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BUDGETARY REQUIREMENTS

There are two main reasons for the request for additional funds

1. The additional work with the Task Force to create a common level of knowledge of the complexities present in order to develop and recommend policy solutions
2. The desire of the Task Force for more outreach to the broader public

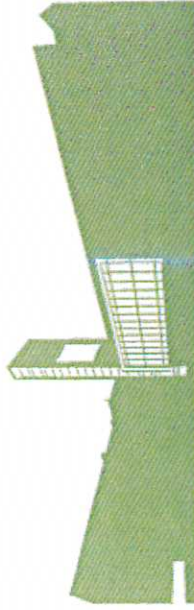
The proposed increase in budget will accommodate the additional work required



PUBLIC CONSULTATION STRATEGY

Objective

- Educate public on required policy changes and best practices
- Outline issues regarding secondary suites policy development
- Collect public feedback on where and how to permit secondary suites



PUBLIC CONSULTATION STRATEGY

Public Notification for the May 27, 2013 Public Open House:

- Local newspapers, the Liberal and Citizen: May 16th & 23rd
- E-mail
- Social Media
- City of Vaughan's Official Website
- E-Newsletter
- City Page Online

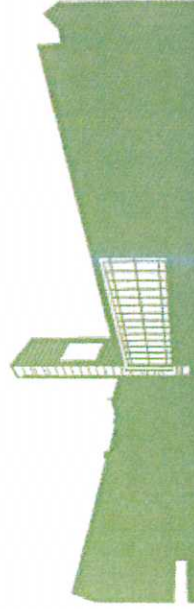


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PUBLIC CONSULTATION STRATEGY

Public Notification for the December 2nd/4th , 2013 Public Open House:

- Local newspapers, the Liberal and Citizen:
- November 21st & 28th
- City Page Online
- Social Media
- Friendly URL <http://www.vaughan.ca/secondariesuites>
- City Update E-Newsletter

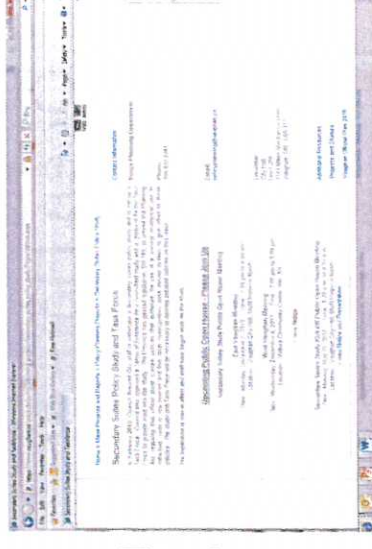


PUBLIC CONSULTATION STRATEGY

- Policy Planning Department's webpage
- Advertised at the venue for each location and City of Vaughan Community Centres
- The City of Vaughan's Official website landing page
- Through Secondary Suites Task Force members
- E-Mail



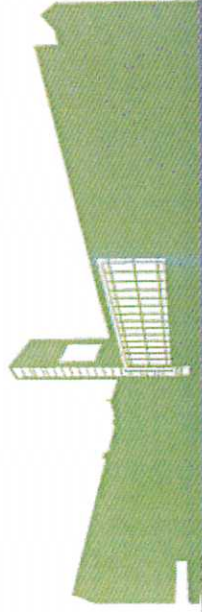
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TIMELINE

Objective

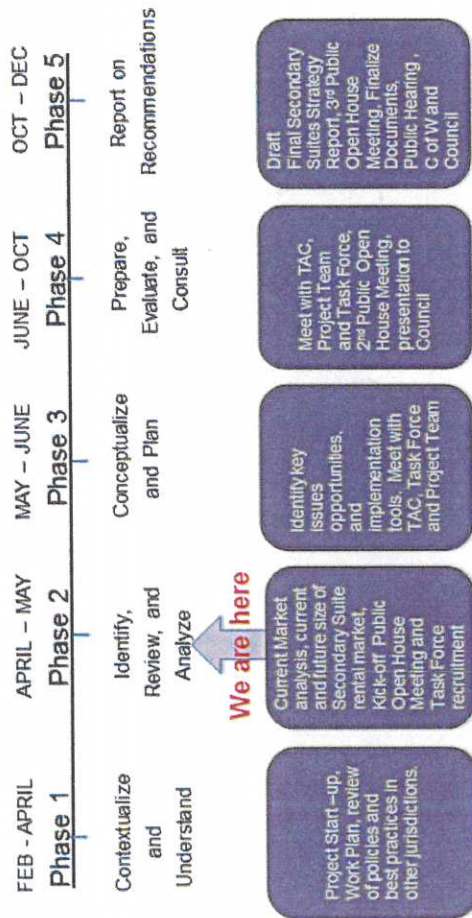
- Extend timeline to allow for an expanded public consultation process
- Provide additional opportunities to meet with the Secondary Suites Task Force
- Schedule Public Hearing by April 2014



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TIMELINE - original

An extension of the **original timeline** beyond December 2013

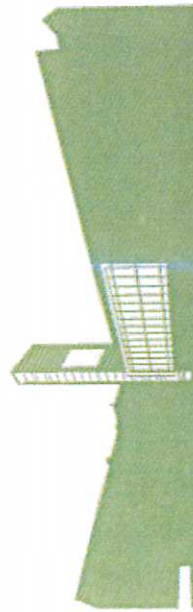
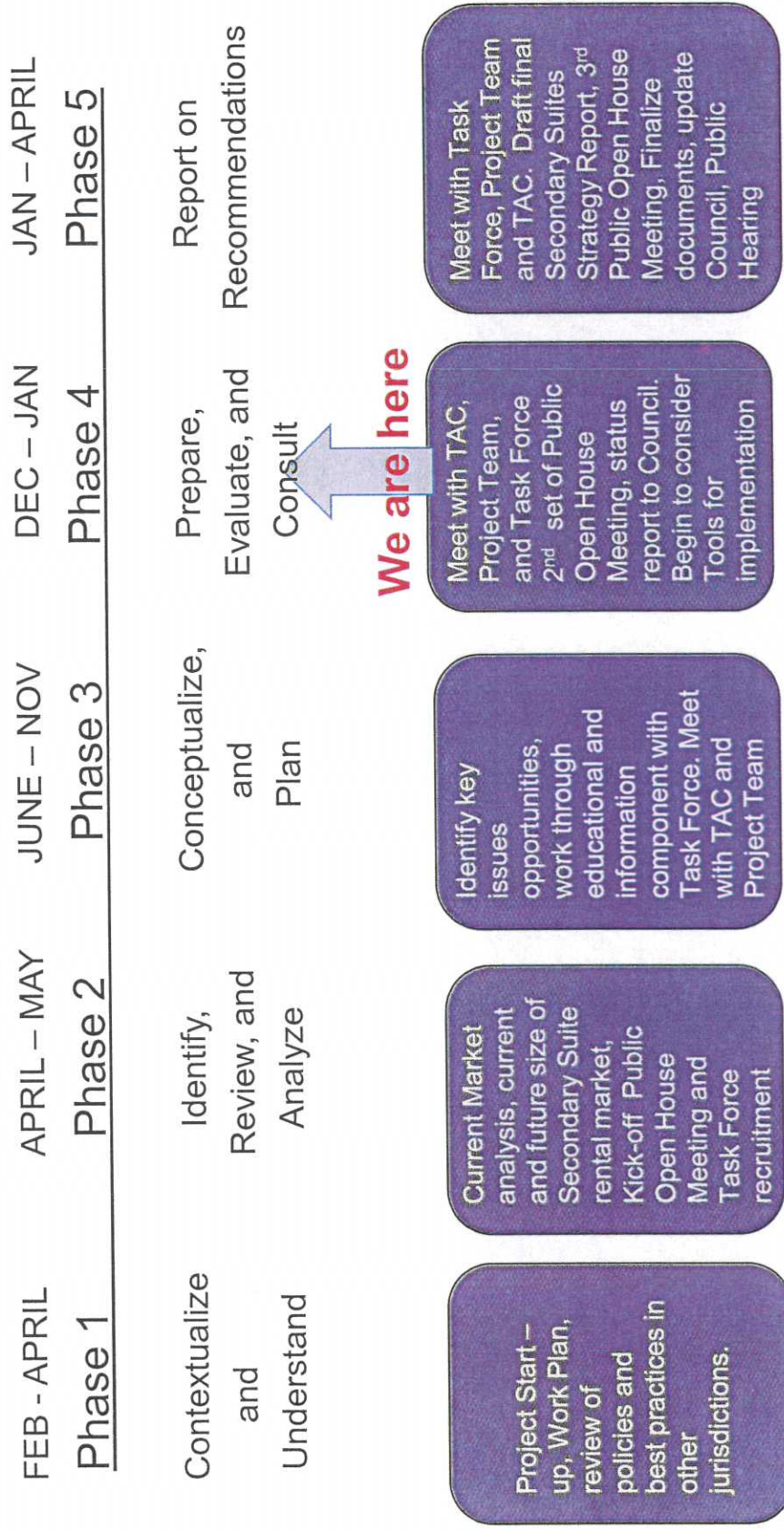


ORIGINAL TIME LINE

Timeline as presented at the May 7, 2013 Committee of the Whole Working Session Meeting. Timeline illustrates staff was in Phase 2 of the study which was scheduled for completion December 2013

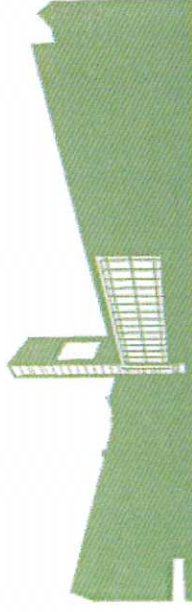


TIMELINE - revised timeline

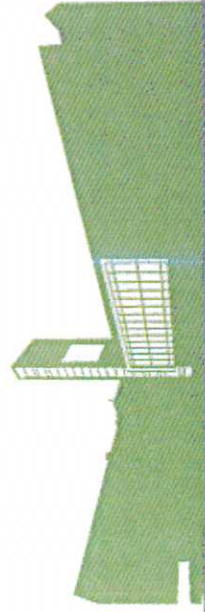
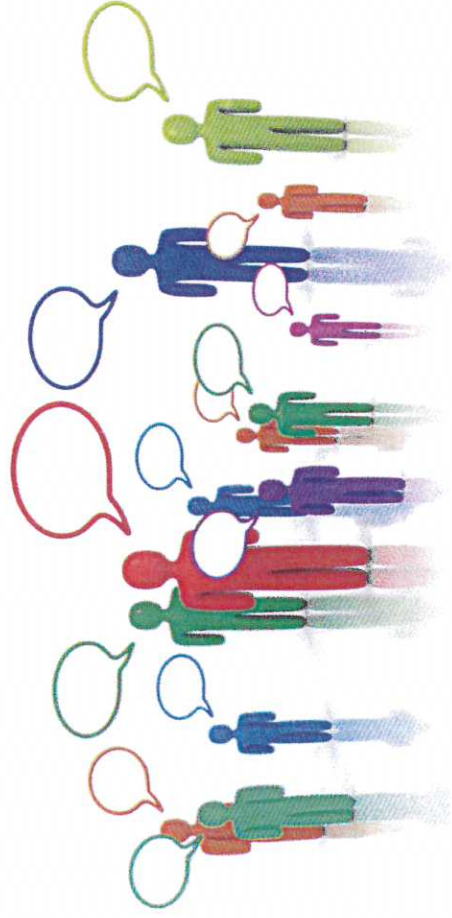


NEXT STEPS – If Budget request is approved

- Meet with TAC
- Establish dates for additional Task Force Meetings in 2014
- March 2014 Public Open House presenting policy
- March/April of 2014 provide Council with additional update on status of study
- Proceed to a Statutory Public Hearing



Questions or Comments



COMMITTEE OF THE WHOLE (WORKING SESSION) DECEMBER 3, 2013

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

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 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.

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.
- 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.

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.

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 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.

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

Respectfully submitted,

JOHN MACKENZIE
Commissioner of Planning

/lm

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 14, 2013

Item 1, Report No. 22, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on May 14, 2013.

**1 SECONDARY SUITES STATUS UPDATE TO COUNCIL AND TERMS OF REFERENCE
FOR ESTABLISHING A TASK FORCE
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 May 7, 2013, be approved subject to amending the Terms of Reference for the Secondary Suites Task Force referred to in Clause 2, as follows:

2.0 OBJECTIVES

By amending paragraph 1 to read:

The Task Force on Secondary Suites will meet and provide the Secondary Suites project team with feedback and input on the topic in accordance with Section 4.0 meeting procedures. The Task Force facilitated and supported by the project team will be responsible for meeting the following objectives; and

By adding objective No. 6 to read:

- 6) To provide a report before the end of 2013;

3.0 MEMBERSHIP

By amending this section to read as follows:

The Task Force membership shall be composed of up to 20 members from two groups to allow for flexibility to determine the Task Force membership, as follows:

- 1) Up to 10 members of a group comprised of the general public, non-governmental agencies, the United Way and the Salvation Army, with preference given to a member of the public from each of the wards and with a further preference to balancing membership between those members of the public with experience living in Secondary Suites, and those members of the public living in proximity to dwellings with Secondary Suites; and
- 2) Up to 10 members of a group comprised of the construction and development industry such as the Ontario Real Estate Board, BILD/Home Builders, the insurance industry, banking/financial organizations, local business industry including representatives from a local BIA and the chamber of commerce, with preference given to those with experience in implementation of Secondary Suite policies in other jurisdictions having policies allowing Secondary Suites;

4.0 MEETING PROCEDURES

By amending section 4.4 to read as follows:

- 4.4 In order to have a quorum, a majority of the members shall be in attendance to vote on any matter.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 14, 2013

Item 1, CW(WS) Report No. 22 – Page 2

- 2) That Communication C1, presentation material entitled, “*Secondary Suites*”, be received.

Recommendation

The Commissioner of Planning in consultation with the City Clerk recommends:

1. The updated status on the progress to-date of the Secondary Suites Study be received as information; and,
2. The Terms of Reference forming Attachment #1 to this report be approved as the basis for the recruitment of the Secondary Suites Study Task Force member and as the Task Force’s operational mandate.

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 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 amount of \$45, 000.00 has been budgeted to complete the 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 are available in a resource account to conduct the Secondary Suites Study.

Communications Plan

Public notification of the initial public consultation meeting on May 27, 2013 for the Secondary Suites Study will be advertised in two Vaughan local newspapers, the Liberal and Citizen on May 16th and 23rd. Staff will also be sending an e-mail notice to those who have requested notification of the Secondary Suites Study. Staff is also researching additional means of advertisement through the various forms of social media available. Standard procedure for public notification on Policy Planning Studies includes advertising public meetings on the “City Page On-line” as well as sending out information via the City’s social media accounts.

Staff is working with the Information and Technology Services Department to provide users of the City of Vaughan website with direct access to the Secondary Suites Study information page. Options for direct access include; creating a URL (e.g. www.cityofvaughan.secondarysuites.ca) and linking terms such as “secondary suites”, “accessory dwelling unit”, “basement apartment”, or “granny flats” to the Secondary Suites Study information page. This would allow the user to type one of these terms into the search engine available on the City of Vaughan website facilitating access to the Secondary Suites page.

The recruitment of the Secondary Suites Task Force members will be managed in consultation with the City Clerk’s Office which will advertise consecutively for two weeks in May on the 16th

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 14, 2013

Item 1, CW(WS) Report No. 22 – Page 3

and 23rd. The final date for accepting applications will be on May 31, 2013. This date will provide the Policy Planning and Clerk's Departments time to review the applications and report back on the June 18, 2013 Committee of the Whole (Closed Session) meeting with recommendations for Task Force members.

Purpose

The purpose of this report is to provide Council with the recommended approach to recruitment for the Secondary Suites Task Force; other elements of the study process; and to obtain Council approval for the Secondary Suites Study Task Force Terms of Reference for its mandate, objectives, composition and operational procedures.

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.

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 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 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."

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 14, 2013

Item 1, CW(W/S) Report No. 22 – Page 4

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 citywide 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

The 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.

Retention of Consultant

On 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.

Ten (10) firms picked up the RFP documents. Three (3) proposals were received by the deadline all of which were found to be compliant. Two proponents were short-listed and called in for further evaluation interviews. A committee comprising staff from the Policy Planning, Building Standards, and Fire and Rescue Services, chaired by the Purchasing Services Department, carried out this evaluation process.

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.

To-date, SHS Consulting/Planning Alliance in consultation with the Project Team has been researching best practices, conducting an in depth review of the current Provincial Policy framework, and working on a market analysis for the City of Vaughan with respect to the demand for Secondary Suites. The research currently underway will inform the findings of the Study as well as the Task Force members in meeting the objectives outlined in the Task Force Terms of Reference (see Attachment #1). The research currently underway will also be presented to the public through the public consultation component of the study.

City Resources Group / Project Team

The Policy Planning Department in consultation with the Building Standards Department, By-law Enforcement and Fire and Rescue Services will work with the retained consultants to form the Project Team. The Development Planning Department including the Urban Design Section of the Development Planning Department will be invited to be members of the Technical Advisory Committee.

Task Force

A key component of the Secondary Suites Study will be the recruitment and operation of the Secondary Suites Task Force which will assist in the creation and evaluation of secondary suite options and policies. Initially the composition of the Task Force was to include members of the

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public and appropriate local experts in the field of housing and social services. However, it was determined that some expertise (e.g. government or agency representatives) would better be suited to the Technical Advisory Committee, which was not originally contemplated or mentioned in previous reports to Council. The Task Force will be facilitated and supported by information provided by the consultant and City Staff (Project Team) and will review and comment on a range of planning and development issues relevant to Secondary Suites. Furthermore, the role of the Secondary Suites Task Force is to 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 findings.

It had already been established through the February 16, 2010, meeting of Council that the Secondary Suites Task Force will consist of a maximum 20 members and that quorum on any voting matter shall comprise two thirds of the membership. Through discussions with the Project Team it is recommended that the Task Force include:

- 5 members interested citizens from within the community (1 from each of the 5 Wards) who may or may not be members of an established ratepayers organization;
- 5 members from non-governmental agencies or establishments such as outreach organizations;
- 5 members from the development/housing industry such as BILD/builders, the Real Estate Board/ real estate agents, bank/financial institutions, insurance providers;
- 5 members from the business industry such as any local BIA's or the City of Vaughan Chamber of Commerce.

The recommended Terms of Reference for establishing the Task Force (Attachment #1) outlines the Task Forces mandate, objectives, membership criteria, meeting procedures, and authority.

Technical Advisory Committee (TAC)

In addition to the Task Force, a Technical Advisory Committee (TAC) will also be assembled for the Secondary Suites Study. The TAC members will consist of internal departments and divisions including Building Standards, Development Planning, Urban Design, Fire and Rescue Services, By-law Enforcement, Development/Transportation Engineering, Accessibility Vaughan, Legal Services, Economic Development, and Emergency Management.

Requests for TAC members from external agencies will also be sent out to: 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).

A formal request for TAC members will be sent out after the May 14, 2013 Council meeting taking into consideration any recommendations made by Council through the review of this report and the recommendations contained in this report. The TAC should be established prior to the initial public consultation meeting and the first Task Force Meeting.

The role of each TAC member will be to provide technical expertise in their specific area of knowledge throughout the study process. This expertise will be available to the Task Force in order to assist in its deliberation and TAC members may be invited to attend Task Force meetings.

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Public Consultation

The Secondary Suites Study will include a public consultation process involving the Project Team consisting of City Staff and the consultant, the Task Force, the community, stakeholders, members of Council and additional staff resources as required. The purpose of the public consultation sessions is twofold. Firstly, it will educate and inform the community on the topic of Secondary Suites by introducing the issues surrounding the Secondary Suites discussion, including reasons for permitting Secondary Suites (e.g. Provincial Legislation requirements), issues to be addressed in the development of Secondary Suite policies, approaches to addressing the issues, and proposed methods for permitting Secondary Suites; and, secondly it will provide an opportunity to gather feedback from the community participants on their thoughts and concerns respecting the options for allowing Secondary Suites.

The initial public consultation meeting/open house is scheduled for the evening of May 27, 2013. The participants will be introduced to the topic of Secondary Suites, the prevailing legislation, the Study process and will be provided with information about the Task Force and the recruitment process. A second public consultation meeting has tentatively been scheduled for September/October 2013 and the third and final public consultation meeting is proposed for mid-November 2013.

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

A request will be made to the Region of York for staff members from various Regional Departments and agencies to be members of the Technical Advisory Committee.

Conclusion

Staff is requesting approval of the attached Terms of Reference as the basis for recruitment of the Secondary Suites Task Force members. The study will focus on providing an understanding of Secondary Suites in the City of Vaughan by undertaking a review of existing and recent policy, working with the retained consultant SHS Consulting Inc., establishing both a Task Force and Technical Advisory Committee to work together in order to develop a policy framework suitable and in keeping with current legislation and while addressing the evolving housing needs of the City. A public consultation process has also been established in order to keep the residents of Vaughan informed and provide an opportunity for involvement in the study, with the kick-off meeting to be held in late May of 2013. In order to proceed it is recommended that the recommendations of this report be approved.

Attachments

1. Terms of Reference For Task Force

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.)

TERMS OF REFERENCE

Secondary Suites Task Force

1.0 MANDATE

The mandate of the Secondary Suites Task Force is to provide Council with recommendations based on the members experience and knowledge of the Secondary Suites subject and/or knowledge of local conditions and concerns. The Task Force will prepare advice to Council in response to the information that results from the study work, including research conducted by the project team and the public consultation process.

2.0 OBJECTIVES

The Task Force on Secondary Suites will meet and provide the Secondary Suites project team with feedback and input on the topic in accordance with Section 4.0 meeting procedures. The Task Force facilitated and supported by the project team will be responsible for meeting the following objectives:

- 1) To familiarize and gain an understanding of the current and applicable Provincial, Regional, and Municipal policies respecting secondary suites and other related topics such as housing affordability.
- 2) To identify, review, analyze and discuss issues pertaining to Secondary Suites specific to the City of Vaughan including but not limited to the impact of implementation of Provincial Policy within the City; the current status of secondary suites; the planning, development and safety issues; and, possible impact on both soft and hard municipal services.
- 3) Provide a review and commentary on the established range of planning and development issues relevant to secondary suites.
- 4) Provide a review and commentary on an implementation strategy which would permit secondary suites in the City of Vaughan as required and in keeping with Provincial Policy.
- 5) To enable effective transparent communication among members of the public, ratepayer associations, the development industry, and the various governmental and agency stakeholders.
- 6) To provide a report before the end of 2013.

3.0 MEMBERSHIP

The Task Force membership shall be composed of up to 20 members including:

- 1) Up to 10 members of a group comprised of the general public, non-governmental agencies, the United Way and the Salvation Army, with preference given to a member of the public from each of the wards and with a further preference to balancing membership between those members of the public with experience living in Secondary Suites, and those members of the public living in proximity to dwellings with Secondary Suites; and,
- 2) Up to 10 members of a group comprised of the construction and development industry such as the Ontario Real Estate Board, BILD/Home Builders, the insurance

industry, banking/financial organizations, local business industry including representatives from a local BIA and the chamber of commerce, with preference given to those with experience in implementation of Secondary Suite policies in other jurisdiction having policies allowing Secondary Suites.

Members of the Secondary Suites Task Force are to be appointed by Council. Any subsequent change to the membership will require Council approval.

4.0 MEETING PROCEDURES

The City's Procedural By-law, By-law 7-2011 will govern the proceedings of the Secondary Suites Task Force. The Chair and the Vice-Chair shall be members of the Task Force:

- 4.1 Agendas and Reporting: Meeting agendas and minutes shall be prepared, filed and maintained by the office of the City Clerk.
- 4.2 Meetings: The Task Force will determine meeting dates at the first meeting, and meet on the schedule determined or at the call of the Chair. The Task Force will meet once a month or as appropriate, in a City owned venue and all meetings will be open to members of the public.
- 4.3 Notice of Meetings: Meetings will be noted on the schedule of meetings calendar posted on the City's website.
- 4.4 Quorum: In order to have a quorum, a majority of the members shall be in attendance to vote on any matter.
- 4.5 Staff Resources: Staff of the Policy Planning Department under the direction of the Director of Policy Planning (or alternately the manager or senior planner/project manager) will be staff coordinator for the Task Force. The Director (or alternate) will attend all meetings and request other City Staff to attend or offer expertise as needed.

City Staff includes, but is not limited to, representatives from the following departments/divisions: Urban Design, Development Planning, Building Standards, Fire Prevention, By-law Enforcement, Development/Transportation Engineering, any member of the Technical Advisory Committee, or Project Team will be available to provide support, education, clarification and assistance to the Task Force in their deliberations.

A Recording Secretary from the Clerk's Office will also assist the Task Force by providing notification of cancelled meetings, preparing and circulating agendas and minutes at least on day prior to the meeting, attending meetings, recording minutes, and keeping attendance records.

- 4.6 Budget: A budget will be required for advertising, copying, notice requirements, and consultation as necessary. At its first meeting the Task Force shall prepare a budget for consideration by Council. A representative from the Financial Services Department will assist the Task Force in developing the budget. The budget established for the Secondary Suites Study will not be affected by the budgetary needs of the Task Force.

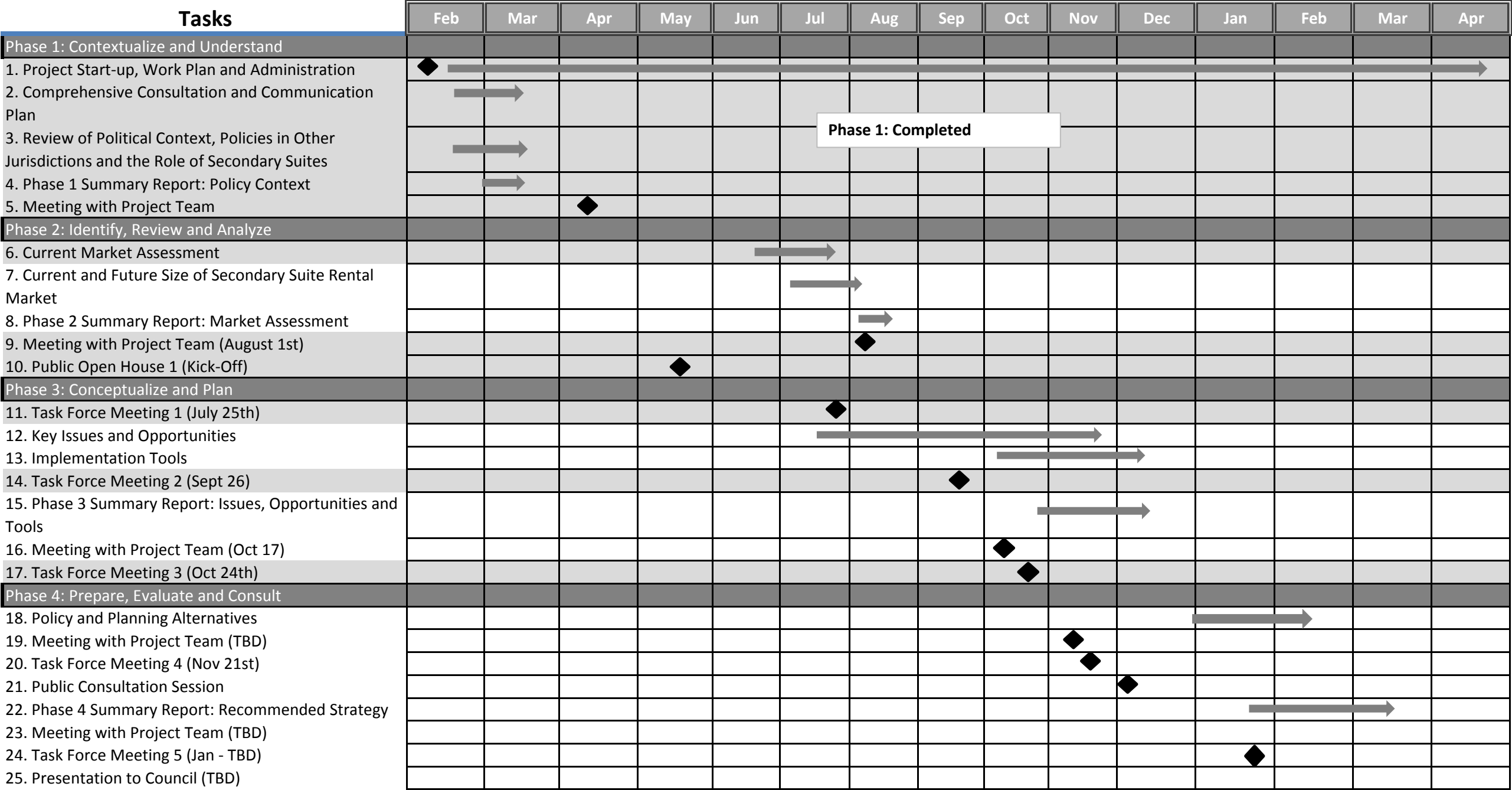
5.0 AUTHORITY

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Task Force may not direct staff to undertake activities without the authority from Council.







6.0 AMENDMENT / EXPANSION OF TERMS OF REFERENCE

Only Council can initiate any amendment and/or expansion of the Terms of Reference.

City of Vaughan Secondary Suites Study
Work Plan as of November 18 2013



City of Vaughan Secondary Suites Study
Work Plan as of November 18 2013

Tasks	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Phase 5: Recommend and Report*															
26. Amendments, Standards and Regulations															
27. Draft Final Secondary Suite Strategy Report															
28. Public Open House															
29. Project Team Meeting (TBD)															
30. Task Force Meeting 6 (TBD)															
31. Presentation to Committee of the Whole (TBD)															
32. Finalize Documents															
33. Final Presentation to Council (TBD)															

*The Study Team will work collaboratively with the Project Coordinator to ensure requirements (i.e. reporting timelines) for Council/Committee meetings are met. Following further discussions with project team additional Task Force Meetings in 2014 may be required