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COMMUNICATION	
CW -	FEB 7/17
ITEM -	4



CITY OF VAUGHAN

SECONDARY SUITES IMPLEMENTATION

FEBRUARY 7, 2017



Context

- Recommendations build upon previous work
- Focus is on:
 - implementing the new planning regulations
 - educating the public
 - providing excellent customer service
 - achieving operational readiness

IMPLEMENTATION GOALS

- Affordable Housing Option
- Public Safety
- Communications Excellence
- Customer Service
- Contributes to Sustainability

IMPLEMENTATION PRINCIPLES

- **Balanced Policy and Implementation Measures**
- **Progressive – Based on best practices**
- **Simple to understand and navigate**
- **Being ready to meet citizen needs**
- **Affordable – leverages Vaughan's existing resources**
- **Considers the recommendations of Vaughan's Secondary Suites Task Force**

METHODOLOGY

- Implementation Strategy is a collaborative effort of the Secondary Suites Implementation Team
- Recommended administrative system is simple, effective and leverages established resources
- Recommended strategy utilizes a best practice approach

SECONDARY SUITES RECORD KEEPING

- Approved secondary suites will be recorded in AMANDA property information system
- Existing secondary suite databases from departments will be consolidated
- Vaughan's AMANDA system should be linked to the City's geographic information system and City's website in the future

BENEFITS OF A SECONDARY SUITES CENTRALIZED DATABASE

- Gives ready access to secondary suite records
- Measures changes in Vaughan's housing mix
- Provides information for first responders in emergency situations
- Tracks housing intensification
- Houses detailed property-based records

ADMINISTRATIVE ENHANCEMENTS

- Staff will prepare Standard Operating Guidelines (SOGs) that:
 - standardize procedures
 - provide superior customer service to citizens
 - ensure Vaughan's regulatory requirements and policies are consistent

OPERATIONAL READINESS

- Citizens and builders will be able to navigate secondary suite approval processes quickly and efficiently
- Front-line customer service staff and designated approval professionals will be fully trained
- An expert staff team will be established at start-up to process secondary suite approvals
- There will be enhanced staff co-ordination and awareness

BUILDING AND FIRE CODE AND ZONING COMPLIANCE APPROACH

Stream 1 requires that new secondary suites established after the new zoning regulations come into effect be approved for compliance with Ontario Building Code and Zoning by-law

Stream 2 requires that secondary suites created after July 14, 1994 and before the adoption of the new zoning regulations be brought into compliance with the Ontario Building Code and Zoning by-law

Stream 3 requires that secondary suites proven to have been established on or before July 14, 1994 be brought into compliance under Section 9.8. of the Ontario Fire Code focusing on life safety aspects for secondary suites

IMPLEMENTATION RESOURCES

- No new fees beyond existing building permit fees
- Vaughan's existing property information technology will be used
- Communications efforts will be developed
- Citizen demand for the secondary suite approvals and information will be monitored
- Two additional Building Standards staff are recommended

COMMUNICATIONS GOAL

To educate stakeholders about creating safe, compliant and liveable secondary suites through a mix of communication channels that include eCommunications.

CONCLUSION

The recommended secondary suite implementation strategy:

- ✓ Addresses Vaughan's Secondary Suites Task Force recommendations
- ✓ Focuses on providing excellent customer service
- ✓ Is easy to navigate, effective, and leverages existing resources
- ✓ Maintains good records
- ✓ Complies with Ontario Fire and Building Codes