

CITY OF VAUGHAN

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**

c.1
Communication
TFSS: July 25/13
Item: 1

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.

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- 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 16<sup>th</sup> and 23<sup>rd</sup>. 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](http://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 16<sup>th</sup>

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and 23<sup>rd</sup>. 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."

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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**

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#### **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.