

## **COMMITTEE OF THE WHOLE MEETING - MAY 7, 2001**

### **REGIONAL ROAD 7 (HIGHWAY 7) POLICY REVIEW HIGHWAY 7 LAND USE FUTURES STUDY (FILE: 15.87.1) JANE STREET- HIGHWAY 7 REDEVELOPMENT STUDY (FILE: 15.87.2)**

#### **Recommendation**

The Commissioners of Planning & Urban Design and Development Services recommend:

THAT Staff initiate the consultant retention process for the above captioned study on the basis of the draft terms of reference, which forms Attachment No. 3 to this report and;

THAT funding for the study be provided in accordance with the 2001 Capital Budget, to an upset limit of \$350,000.00.

#### **Basis for the Study**

The subject study will be composed of two components integrated into a single comprehensive process. The two components are described below.

a) **The Highway 7 Land Use Futures Study (File 15.87.1)**

The purpose of the "Highway 7 Land Use Futures Study" is to carry out a comprehensive evaluation of planning and development opportunities along the entire length of Highway 7, from Brampton on the west and Richmond Hill on the east. The study will include an assessment of existing development, growth pressures and the identification of additional opportunities, the potential for rationalizing development patterns, traffic impacts and the creation of appropriate policy responses.

Highway 7 is the most significant east-west arterial in the south part of the City of Vaughan. Along its length, land uses are governed by a multitude of planning documents. As such, a comprehensive planning and urban design strategy has not been developed for this important corridor. Building on the current planning documents, this study will provide policy guidance in these areas. This will facilitate the transition of Highway 7 from its former function as a Provincial Highway to a fully urbanized "main street" serving the south part of the City.

The recommended study area extends approximately 400 m to the north and south of Highway 7, as shown on Attachment 1.

b) **The Jane Street - Highway 7 Employment Area Redevelopment Study  
(File 15.87.2)**

The purpose of this study is to develop an action plan which will support the redevelopment of the employment area, located at the southeast corner of Jane Street and Highway 7. This is one of the City's oldest employment areas, having been developed thirty to forty years ago. It is now largely subject to the Vaughan Corporate Centre Secondary Plan (OPA No. 500). OPA No. 500 grants a wider range of land use opportunities than were previously available under OPA No. 450 (Employment Area Growth and Management Plan) and its predecessor amendments. This comes with the expectation of more intense, aesthetically pleasing development. As the Corporate Centre matures, there will be pressure for redevelopment in this area. Because this is consistent with City policy, it is important that any impediments to the evolution of this area be identified and addressed at this time. In order to illustrate the results of the review, the terms of

reference call for the preparation of a demonstration plan. This will show how the policies and principles developed in the study may be applied in a “real life” situation.

The recommended study area is shown on Attachment No. 2. Generally it encompasses the north side of Highway 7 on the north, Jane Street on the west, Highway No. 407 on the south and the CN Rail Yards on the east.

#### Study Administration

Both studies relate to the Highway 7 corridor and have numerous common elements in terms of data requirements and policy implications. Therefore it is considered appropriate to treat the individual studies as components of one overall policy review, subject to a single proposal call. Having one consultant undertake both studies will provide a number of benefits. It will simplify study administration and the selected consultant will have a broader understanding of the issues affecting Highway 7. Therefore, it is expected that some economies will be achieved through the use of one consultant. It is expected that it will take from 8 to 10 months to complete the study, from the time of retention of the consultant.

Money had been reserved in the 2001 Capital Budget to undertake the study. Together, the component studies have been allocated an upset limit of \$350,000.00

#### Concurrent Studies – The Region of York

The Region of York is embarking on an Individual Environmental Assessment for a Highway 7 Corridor Transitway. The Region has issued a request for expressions of interest. The study will address needs and justification and provide terms of reference for the full environmental assessment and a staging plan. This format is consistent with the approach taken by the Region in the Yonge Street Transitway Study. Regional Staff have advised that the study may commence as early as June of this year. Given the timing of these studies, it will be useful if the Vaughan and Region of York processes proceed concurrently, as the provision of transit and the appropriate distribution of land uses and densities are mutually supportive.

#### Conclusion

Staff are of the opinion that it is appropriate to initiate the subject studies at this time. Therefore, it is recommended that the attached terms of reference be approved for the purposes of initiating the consultant selection process. Upon completion, a further report will be prepared with a recommendation on a preferred consultant. Should Council concur with this approach, then the recommendation set out in the “Recommendation” section of this report should be adopted.

#### Attachments

1. Study Area - Highway 7 Land Use Futures Study
2. Study Area - Jane Street-Highway 7 Employment Area Redevelopment Study
3. Draft Terms of Reference

Respectfully submitted,

MICHAEL DeANGELIS  
Commissioner of Planning & Urban Design

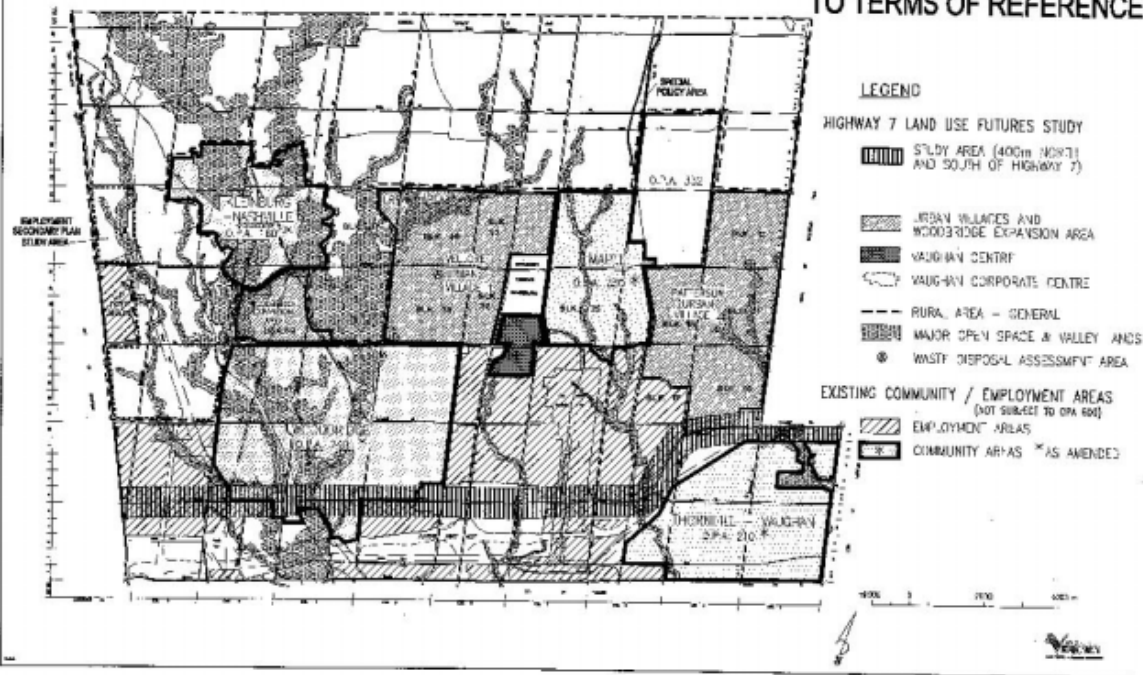
FRANK MIELE  
Commissioner of Development Services

Report Prepared by: Roy McQuillin, Senior Planner, Special Studies, ext. 8211  
Wayne McEachern, Manager, Growth Management & Special Studies, ext. 8026

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**FIGURE 1  
TO TERMS OF REFERENCE**



**LEGEND**

**HIGHWAY 7 LAND USE FUTURES STUDY**

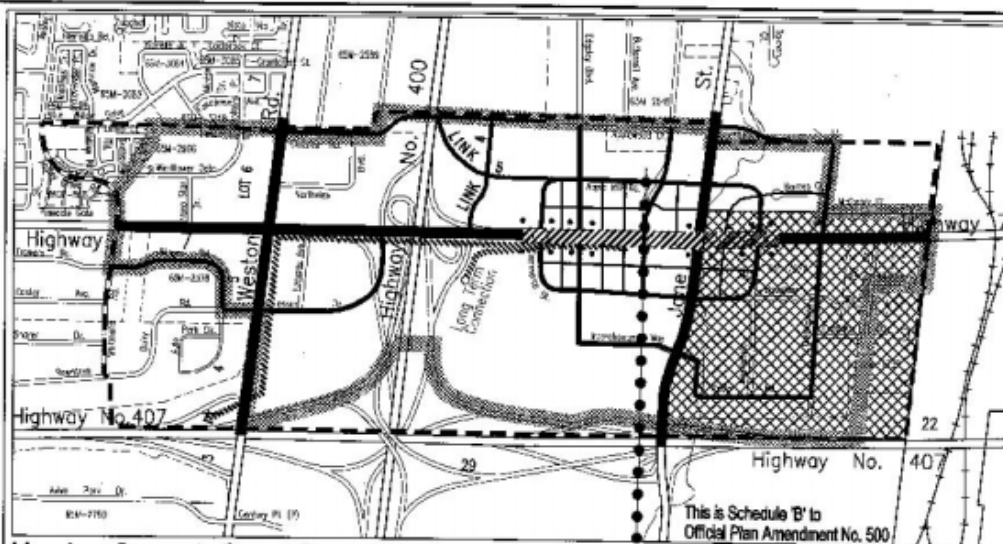
STUDY AREA (400th HIGHWAY 7) AND SOUTH OF HIGHWAY 7)

- URBAN VILLAGES AND WOODBRIDGE EXPANSION AREA
- VAUGHAN CENTRE
- VAUGHAN CORPORATE CENTRE
- RURAL AREA - GENERAL
- MAJOR OPEN SPACE & VALLEY AREAS
- WASTE DISPOSAL ASSESSMENT AREA

**EXISTING COMMUNITY / EMPLOYMENT AREAS**

- EMPLOYMENT AREAS (NOT SUBJECT TO OPA 60)
- COMMUNITY AREAS AS AMENDED

ATTACHMENT '1' FIGURE 1	PL. #	LOCATION:
	REPORT #	01/04/11
CITY OF VAUGHAN PLANNING DEPARTMENT		NOT TO SCALE



**Vaughan Corporate Centre Secondary Plan  
Amendment No. 500**

- Highway 7 / 'Avenue 7'
- Arterial Road
- Collector Road
- Traffic Control / Design Feature
- Local Road
- 23m Public Transit Right of Way
- Inter-Regional Transitway (Potential)
- Gateway Sites
- Vaughan Corporate Centre Secondary Plan Area Boundary

**Figure 2 To  
Terms of Reference**

- Jane Street - Highway 7  
Employment Area  
Redevelopment Study



ATTACHMENT '2'  
FIGURE 2  
CITY OF VAUGHAN PLANNING DEPARTMENT

FILE #	LOCATION:
REPORT #	DATE: APRIL 11, 2001
	NOT TO SCALE

**ATTACHMENT NO. 3**  
**TERMS OF REFERENCE**

**THE REGIONAL ROAD 7 (HIGHWAY 7) POLICY REVIEW**

**CITY OF VAUGHAN**

**FILE: 15.87**

Purpose

The Regional Road 7 (Highway 7) Policy Review is composed of two linked studies, which together, will address the future of the Highway 7 Corridor in the City of Vaughan. The component studies are to be conducted simultaneously and are entitled:

**THE HIGHWAY 7 LAND USE FUTURES STUDY (15.87.1)**

and

**THE JANE STREET - HIGHWAY 7 EMPLOYMENT AREA REDEVELOPMENT STUDY  
(15.87.2)**

Each component will form a separate section in a final study document.

The Study Area

The Highway 7 Land Use Futures Study (See Figure 1 Attached)

The lands subject to this component study encompass the length of the Highway 7 corridor in the City of Vaughan extending from the City of Brampton in the west to the Town of Richmond Hill in the east. Generally, the study area shall extend approximately 400 metres north and south of Highway 7. From a land use perspective, the lands subject to the “Corporate Centre Node” designation in the Vaughan Corporate Centre Secondary Plan (OPA No. 500) shall be exempt, except as provided for herein.

The Jane Street – Highway 7 Employment Area Redevelopment Study (See Figure 2 Attached)

The lands subject to this component study extend from the north side of Highway 7 on the north to Highway No. 407 on the south and from Jane Street on the west to the CN Rail Yard on the east.

Overview

Historically, Provincial Highway No. 7 was the most important east-west artery serving the south part of York Region. With the opening of Highway No. 407, Highway No. 7 was transferred from the jurisdiction of the Province of Ontario to the Regional Municipality of York. As a multi-lane controlled access toll road, Highway No. 407 is designed to serve high speed, inter-municipal traffic. Highway 7 (as named by the Region of York) now provides more local service, functioning as a multi-purpose arterial road, which is of great importance, to the City’s business community.

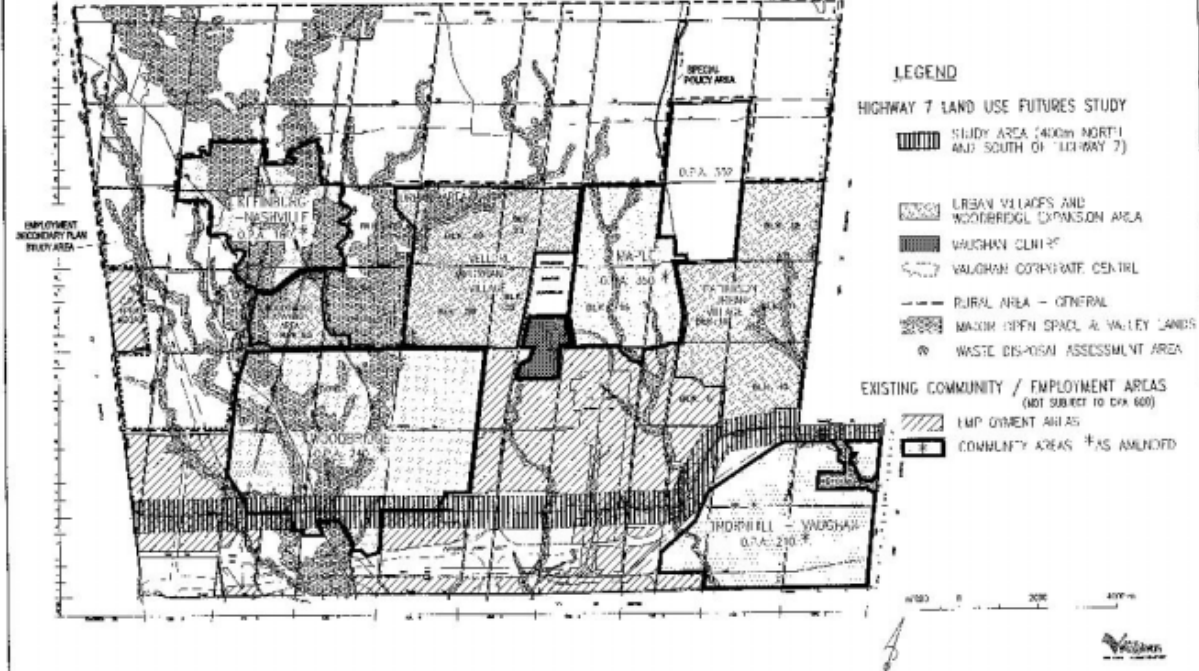
Within Vaughan, it serves as a common thread linking major land use elements such as the Woodbridge and Thornhill communities, the main employment areas and the Vaughan Corporate Centre (OPA No. 500), which is planned to be the City's downtown. It also provides important connections to the neighbouring municipalities of Brampton, Richmond Hill and Markham. Highway 7 has also evolved into an important public transit route, supporting a highly successful service, which links Brampton with the TTC's Finch Subway Station. Opportunities to further upgrade public transit in this corridor are now being reviewed. The Region of York is in the process of initiating an Individual Environmental Assessment for a Highway 7 Corridor Transitway and the recently approved OPA No. No. 529 identifies a right of way for a higher order transit extension, which will link the Corporate Centre with the Spadina Subway.

Highway 7 has been and continues to be in transition from a Provincial Highway, which formerly served a primarily rural landscape, to an arterial road in a fully urbanized area. A drive along the length of Highway 7 reveals a variety of land uses supported by a number of different road typologies. The land uses vary in type, age, character of design and stability. Depending on the area, the road could be fully urbanized or feature a rural cross-section. In addition, the land uses are subject to a number of different policy documents which, while appropriate to the individual elements they regulate, do not bring a comprehensive vision to Highway 7, in terms of land use, urban design and the broader role that Highway 7 might play in the future of the City of Vaughan.

One area of particular interest is located along the south side of Highway 7, between Jane Street and the CN Rail Yards. This area represents the City's first generation of employment lands, having been developed in the 1950's and 1960's. The area remains viable for most of the existing uses, but generally, it is not up to contemporary standards with respect to built form and urban design. These lands are part of the Vaughan Corporate Centre Secondary Plan (OPA No. 500). OPA No. 500 grants a wider range of opportunities to these lands in terms of permitted uses with the prescription for more intense, aesthetically pleasing development. With the introduction of improved transit services, there will be pressure for redevelopment as property values rise. As this is consistent with the current policy regime, it is important that any impediments to the evolution of this area be identified and addressed. As such, this area warrants a more intensive examination of its redevelopment opportunities.






Highway 7 is the "main street" in the south part of the City of Vaughan and it is in transition. There is the need to develop a vision, and supportive policy, which will allow Highway 7 and its disparate land use elements to evolve into a multi-functional "signature" corridor, which identifies and promotes the City of Vaughan, while providing for the road and transit needs of the residential and employment communities it serves. It is the intent that the study required by these terms of reference provide the means of ensuring that the land use policies are co-ordinated and mutually supportive of emerging transportation initiatives and that the design character of the corridor is commensurate with its importance to both the City of Vaughan and the Region of York.

**FIGURE 1  
TO TERMS OF REFERENCE**





**LEGEND**

**HIGHWAY 7 LAND USE FUTURES STUDY**

-  STUDY AREA (400m NORTH AND SOUTH OF HIGHWAY 7)
-  URBAN VILLAGES AND WOODBROOK EXPANSION AREA
-  VAUGHAN CLUSTER
-  VAUGHAN CORPORATE CENTRAL
-  RURAL AREA - GENERAL
-  MAJOR OPEN SPACE & VALLEY LANDS
-  WASTE DISPOSAL ASSESSMENT AREA

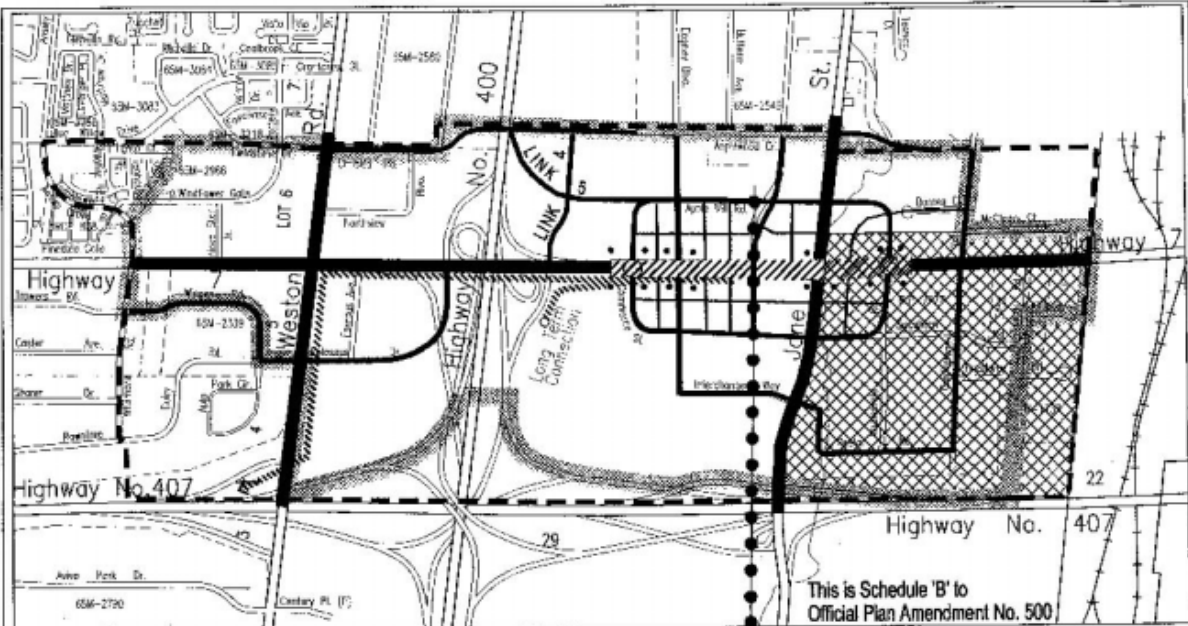
**EXISTING COMMUNITY / EMPLOYMENT AREAS  
(NOT SUBJECT TO OPA 600)**

-  EMPLOYMENT AREAS
-  COMMUNITY AREAS † AS AMENDED










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**Vaughan Corporate Centre Secondary Plan  
Amendment No. 500**

-  Highway 7 / Avenue 7'
-  Arterial Road
-  Collector Road
-  Traffic Control / Design Feature
-  Local Road
-  23m Public Transit Right of Way
-  Inter-Regional Transitway (Potential)
-  Gateway Sites
-  Vaughan Corporate Centre Secondary Plan Area Boundary

**Figure 2 To  
Terms of Reference**

-  Jane Street - Highway 7  
Employment Area  
Redevelopment Study

## PART 1

### THE HIGHWAY 7 LAND USE FUTURES STUDY

#### 1.0 Context

Highway 7 is a heavily travelled arterial road, which is of critical importance to both the business and residential communities of the City of Vaughan. Given its history, it became and continues to evolve as a main axis for the City's residential and employment communities. Its treatment over the years has been influenced by a number of factors. Until recently, the design of the highway was affected by the needs of the Provincial highway system. This had a limiting effect on urban design opportunities, resulting from the Ministry of Transportation's design criteria.

From a land use planning perspective, a number of documents now regulate development in this corridor. As Vaughan grew, areas along Highway 7 urbanized at different times and with different uses. From east to west, Highway 7 abuts or traverses residential and employment lands subject to: OPA No. 210 (Thornhill-Vaughan Community Plan); OPA No. 600 (Urban Village No. 2 – Patterson Community); OPA No. 450 (Employment Area Growth and Management Plan – Langstaff Business Park and Keele Industrial Area); OPA No. 500 (Vaughan Corporate Centre Secondary Plan); OPA No. 240 (Woodbridge Community Plan); and OPA No. 450 (Employment Area Growth and Management Plan – West Vaughan Enterprise Zone).

It is now considered appropriate for the City of Vaughan to initiate a review of the Highway 7 corridor. The assumption of Highway 7 by the Region of York provides greater flexibility in the design of the roadway. In addition, the Region's concurrent review of opportunities for a transitway system in the Highway 7 corridor will require an assessment of the opportunities to provide more transit supportive land uses.

A review of land use planning opportunities in the corridor will allow for an examination of existing policies, from the perspective of Highway 7, focussing on the opportunities it provides in respect of land use and urban design. Any recommended changes could then be incorporated into the affected planning documents in a comprehensive manner, thereby implementing an overall vision for Highway 7, which would be reflected in consistent urban design treatments.

#### 1.1 Goals and Objectives

1. To obtain a detailed understanding of the current character and function of Highway 7, including its constraints and opportunities;
2. To develop a vision for Highway 7 which will foster its transition from a Provincial Highway to an urban main street;
3. To take into account the need to serve a variety of land uses, communities and functions, including its broader role in the road and transit networks;
4. To examine land use potential along Highway 7, in the context of an evolving main street;
5. To ensure that land use and urban design policy and emerging transit and transportation plans, at all levels, are compatible and mutually supportive;

6. To identify urban design measures, in the public and private realm, which will assist in the evolution of a comprehensive and co-ordinated treatment of Highway 7 through the City of Vaughan;
7. To identify the appropriate means of implementing the vision through such measures as official plan policies, amendments to the zoning by-law, urban design guidelines or such measures as may be identified in the study;
8. To recommend detailed policies for incorporation in the affected planning documents and to provide urban design guidelines which will serve to implement such policies.

## 1.2 The Study Process

### a) Phase 1 – Inventory and Assessment of Current Situation along Highway 7

The consultant shall undertake an inventory and assessment of the Highway 7 Corridor, taking into account the following:

- i) Existing Land Uses;
- ii) Current Road Typologies;
- iii) Architecture and Urban Design;
- iv) Policy Structure - Official Plan, Zoning By-law and Urban Design Guidelines;
- v) Constraint Areas:
  - Environmental;
  - Traffic, including road width, volume and intersection capacity;
  - Sensitive Land Uses (e.g. residential)
- vi) Level of Investment and Stability of Existing Uses;
- vii) Economic Opportunities
- viii) The evolving role of Public Transit;
- ix) Emerging Constraints;
- x) Areas Subject to Development Pressure;
- xi) Areas of Opportunity.

Deliverable: Phase 1 report identifying the character of Highway 7 in accordance with the above cited criteria.

### b) Phase 2 – Creating the Vision for Highway 7

Employing the comprehensive understanding of the Highway 7 Corridor, resulting from the completion of Phase 1, the consultant will develop an overall vision for Highway 7 building on the “main street” theme, which recognizes the need to accommodate a diversity of land uses and situations. The vision will be expressed through the determination of the following factors including, but not limited to:

- i) Appropriate land uses adjacent to Highway 7;
- ii) The road network and the roll of public transit;
- ii) Areas of special or priority treatment;
- iii) Urban Design Standards.

In developing the vision, the consultant will be responsible for undertaking a public participation process focused on affected stakeholders. The public participation program will be detailed in the work program. In general, it is expected that the public participation program will involve meetings/open houses in affected areas including: Woodbridge; Thornhill/Urban Village 2; Employment/Corporate Centre Areas.

Deliverable: Phase 2 report which describes the recommended vision and the public process followed in its preparation.

c) Phase 3 – Detailed Expression of the Vision

In this phase, the overall vision for Highway 7 will be fully described. This will include recommendations for actions necessary to implement the vision. Such recommended actions may include, but not be limited to, policy changes which would form the basis for amendments to the official plan and zoning by-law, the nature of public infrastructure required to fulfill the vision, the timing of the implementation of the elements of the vision and other necessary actions. This phase will also include the preparation of urban design guidelines, which will illustrate how the design vision can be implemented throughout the length of the Highway 7.

Deliverable: Phase 3 (Final) report, which recommends actions necessary to implement the Highway 7 vision. The report shall explain the rationale for the recommendations. It will also contain the urban design guidelines, which illustrate how the vision can be implemented.

d) Phase 4 – Implementation

Unless provided for specifically in the final report, implementation of its recommendations shall be the responsibility of the City of Vaughan and its Staff. Implementing actions may include: Amendments to the Official Plan or Zoning By-law or changes to other City Standards or by-laws.

e) Participation in Region of York Study

Common to all phases of the study process will be the need for City Staff and the Consultant to monitor and where necessary, participate in the Region of York's study entitled "Individual Environmental Assessment of the Highway 7 Corridor Transitway". This study will form the basis for the Region to proceed with a full environmental assessment under the Environmental Assessment Act. The Region's study will provide, among other things, the following:

- Terms of Reference and a preliminary work plan for an Individual Environmental Assessment;
- The Needs and Justification portion of the Individual Environmental Assessment, including:
  - A description of the Transitway concept;
  - Ridership forecasts
  - Alternatives assessment and selection of the preferred alternative;
  - A staging plan, with emphasis on the transitway elements required during the next twenty years.

The consultant's participation, on behalf of the City, will involve the exchange of data with Regional authorities, provision of a peer review function for the City in respect of the work of the Region's Consultant and attendance at meetings with the Region and its consultants.

### 1.3 Meetings

It is expected that the consultant or consulting team will meet at regular intervals for the purposes of assembling data and reviewing the status of work.

Required meetings may be budgeted on the following basis:

- Presentation to Committee of the Whole Working Session at the end of Phase 1;
- Four Public Meetings to solicit comment during Phase 2;
- Presentation of Results of Phase 2 at Committee of Whole;
- Presentation of Final Recommendations and Urban Design Guidelines at Committee of the Whole.

### 1.4 The Role of the Consultant

The completion of Phases 1, 2 and 3 of the study will be the responsibility of the Consultant. Phase 4 will be conducted by City Staff, based on the approved recommendations of the consultant. Therefore, all proposals shall deal with the first three phases of the review. As input from the consultant may be required during Phase 4, the consultant must be available for discussion with City Staff at its hourly rates.

### 1.5 Timing

It is expected that, once retained, it will take approximately eight months to complete the study to the end of Phase 3. Prior to commencing work on the project, the consultant will present a finalized work program for the approval of the City assigning dates for the completion of the various milestone tasks on the time line. No work shall commence prior to the establishment of a mutually acceptable work program.

## PART 2

### THE JANE STREET - HIGHWAY 7 EMPLOYMENT AREA REDEVELOPMENT STUDY

#### 2.0 Context

The lands subject to the Jane Street – Highway 7 Employment Area Redevelopment Study are located within the OPA No. 500 (Vaughan Corporate Centre Secondary Plan) amendment area. The Corporate Centre is planned as the City’s downtown. From a land use perspective, the Corporate Centre is divided into the “Corporate Centre Node” and the “Corporate Centre District”. The Node straddles Highway 7, from just west of Creditstone Road to Highway No. 400. It is intended to be an urban focus, featuring the most intensive land uses in the City, incorporating a tight road grid based on 100m x 100m blocks. The northwest corner of the study area is subject to this designation. Surrounding the Node is the Corporate Centre District. It also provides for more intensive development, but it permits a more suburban development form. The majority of the study area is subject to this designation.

This area represents the first generation of employment lands in Vaughan, dating back to the early 1960’s. While it remains viable for most of the existing uses, the area does not represent the ultimate development form envisioned by OPA No. 500. Generally, lot sizes are small and the area is not up to contemporary standards for built form or urban design. The area will, over time, face pressure for redevelopment as property values increase. The introduction of improved transit service will be an integral part of this process of change. Therefore, it is important that any impediments to the evolution of the area, in conformity with OPA No. 500, be identified and addressed.

#### 2.1 Goals and Objectives

1. To obtain a detailed understanding the current character and function of the study area including constraints and opportunities;
2. To identify the nature of any obstacles to redevelopment;
3. To identify the means of overcoming such obstacles;
4. To provide recommendations, in the form of an Action Plan, which can provide the basis for further initiatives by the City of Vaughan, including amendments to current planning documents, or by other means available to a municipal council;
5. To support the concept of redevelopment through the preparation of a demonstration plan(s), which will serve to illustrate the intent of OPA No. 500 as well any recommendations emerging from the study; and
6. To identify through the study process any additional opportunities that may also be available in the remainder of the Vaughan Corporate Centre Node.

## 2.2 The Study Process

### a) Phase 1 - Review of the Current Situation

- i) The Characteristics of Existing Land Uses, their Context and the needs of Existing Users;
- ii) Availability of Services:
  - Municipal;
  - Utility;
  - Transportation;
- iii) Policy Structure (City of Vaughan and Region of York) - Official Plan, Zoning By-law and Urban Design Guidelines;
- iv) Public and Institutional Awareness;
- v) Stormwater management;
- vi) Environmental Constraints, including a Review of key Federal, Provincial and Private data bases to assist in the identification of potential property-related environmental issues;
- vii) Assessment of Market Conditions and Economic Potential;
- viii) Identification of other factors which may discourage redevelopment.

Deliverable: Phase I Report identifying the obstacles to redevelopment and the areas of opportunity.

### b) Phase 2 - Removing the Roadblocks to Redevelopment

- i) Recommendations for Responding to the obstacles to Redevelopment
- ii) Taking Advantage of the Areas of Opportunity

Deliverable: Phase 2 Report which recommends to the City of Vaughan an action plan containing policy initiatives which will facilitate redevelopment.

### c) Phase 3 - Preparation of a Demonstration Plan

Based on the work done in Phases 1 and 2, the consultant will identify a number of areas that have the potential to be redeveloped in the short term. The City will then approach the landowner(s) within these areas and determine if there is interest in pursuing the preparation of a demonstration plan for a specific site or sites. The demonstration plan will be based on:

- i) The recommendations prepared by the consultant in Phase 2;
- ii) The policies and guidelines of OPA No. 500 not affected by the Phase 2 recommendations;
- iii) The understanding that the plan is for demonstration purposes only and does not represent a commitment by Vaughan Council to the development of any site, nor does it represent a commitment by the landowner;
- iv) The understanding that the plan may be used to illustrate the effect of the Phase 2 recommendations and may ultimately be used as the basis for site specific or broader amendments;
- v) The landowners consent to participation and input into the preparation of the plan;
- vi) The demonstration plan representing the long term use of the land, although phasing will be considered.

- vii) The understanding that the City of Vaughan may use the demonstration plan in promotional material

Deliverable: A demonstration plan illustrating the potential redevelopment of a selected site(s). The plan shall be composed of the following:

1. A “before” representation of the site, and its context, in plan with illustrative photographs as necessary;
2. An “after” representation of the site, and its context, in plan showing buildings and their relationship to the street, dimensions and conceptual landscaping
3. Site statistics including such descriptors as types and area of uses, Floor Space Index, Lot Coverage and Building Height;
4. Axonometric illustrations and/or perspectives and/or CAD generated images showing height, massing, relationship to the street, landscaping features and potential architectural treatment in an interactive digital format compatible with City of Vaughan systems.
5. A draft amendment to By-law 1-88, which could serve to implement the development contemplated by the demonstration plan (prepared by City Staff in consultation with the Consultant);
6. Supporting text setting out how the demonstration plan overcomes the obstacles to redevelopment and takes advantage of the opportunities identified in Phase 2;

d) Phase 4 - Implementation of Action Plan

Implementation of the Action Plan shall take place concurrently with the preparation of the Demonstration Plan. Unless provided for specifically in the Action Plan, its implementation shall be the responsibility of the City of Vaughan and its Staff. Such actions may include: Amendments to the Official Plan or Zoning By-law, changes to other City standards or by-laws.

2.3 Meetings

It is expected that the consultant or consulting team will meet at regular intervals for the purposes of assembling data and reviewing the status of work.

Required meetings may be budgeted on the following basis:

- Presentation to Committee of the Whole Working Session at the end of Phase 1;
- Public Meeting to solicit comment during Phase 2;
- Presentation of Action Plan to Committee of the Whole at the end of Phase 2;
- Six Meetings with Demonstration Plan Advisory Committee (or public);
- Presentation to Council of Demonstration Plan at the end of Phase 3;
- Appearance at Committee of Council at the time of implementation of Action Plan. (e.g. Public Hearing)

2.4 The Role of the Consultant



The completion of Phases 1 and 2 of the review will be the responsibility of the consultant or the consulting team. While Phase 3 will be administered by City Staff, the consultant will be required to be actively involved in all aspects of the preparation of the demonstration plan, including consultation with property owners. Phase 4 will be conducted by City Staff, based on the approved recommendations of the consultant. Therefore, all proposals shall deal with the first three phases of the review. As input from the consultant may be required during Phase 4, the consultant must be available for discussion with City Staff at its hourly rates.

## 2.5 Timing

It is expected that, once retained, will take from four to six months to complete the review to the end of Phase 2. Prior to commencing work on the project, the consultant will present a finalized work program for the approval of the City assigning dates for the completion of the various milestone tasks on the time line. Phase 3 (Demonstration Plan) will commence at or near the end of Phase 2 and is expected to take three to four months to complete. Implementing the various aspects of the Phase 2 Action Plan may commence at any time after the end of Phase 2, depending on the nature of the recommended action. No work shall commence prior to the establishment of a mutually acceptable work program.

## PART 3

### ADMINISTRATION

#### 3.0 Project Management

##### 3.1 City of Vaughan

The project will be carried out under the supervision of a Project Manager reporting to the Manager of Growth Management & Special Studies. The Project Manager will be responsible for:

- The day to day administration of the study;
- The co-ordination of a Technical Advisory Committee made up of City Staff and external agencies, as required, created to support to the study;
- The reporting relationship to Council and Committees of Council;
- Obtaining approvals for the time, location, format and date of any public presentations related to the study, in consultation with the Consultant;
- The provision of City owned data, necessary to the conduct of the studies;
- Monitoring the Consultant's work for conformity with the Terms of Reference;
- Receipt and processing of Invoices.

##### 3.2 Consulting Resources

###### 3.2.1 Qualifications

Given the range of issues associated with the subject studies, the consultant will need to demonstrate expertise and experience in the following areas:

- Land use planning;
- Land economics and the economics of redevelopment;
- Environmental issues associated with "brownfield" situations
- The needs of business and industrial users;
- Land use law and regulation;
- Urban design and architecture;
- Transportation planning;
- Public consultation;
- The ability to prepare high quality graphics and illustrations.

As a number of disciplines will be required it is expected that some proposals may involve multi-disciplinary consulting teams. Therefore, the term "Consultant" in this terms of reference also means "Consulting Team".

The Consultant will appoint a senior professional in the firm as project manager, who will be the City's main contact and who will be responsible for the co-ordination of all the consulting resources retained under the accepted proposal.

### 3.3 Approvals

In the event of appeals against any planning documents (e.g. official plan or zoning by-law amendments) resulting from this review, it will be the responsibility of the Consultant (and any team members) to attend at the Ontario Municipal Board to give evidence in support of its recommendations. The consultant's rates for attendance at the Ontario Municipal Board will be set out in its proposal.

### 3.4 Request for Proposals

The consultant will be retained on the basis of a written proposal and an interview(s) held by City Staff and the Advisory Committee. The consultant selected by Staff will be subject to ratification by Vaughan Council.

The written proposal shall contain the following information:

- Members of the study team including their qualifications;
- Examples of similar projects undertaken by the study team;
- A comprehensive work plan, including time lines, which fulfills the requirements of the terms of reference;
- An upset cost estimate for the completion of the project, which includes a breakdown of the hourly rates of the participants; and their anticipated hourly commitment;
- Allocation of working time and resources to each phase of the review based on the draft work plan
- Letters of reference from clients in respect of similar projects.

For the purposes of this assignment, separate proposals will be required for each of the component parts of the study. They shall be submitted in a single document, which shall summarize in one page the following:

- the cost of each component study;
- projected timing of completion of each of the studies.

Ten bound copies of the proposal, in an 8 1/2" X 11" format, shall be submitted, together with one unbound print-ready copy and one electronic copy in a Windows compatible format. The maximum length of the proposal will be 10 pages, exclusive of resumes, references and documentation relating to experience.

The consultants will be evaluated on the basis of the above noted criteria as set out in the written proposals. A demonstrated understanding of the nature of the project and the value for expenditure will be given high weighting in the decision making process. The Consultant is encouraged to identify other issues in the proposal it believes to be worthy of examination, based on its past experience.

The City reserves the right to conduct interviews prior to making a final recommendation to Council on the successful candidate. The Consultant's retainer will not be final until ratified by Vaughan Council.

### 3.5 Disbursement of Fees

The successful consultant will be required to submit for the approval of the Commissioner of Planning and Urban Design, a payment schedule prior to commencing the project. There will be a 25% holdback on the disbursement of fees. At the successful completion of each phase, the holdback for that phase will be remitted to the consultant. Invoices are to be accompanied by a description and explanation of the work undertaken during each billing period.

All proposals shall include GST in the calculation of the upset cost and shall also include a 3% contract administration fee.

### 3.6 Deliverables

Reports required at the end of each phase of the study shall be provided on the following basis:

- 25 stapled or bound copies;
- 1 print ready copy;
- 1 electronic version in a Windows compatible format;
- (Where coloured illustrations are used, electronic versions shall be provided in a format useable by the City, such as Autocad or Powerpoint.

The final reports shall be composed of all the reports from all earlier phases of the studies, including a Table of Contents and an Executive Summary. The final reports shall be provided on the following basis:

- 10 bound copies
- 1 print ready copy
- 1 electronic version in a Windows compatible format;
- (Where coloured illustrations are used, electronic versions shall be provided in a format useable by the City, such as Autocad or Powerpoint.

Notwithstanding the above, the demonstration plan for the Jane Street – Highway 7 Employment Area Redevelopment Study shall be submitted under separate cover on the same basis as the reports on the phases of the study.

### 3.7 Conflicts

In the proposal the consultant shall indicate the number and type of projects it is currently undertaking which may conflict with the conduct of this study. If City Staff are of the opinion that a conflict exists, then the consultant will be disqualified from the competition. This matter may be discussed with Staff prior to the submission of the proposal.

### 3.8 Supporting Information

A package of background information will be made available at the Community Planning Department for review. It is recommended that these documents be reviewed prior to the preparation of the proposal. Such documents include:

- Region of York Official Plan

- OPA No. 600
- OPA No. 500 (Vaughan Corporate Centre Secondary Plan)
- OPA No. 528 (Corporate Centre Node Transportation/Transit Planning and Functional Design Study)
- OPA No. 529 (Higher Order Transit Corridor Protection Study – York University to the Vaughan Corporate Centre)
- OPA No. 450 (Employment Area Growth and Management Plan)
- OPA No. 210 (Thornhill-Vaughan Community Plan)
- OPA No. 240 (Woodbridge Community Plan)
- "Highway 7 Corridor, Land Use and Transit Strategy", Office for the Greater Toronto Area, June 1995.