

COMMITTEE OF THE WHOLE NOVEMBER 19, 2001

KLEINBURG-NASHVILLE HERITAGE CONSERVATION DISTRICT STUDY

Recommendation

The Commissioner of Planning and Commissioner of Community Services, in consultation with the Director of Recreation & Culture and Director of Urban Design, recommend:

1. THAT a by-law be enacted to define an area to be examined for future designation of the whole or any part of such area, as a Heritage Conservation District study under Section 40 (1) of the *Ontario Heritage Act*.
2. THAT Staff be directed to initiate the consultant retention process for:
 - the Kleinburg-Nashville Heritage District Study and Plan, as approved in the 2001 capital budget, to an upset of \$100,000; and,
 - a concurrent Parking Study, in accordance with the Kleinburg Core Area policies of OPA 601, at an upset limit of \$20,000 from the operating budget.
3. THAT both studies proceed on the basis of the draft terms of reference attached hereto, subject to finalization by Staff.

Purpose

To define a Study Area which will be considered for designation as a Heritage Conservation District and to outline the objectives of the Study process. Council is required to enact an "intent to study" by-law under Part V of the *Ontario Heritage Act*, prior to initiating a heritage conservation district study.

Also, to approve Terms of Reference for the Kleinburg-Nashville Heritage Conservation District Study and initiate the consultant retention process.

Background - Analysis and Options

The Kleinburg-Nashville Community Plan (OPA 601)

The Kleinburg-Nashville Community Plan was adopted by Council on September 25, 2000 and received final approval from Region of York on March 8, 2001, with a subsequent modification to Section 4.4.2.3.2) regarding "Converted or Group Dwellings" on October 4, 2001.

a) Kleinburg Core Area Policies

Section 4.4.2 of OPA 601 provides direction for development in the Kleinburg Core Area, including the objectives to be achieved, the permitted uses, and the specific standards to be applied to development applications. While the policies for the Core Area permit additional development, they are relatively specific and detailed, especially regarding development standards.

Section 4.4.2. also includes a policy to conduct a "Parking study with a view to potentially establishing a municipal parking lot." A key issue in the core area is meeting the parking demand needed to serve the Heritage District while maintaining its aesthetic and historical character. The last parking study conducted in the Kleinburg core area in 1995 also recommended that a thorough long-term parking strategy be prepared as part of a Heritage District Plan.

b) Urban Design Policies

Section 4.7 of OPA 601 includes a comprehensive set of urban design policies that are to be applied to the development of both public and private lands within the community plan area. Some of the policies are specifically directed at the proposed Heritage District study area. As a result of the study and the guidelines, there may be a need to amend or update the urban design policies in the Community Plan.

c) Heritage District Policies

“Heritage Conservation” policies are in Section 4.9 of OPA 601, including the following:

“the City intends to undertake a study to determine the opportunities to designate areas within the Community Plan Area as a Heritage Conservation District under part V of the Ontario Heritage Act.”

Based on this policy, on July 10, 2000, Council resolved:

“That the Cultural Services Division undertake the necessary steps to commence a Heritage Conservation District Study and that this initiative be considered in the 2001 budget.”

Council approved Capital funds to hire a consultant to conduct the subject Study and to create a District Plan (Capital Project 10-0-01) on May 14, 2001.

The Ontario Heritage Act

The Ontario Heritage Act enables municipal councils to protect buildings and areas of architectural and historical value found in its community. Part V of the Act, entitled “Heritage Conservation Districts”, allows Council to designate the whole or any part of the municipality as a heritage conservation district. Part V is concerned with the protection and enhancement of groups of properties that collectively give an area a heritage character. This character can be derived not only from individual properties which may be of architectural or historical interest, but also from the overall historic and aesthetic values of buildings, streets, and open spaces, as seen and experienced as a whole.

District designation under Part V of the Act provides a tool for protecting and enhancing the character of a District in the course of its evolution. A Heritage Conservation District is created through Council’s enactment of a designating by-law. Upon approval by the Ontario Municipal Board, no person in the District shall erect, demolish or remove any building or structure, or do external alterations, without Council having issued a permit for such work. It is noted that denial of a permit can only prevent a demolition for 180 days. However, this period offers the municipality the opportunity to investigate ways to preserve the structure with the owner.

Designation also introduces the opportunity for architectural control, through the permit process, when development, redevelopment or alteration to existing structures is proposed. It is practice that architectural and urban design guidelines be prepared to assist landowners in preparing their plans. The Guidelines, along with an inventory of the proposed districts physical and heritage attributes, would be part of the study. The site plan provisions of the Planning Act, combined with the architectural regulation available through the Heritage Act, provide the means of securing the character of the district into the future.

Heritage Vaughan, at its May 16, 2001 meeting, reviewed possible boundary options for the proposed Heritage District Study Area (as determined during the Official Plan Review process), as well as draft goals and objectives for a study. The Committee concluded that the study area should include the Kleinburg village core; Islington Avenue north from Major Mackenzie; Nashville

Road west to Huntington Road; and the valley lands east and west of the village core (Attachment 1).

The rationale Heritage Vaughan used in including both Kleinburg and Nashville village cores and the surrounding valley lands, was that the valley lands which included the mill sites (Kline's Mill and Stegman's Mill) were part of the history and development of Kleinburg. Also, the Nashville village, which originally included the Kleinburg Railway Station, evolved with the expansion of Kleinburg. Lands included in the Study area, therefore, are linked to the historic development of the area.

An objective of the Study will be to review the proposed boundaries and determine the appropriateness and rationale for designating all or part of the Study Area as a Heritage Conservation District under Part V of the *Ontario Heritage Act*.

Heritage Vaughan also reviewed and supported the general goals and objectives of the Study on May 16, 2001.

Parking Study

A parking study also needs to be conducted at the same time as the Heritage Study to address the potential parking issues that may result from the a Heritage District designation. A study would recommend approaches to providing an appropriate amount and distribution of parking while maintaining the historic rural village character of the Kleinburg core area.

Proposed Steering Committee and Technical Advisory Committee

A steering committee is proposed to be established to provide input to the District Study process. The committee shall include, but not be limited to, Heritage Vaughan, KARA, the Kleinburg BIA, the McMichael Art Collection, Binder Twine, etc. The steering committee will be supported by City Staff. Detailed goals and objectives of the steering committee will be produced at a later date. A second committee, a Technical Advisory Committee composed of City Staff, will also be established to provide technical input and expertise to the consultant.

Conclusion

The enactment of the proposed By-law will initiate the Kleinburg–Nashville Heritage Conservation District Study and District Plan process. In accordance with the attached Terms of Reference, a consultant will be hired to conduct the Study and create a District Plan to support the passing of a designating by-law under Part V of the *Ontario Heritage Act*. A related project will be to retain a consultant to conduct a parking study. Any results from these two studies may also be incorporated into the Kleinburg-Nashville Community Plan by way of official plan amendments, at the determination of Council.

Attachments

1. Proposed Kleinburg-Nashville Heritage Conservation District Study Area
2. Terms of Reference for the Kleinburg-Nashville Heritage Study

Report prepared by:

Angela Palermo, Cultural Services Co-ordinator, ext. 3128
Rob Gibson, Policy Planner, ext. 8409
Roy McQuillin, Senior Planner, Special Studies, ext. 8211
Wayne McEachern, Manager of Policy & Special Studies, ext. 8026

Respectfully submitted,

MICHAEL DeANGELIS
Commissioner of Planning

DORIS HAAS
Commissioner of Community Services

DIANA BIRCHALL
Director of Urban Design

JOYCE EPSTEIN
Director of Recreation & Culture

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KLEINBURG - NASHVILLE

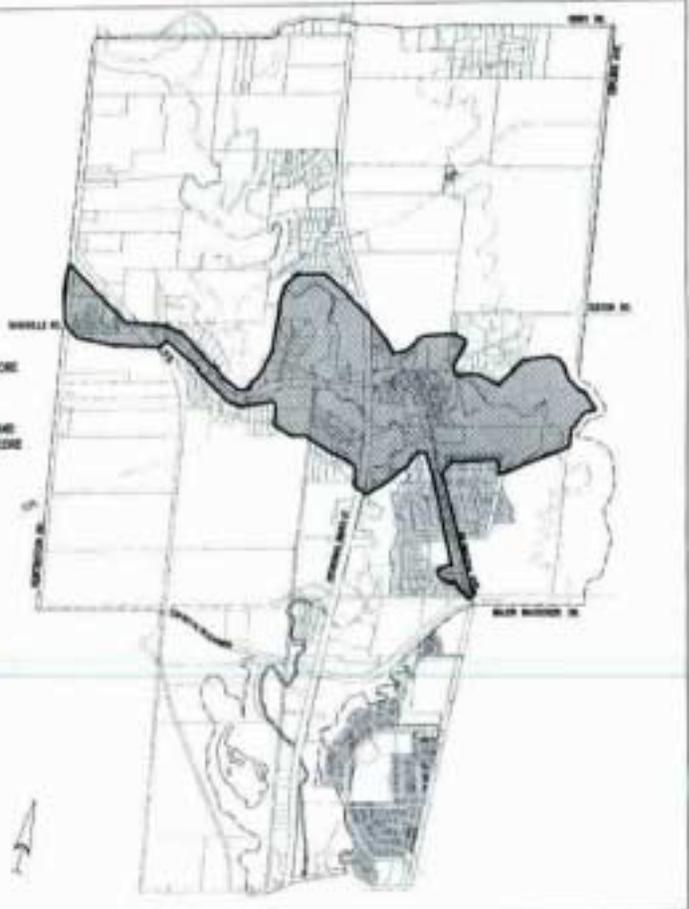
HERITAGE CONSERVATION DISTRICT STUDY AREA

**BOUNDARY OF
STUDY AREA**

- KLEINBURG-VILLAGE CORE
- + BUNNINGTON AVE.
- + HENNINGTON RD.
- + HENNINGTON CORE
- + VALLEY LANE EAST AND WEST OF BUNNINGTON CORE

CPA #1

SCALE



DRAFT TERMS OF REFERENCE

**KLEINBURG-NASHVILLE
HERITAGE CONSERVATION DISTRICT STUDY
AND PLAN**

1. INTRODUCTION

1.a. Historical Context

Kleinburg is geographically located in the northwest quadrant of the City of Vaughan, between two branches of the Humber River. Historically, the boundary of Kleinburg was located to the north and west by Highway 27, to the south by Major Mackenzie and to the east near Kipling Avenue. The rolling hills surrounding the community creates what many would describe as scenic in character.

Kleinburg, like many 19th century villages in Ontario, was centered around the milling industry which took advantage of the resources of the Humber River. John N. Kline (1848) established the first mill to the west of Islington Avenue, and a second mill was opened by George Stegman (1850) to the east of Islington Avenue. Land plans from 1848 show the area along Islington Avenue at Nashville Road subdivided into smaller lots, as the beginning of the community of Kleinburg.

By 1860-1870, Kleinburg was considered thriving village with a population of 350 people. The local business directory at the time included a chemist, cabinet maker, insurance agent, butcher, milliner, tanner, shoemaker and carriage maker, to name a few.

Today, Kleinburg is home to the Binder Twine Festival held in September and the McMichael Canadian Art Collection. Both are significant tourist attractions, bringing thousands of visitors to the area every year.

Just west of Kleinburg, along Nashville Road, lies the small village of Nashville, which arose with the establishment of the railway line in 1870. The station, which was called the Kleinburg station, helped the local businesses and mill owners to flourish in the area. by transporting goods to and from the villages and economically joining the two communities of Kleinburg and Nashville.

The historic community of Nashville extends a small distance along Nashville Road from the railway line to Huntington Road. By 1890, Nashville had a hotel, a post office and several buildings providing services to the community.

The Kleinburg Railway Station, which was located adjacent to the railway line on Nashville Road, was rebuilt in 1907. The station remained opened until 1964, at which time Canadian Pacific Railway no longer had significant use for the station. In 1976, local residents raised enough funds to relocate the station to its present day location adjacent to the Kleinburg Public School for preservation as a local landmark building.

1.b. Background

The Kleinburg-Nashville Community Plan (OPA 601)

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Kleinburg Core Area Policies:

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Urban Design Policies:

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Heritage District Policies:

"Heritage Conservation" policies are in Section 4.9 of OPA 601, including the following:

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District designation under Part V of the Act provides a tool for protecting and enhancing the character of a District in the course of its evolution. A Heritage Conservation District is created through Council's enactment of a designating by-law. Upon approval by the Ontario Municipal Board, no person in the District shall erect, demolish or remove any building or structure or do external alterations without Council having issued a permit for such work. It is noted that denial of a permit can only prevent a demolition for 180 days. However, this period offers the municipality the opportunity to investigate ways to preserve the structure with the owner.

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Heritage Vaughan, at its May 16, 2001 meeting, reviewed possible boundary options for the proposed Heritage District Study Area (as determined during the Official Plan Review process), as well as draft goals and objectives for a study. The Committee concluded that the study area should include the Kleinburg village core, Islington Avenue north from Major Mackenzie; Nashville Road west to Huntington Road; and the valley lands east and west of the village core (Attachment 1).

The rationale Heritage Vaughan used in including both Kleinburg and Nashville village cores and the surrounding valley lands, was that the valley lands which included the mill sites (Kline's Mill and Stegman's Mill) were part of the history and development of Kleinburg. Also, the Nashville village, which originally included the Kleinburg Railway Station, evolved with the expansion of Kleinburg. Lands included in the Study area, therefore, are linked to the historic development of the area.

An objective of the Study will be to review the proposed boundaries and determine the appropriateness and rationale for designating all or part of the Study Area as a Heritage Conservation District under Part V of the *Ontario Heritage Act*.

Heritage Vaughan also reviewed and supported the general goals and objectives of the Study on May 16, 2001.

2. GENERAL PROCEDURE FOR A HERITAGE CONSERVATION DISTRICT STUDY

Step 1 Policy Intent

- the preparation and adoption of a statement in the Official Plan relating generally to Heritage Conservation and the Ontario Heritage Act. (Completed with Official Plan 601)

Step 2 By-law of Intent

- the passing of a by-law of intent by Council to study a particular area or number of areas as potential Heritage Conservation Districts. (Completed in November 2001)

Step 3 Policy Implementation

- the preparation and adoption by Council of a Heritage Conservation District Plan outlining specific goals, policies and procedures for the District. This Plan consists of two parts: the area study, which is the basis for the plan, and the plan itself.

- a Heritage Conservation District Plan should include policies and procedures regarding the demolition of buildings, architectural design guidelines regarding additions/alterations to buildings or the design of new development/construction.

- the Heritage District Study/Plan is sent to the Ontario Municipal Board for review and approval.

Step 4 By-law Implementation

- approval by the Ontario Municipal Board

- the passing of a by-law designating the Heritage Conservation District.

3. GOALS & OBJECTIVES

Goals

The goals of the Kleinburg Heritage Conservation District Study are multiple in scope. Specific goals to be completed through the Study process are, to define the special character of the study area; to establish and justify specific boundaries for a heritage conservation district, and; to produce a District Plan that will provide guidelines for development, a streetscape master plan, parking requirements and enhance its special character.

Objectives

1. To complete an inventory and evaluation of streetscapes, buildings, landmarks and open spaces within the Study Area as input into evaluating the heritage character of the area.
2. To establish the heritage character of the Study Area, and consider the need, suitability and justification for designating the whole or part of the Study Area as a Heritage Conservation District and preparing the related District Plan policies.
3. To make appropriate recommendations related to the specific determinants and rationale for the proposed boundaries of the Heritage Conservation District. and the subsequent designation of the proposed Heritage Conservation District under Part V of the Ontario Heritage Act,
4. To prepare a Heritage Conservation District Plan that includes goals and objectives, policies, design concepts and design guidelines aimed at preserving and enhancing the defined character of the District and will provide the basis for considering future development proposals for any lands, buildings or structures within the District
5. To review the results of the Heritage District Study and identify the need to incorporate any related policies into Kleinburg-Nashville Community Plan by way an amendment to OPA 601.
6. To encourage and ensure the participation and input of local residents and local interest groups in all phases of the Heritage Conservation District Study and any appropriate District Plan preparation process.

4. THE STUDY PROCESS

Two consultants will be hired individually or as a team to prepare the Kleinburg-Nashville Heritage Conservation District Study and Plan. Part 1 is the Heritage Study and Plan and requires the completion of three components. Part 2 is the Parking Study and will be conducted in a manner that provides input to the production of the Heritage District Study and Plan.

PART 1 – HERITAGE DISTRICT STUDY AND PLAN

Table A schematically show the major milestones/estimated timelines for the Heritage Study components.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.
COMPONENT 1- a)Background Research/Inventory											
b) District area study: determination of area /prepare general design guidelines											
c) Public Consultation Meetings											
COMPONENT 2 – a) Prepare design guidelines											
b) Develop Planning Policy changes											
COMPONENT 3 – Presentation to Council and subsequent Ontario Municipal Board Hearing											

PART 1- COMPONENT 1 – BACKGROUND RESEARCH AND AREA ANALYSIS

Goals

The goals to be completed in this part in the District Study process are the following:

1. To define the “special character” (as defined by the Ministry of Culture and Communication publication entitled Ontario’s Heritage Conservation District Guidelines, 1992) of the study area, through the evaluation of structures, streetscapes, landmarks and open spaces of the Study Area.
2. The completion of a Kleinburg-Nashville Heritage Conservation District Study that includes the inventory and evaluation of streetscapes, buildings, landmarks, archaeological resources and open spaces within the Study Area.
3. To determine, based on the information and survey collected above, specific boundaries of a heritage conservation district within the Study Area and present justified and reasonable rationale for the proposed boundary.
4. To set out in the Study, general recommendations that would be included in a Kleinburg-Nashville Heritage Conservation District Plan.

Objectives

To achieve the above-referenced goals of Component 1, the consultant will complete an inventory and evaluation of streetscapes, buildings, landmarks, archaeological resources and open spaces within the Study Area to assist in the determination of its heritage character

Deliverables:

The consultant will be required to complete the following tasks for lands located within the Study Area:

1. Photograph and identify by municipal address, or geographic area, each building, structure, vacant land, open space land, and landmark within the study area.
2. Prepare a brief historical association of each building, structure and open space identified above, and its significance within the context of the historical background/development of the community.
3. Detail the following characteristics for each building in the Study Area:
 1. Architectural identification of building design/style; number of storeys and height;
 2. Exterior building material;
 3. Exterior architectural features (e.g. verandahs, windows, cornices, etc.);
 4. Approximate date of construction;
 5. General evaluation of exterior building structural condition;
 6. Current zoning of structure (commercial/residential, etc).
4. Review of the Ministry of Culture Archaeological database and City of Vaughan’s Archaeological Master Plan Study to determine any significant/registered archaeological resource in the Study area.
5. Identify specific sites within the Study Area that, due to their unique architectural design or historical association, merit priority for improvement, public awareness or special policy provisions.
6. Identify streetscapes, trees, bridges, landscaped areas and vegetation which gives definition, clarity and scale to a heritage setting within the Study Area

7. Identify vacant or undeveloped land that may be significant in securing the heritage distinction, strategic gateways or vistas to and from the Study Area or proposed Heritage Conservation District.
8. Hold a minimum of two information meetings for the public and special interest groups in the Kleinburg-Nashville community, to provide opportunity to receive information on the District Study process, the proposed District boundaries, and the future heritage conservation district boundaries, issues and vision.
9. Hold a minimum of two meetings with the Kleinburg-Nashville Heritage Conservation District Study Steering Committee and a minimum of two meetings with City staff to discuss issues and concerns regarding the proposed heritage conservation district.
10. Hold a minimum of two meetings with the Staff Technical Advisory Committee, or as the City Project Manager deems necessary, to discuss status of the project, issues and concerns regarding the proposed heritage conservation district.
11. Based on the information gathered in the above deliverables 1 through 7, make recommendations at the conclusion and as part a District Study, relating to the following:
 - a. a defensible and rational boundary for a heritage conservation district within or establishing the whole of the Study Area.
 - b. a defined heritage character of the proposed heritage conservation district.
 - c. the potential for designating individual properties under Part IV of the Ontario Heritage Act which may be outside the proposed heritage district boundaries.
 - d. general district design/planning guidelines that will be detailed in the Heritage Conservation District Plan.

PART 1 - COMPONENT 2 – DESIGN GUIDELINES AND POLICIES

Goal

The goal of this component is to have design guidelines and policies in place so that development controls can be consistently applied throughout the area.

Objectives

The Objectives to be completed in this part of the Study process are the following:

1. To prepare design concepts and design guidelines for new construction/redevelopment, including building renovations/restoration work, and parking requirements that are graphical, textual and photographic in nature and provide a clear understanding of the design guidelines.
2. To review the Kleinburg-Nashville Community Plan to incorporate policies related to the results of the Heritage District Study through an amendment to OPA 601.

Deliverables

The Consultant will be required to complete the following deliverables based on the results of Component 1 of the study:

1. The goals, objectives, and principles of the District plan.
2. A definition of the District character and boundary.
3. Design policies relating to new construction, alteration and addition to heritage and non-heritage buildings, commercial structures, building components (storefronts, patios, signage etc.), residential buildings and other major uses identified.
4. Design guidelines for streetscapes, open spaces, and special sites.
5. Design guidelines for commercial signage and interpretive public signage.
6. Design guidelines for landscaping and landscape treatments (i.e. fence design, street furniture design).
7. A review of development applications received during the study period.
8. Recommend procedures to implement the overall goals and objectives of the District Plan, such as amendments to the zoning by-law , Official Plan, Sign By-law, or a heritage permit System.
9. Hold a minimum of two information meetings for the public and special interest groups in the Kleinburg-Nashville community, to receive information on the District Plan; the proposed design guidelines; and the guidelines for the heritage conservation district.
10. Hold a minimum of two meetings with the Staff Technical Advisory Committee or as the City Project Manager deems necessary, to discuss status of the project, issues and concerns regarding the heritage conservation district.

PART 1 - COMPONENT 3 - APPROVALS

Objectives

1. To receive approval by the Ontario Municipal Board of the Heritage Conservation District Plan.

Deliverables

1. To testify and defend at an Ontario Municipal Board Hearing, the final Heritage Conservation District Plan.

PART 2- PARKING STUDY FOR THE KLEINBURG CORE AREA

Table B schematically identifies the major milestones and estimated timelines for the parking component.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.
1) Background Review											
2) OPA 601 policy analysis											
3) Review development applications											
4) Commercial Inventory and theoretical demand											
5) Consultation with City Departments											
6) Consultation with Public/stakeholders											
7) Update existing parking supply											
8) Field Work/Parking Counts											
9) Identification of parking deficiencies											
10) Co-ordination with Heritage District Study											
11) Draft Report to Public Hearing with recommendations											
12) Presentation to Council with Heritage District Plan											

Goal

The goal of the parking study is to ensure that development that may be permitted through a heritage district designation of the Kleinburg Core Area will provide necessary parking opportunities that also complement the historic rural village character and architectural heritage of the community.

Objective

To determine the most appropriate parking response(s) to the type and scale of development that may be achieved in the context of a heritage district designation.

Deliverables

The Consultant will be required to complete all of the following deliverables in coordination with the Heritage Conservation District Study:

1. A review and summary of the past Kleinburg core area parking studies conducted in 1990 and 1995.
2. A review of the new Kleinburg-Nashville Community Plan (OPA 601) policies, including a detailed analysis of the potential impact of the policies on the need for a municipal parking lot.
3. A review of recent and proposed development applications.
4. A commercial inventory to determine theoretical parking demand.
5. A consultation program with City departments (e.g. Finance, Engineering, Cultural Services, Public Works, Real Estate, Legal, Planning).
6. A consultation program with KARA, the Kleinburg BIA, McMichael Art Collection, Binder Twine Committee, and commercial and residential property owners.
7. An update of the existing parking inventory and determination of surplus/deficiency.
8. Field work, including parking counts throughout a summer/fall season, including weekdays, weekends and critical long weekend demand periods. In order to achieve the best results this type of study should be conducted over the summer months to set a true indication of actual demand.
9. Identification of a range of parking options, and development of evaluation criteria to assess appropriate responses, including:
 - a. optimizing use of the existing supply
 - b. increasing the supply of public or private parking spaces
 - c. demand management techniques.
10. An analysis of the need for a municipal parking lot, and if appropriate, general criteria (e.g. locational criteria, size and design) for selection and implementation.
11. Recommended approach(es) for an appropriate amount, distribution, and provision of parking supply in the Kleinburg Correa Area.
12. Presentation of study results to Council in late 2002 in conjunction with the Heritage District Study.

PART 3- ADMINISTRATION

Project Management

City of Vaughan

The project will be carried out under the supervision of a City Project Manager. The Project Manager will be responsible for:

- ⇒ The day to day administration of the Study.
- ⇒ The co-ordination of two committees: a Technical Advisory Committee made up of City staff will provide technical input to the Consultant. A Steering Committee shall include but not be limited to: Heritage Vaughan, KARA, Kleinburg BIA, McMichael Art Collection, and, the Binder Twine Committee. The Steering Committee will also be supported by City Staff.
- ⇒ 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/Plan process, in consultation with the Consultant.
- ⇒ The provision of City-owned data necessary to conduct the Study.
- ⇒ The monitoring the Consultant's work for conformity with the Terms of Reference.
- ⇒ Receipt and processing of Invoices.

Consulting Resources

Qualifications

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

- ⇒ Heritage Conservation District Studies and heritage preservation;
- ⇒ Urban design and architecture;
- ⇒ Transportation planning;
- ⇒ Land use planning;
- ⇒ Public consultation;
- ⇒ The ability to prepare high quality graphics, and illustrations.

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

The Consultant will appoint a senior professional in the firm as a Consultant 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.

Approvals

As Heritage Conservation District Plans require approval from the Ontario Municipal Board, it will be the responsibility of the consultant to give professional qualified evidence in support of its recommendations/policies in the final Heritage Conservation District Plan.

Request for Proposals

The written proposal shall contain the following information:

- ⇒ Members of the consultant team, including their qualifications;
- ⇒ Examples of similar projects undertaken by the consultant 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;
- ⇒ An allocation of working time and resources to each component of the study/plan, based on the draft work plan;
- ⇒ Letters of reference from clients in respect to similar projects.

For 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/plan process;
- ⇒ Projected timing of completion of each component of the study/plan process.

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

Consultant Selection

The consultant will be retained on the basis of the written proposal and an interview(s) held by City Staff. The consultant will be evaluated on the basis of the criteria set out in this document. 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 worth of examination, based on its past experience. The consultant's retainer will not be final until Staff's selection is ratified by Vaughan Council.

The Work Plan will be finalized at an initial meeting between the selected consultant and City staff. Commencement of this project will be subject to arriving at a mutually acceptable work program at this meeting.

Disbursement of Fees

The successful consultant will be required to submit a payment schedule for the approval of the City, prior to commencing the project. There will be a 15% holdback on the disbursement of invoiced fees. On the delivery of the final report, the holdback will be remitted to the consultant. Invoices are to be accompanied by a description and explanation of the work undertaken during each billing period. Sufficient detail must be provided to indicate an itemized accounting of the cost of each expense.

Deliverables

Reports required at the end of each component of the study/plan process, shall be provided according to the following specifications:

- ⇒ 15 stapled or bound copies
- ⇒ 1 print ready copy
- ⇒ 2 electronic versions on CD in a Windows compatible format (MSOffice)
- ⇒ Where coloured illustrations/graphics are used, electronic versions shall be provided in a format useable by the City, with the end product provided in .PDF format.

Conflict of Interest

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/plan process. If the City is of the opinion that a conflict

of interest exists, then the Consultant, at the sole discretion of the City, will be disqualified from the competition. This matter may be discussed with City Staff prior to the submission of the Proposal.

Supporting Information

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