

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 1, Report No. 4, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

**1 ENVIRONMENTAL MASTER PLAN (EMP)
WORK PLAN AND TIMELINE
PRESENTATION BY DPRA INC.**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the City Manager, dated January 29, 2008, be approved; and**
- 2) That the presentation material entitled "Environmental Master Plan", dated January 29, 2008, be received.**

Recommendation

The City Manager recommends that:

1. This report and the presentation by DPRA Inc. be received for information purposes.

Economic Impact

Direction to proceed with the preparation of the Environmental Master Plan has been obtained and was included in the 2007 Capital Budget.

Communications Plan

The overall communications plan for the Environmental Master Plan will be developed as part of the Growth Management Communication Strategy, which will also encompass the Official Plan Review and the Master Plan studies. The will include the branding of the process, the development of a website and strategies for engaging the public. This will be reported on later this year.

Purpose

The purpose of this report is to present the Work Plan and Timeline for the preparation of the Environmental Master Plan to Committee of the Whole for its information and comment.

Background – Analysis and Options

On September 24, 2007 the Environment Committee approved the retention of the consulting team led by DPRA Inc. to prepare the City's Environmental Master Plan. This decision was ratified by Council on October 9, 2007.

On November 26, 2007 the Environment Committee received a presentation by DPRA Inc. which outlined the work plan and timeline for the preparation of the EMP. In addition, it was directed that the work plan and timeline be presented to a Committee of the Whole (Working Session) meeting in January of 2008. These recommendations were ratified by Council on December 10, 2007.

The purpose of the presentation is to describe, among other things:

- The methodology to be followed in developing the EMP;
- The major milestones and their timing;

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 1, CW(WS) Report No. 4 – Page 2

- The approach being taken to consultation with Council, staff, stakeholders and the public; and
- The reporting procedure to keep the Environment Committee/Council updated.

Obtaining comment is a key feature of the work plan. The primary elements include:

a) Council and Staff Consultation

The consulting team has initiated an internal interview program with Councillors and staff. The interviews with staff from the City Commissions started on January 7, 2008. The purpose of the interviews is to obtain a fuller understanding of the environmental issues, challenges and opportunities facing the City. Topics of discussion included: Defining sustainability from a Vaughan perspective; establishing an environmental ethic for the City; identification of the most important environmental challenges facing the City; areas where the City is providing leadership and future directions.

Interviews with individual Councillors commenced during the week of January 21, 2008. The first Councillors to be interviewed are the members of the Environment Committee. It was decided to delay the interviews with the Councillors who are not members of the Environment Committee until they had the benefit of the consultant's presentation at this Committee of the Whole (Working Session) meeting. Their interviews will start after this Committee meeting. The objective is to complete the initial internal interview process by Friday, February 8, 2008. Follow-up on matters raised during the interviews will continue thereafter.

b) The Stakeholders' Committee

The Stakeholders' Committee will be composed of people from a variety of fields or sectors of society that have expertise and/or an interest in environmental/sustainability issues and policies. This will allow them to share ideas and provide the City with their views and input on the preparation of the EMP. Currently, the membership is being finalized in anticipation of the first of three meetings that are projected for this committee. A membership in the range of twenty to twenty-five is being planned, representing the following sectors of society.

- The Business Community;
- Youth and Seniors;
- Education;
- Utility Providers;
- Environmental Organizations;
- Community and Health Services.

The first meeting is targeted for the latter part of February or early March. Follow-up meetings would take place in the April – June timeframe, with the final meeting occurring in the early fall.

c) The Public Consultation Process

The public consultation process for the Environmental Master Plan will be undertaken as part of the Growth Management Communications Strategy, which is currently under development. This will include the public consultation processes for both the EMP and the Official Plan Review. From the perspective of the Environmental Master Plan, the process will focus on obtaining the participation of the general public and ratepayer organizations and securing their input into the preparation of the EMP. This information will complement the input that has been obtained from staff and Council, the Stakeholders' Committee and a Technical Advisory Committee.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 1, CW(WS) Report No. 4 – Page 3

The Growth Management communications program will include a branding strategy, website development and the identification of public consultation measures designed to improve participation levels and promote quality comment and input. It will proceed through the Senior Management Team to Committee of Whole and Council for approval, prior to its implementation. It is expected that the consultation process will commence in March of 2008. It will be the objective to complete the majority of the public consultation process for the EMP by the end of June 2008.

d) The Technical Advisory Committee (TAC)

A Technical Advisory Committee is being formed. Given the relationship between the Official Plan Review and the Environmental Master Plan, staff is working to create a flexible Committee that can serve both projects. The TAC will focus on technical issues with a governmental/regulatory/policy focus. The core of the TAC will be composed of City Staff, representatives from a number of departments from the Region of York, technical agencies like the TRCA and utilities. TAC members will provide input to the City on the policies and programs of their respective organizations and any technical constraints that may affect policy development for both the EMP and the new Official Plan. The first meeting of the Committee is being scheduled.

Relationship to Vaughan Vision 2020

This report is consistent with the City's objective of leading and supporting environmental sustainability through the development and implementation of an Environmental Master Plan as part of the Growth Management Strategy 2031.

Regional Implications

Regional Staff will be involved in the consultation program primarily through the Technical Advisory Committee.

Conclusion

It is recommended that this report and the presentation by DPRA Inc. be received for information purposes.

Attachments

N/A

Report Prepared by:

Roy McQuillin, Manager of Corporate Policy, ext. 8211

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 2, CW(WS) Report No. 4 – Page 2

Also in December of 2007, staff from the Building Standards Department received a report from the proponent's Building Code consultant, detailing code deficiencies in the building being proposed for the shelter. The report identified the measures necessary to bring the building into compliance with the current code. Staff has reviewed the report and is satisfied that the report is sufficient.

On January 10, 2008 the proponent submitted drawings and made application for a permit to undertake the corrective measures identified in the code consultant's report. Staff has worked diligently with the proponent and, as a result, the permit for the required work was issued on January 14, 2008. The proponent will contact staff for the required inspections following completion of the work. The City Manager has also offered to assist, if requested, should any meetings be necessary with the provincial Ministry of Community and Social Services. As such, the proponent has expressed gratitude for the staff assistance that has been received in furthering the project.

Relationship to Vaughan Vision 2020

This report is consistent with the objective to "Enhance and Ensure Community Safety, Health and Wellness."

Regional Implications

Not Applicable.

Conclusion

The proponent has made excellent progress and is well on the way to achieving final building completion and occupancy of the Women's Shelter. City staff will continue to assist whenever possible and look forward to working with the proponent as the project moves to finalization.

It is recommended that this report be received for information purposes.

Attachments

Not Applicable

Report Prepared by:

John Zipay, Commissioner of Planning, ext. 8445
Leo Grellette, Director of Building Standards, ext. 8218
Roy McQuillin, Manager of Corporate Policy, ext. 8211

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 3, Report No. 4, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on February 11, 2008, as follows:

By replacing Clauses 3 and 5 of the Committee of the Whole (Working Session) recommendation with the following:

- “3) That the subject Policy include opportunity for the Mayor and Members of Council to make exceptions, provided such exceptions are described in writing by the Member of Council proposing such exception and that a copy of the proposed exception be circulated to all Members of Council;***

- 5) That the “package” presented to those receiving congratulations (for Wedding Anniversaries, Birthdays, Business Anniversaries, Business Openings, Groundbreakings, etc.) include the certificate signed by the Mayor on behalf of all Members of Council;”***

3

SPECIAL OCCASIONS CERTIFICATE POLICY
(Referred from the Council meeting of October 9, 2007)

The Committee of the Whole (Working Session) recommends:

- 1) That Special Occasions Certificate Policy No. 01.15 be amended as follows:

Wedding Anniversaries

40th Anniversary and up in increments of 10 years.

Birthdays

70th Birthday and up in increments of 5 years.

Business Anniversaries

10th, 20th, 25th, 30th and up in increments of 10 years.

- 2) That the Ward Sub-Committee be notified in advance of a Special Occasion Certificate being issued;
- 3) That the subject Policy include opportunity for the Mayor and Members of Council to make exceptions, provided such exceptions are fully described in writing by the Member of Council proposing such exception and that a hard copy of the proposed exception be circulated to all Members of Council;
- 4) That Special Occasion Certificates be issued upon request;
- 5) That the “package” presented to those receiving congratulations (for Wedding Anniversaries, Birthdays, Business Anniversaries, Business Openings, Groundbreakings, etc.) include the certificate signed by the Mayor on behalf of all Members of Council and a letter of congratulations from the appropriate Ward Sub-Committee; and
- 6) That the following report of the City Manager, dated October 1, 2007, be received.

Council, at its meeting of October 9, 2007, adopted the following:

That this matter be referred to a future Committee of the Whole (Working Session) meeting; and

That the memorandum from the City Manager, dated October 5, 2007, be received.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 3, CW(WS) Report No. 4 – Page 2

Recommendation of the Committee of the Whole meeting of October 1, 2007:

The Committee of the Whole recommends:

- 1) That the Special Occasions Certificate Policy No. 01.15 (Attachment 1) be amended, to recognize earlier Wedding Anniversaries, Birthdays, and Business Anniversaries, as follows:

Wedding Anniversaries: 25th and up in increments of 5 years;
Birthdays: 65th and up in increments of 5 years;
Business Anniversaries: 10th, 15th, 20th, 25th and up in increments of 10 years;
- 2) That the Ward Sub-Committees be notified when Special Occasion Certificates are issued;
- 3) That the subject Policy include opportunity for the Mayor and Members of Council to make exceptions;
- 4) That a Corporate Communications strategy be included to notify the public of the Special Occasions Certificate Policy;
- 5) That the “package” presented to those receiving congratulations (for Wedding Anniversaries, Birthdays, Business Anniversaries, Business Openings, Groundbreakings, etc.) include in addition to the certificate signed by the Mayor on behalf of all Members of Council, a letter of congratulations from the appropriate Ward Sub-Committee; and
- 6) That the following report of the City Manager, dated October 1, 2007, be received.

Report of the City Manager dated October 1, 2007

Recommendation

The City Manager recommends:

That the Special Occasions Certificate Policy No. 01.15 (Attachment 1) be amended to recognize earlier Wedding Anniversaries, Birthdays and Business Anniversaries, as follows:

Wedding Anniversaries: 25th and up
Birthdays: 65th and up
Business Anniversaries: 10th, 15th, 25th and up

Economic Impact

There is no economic impact as related expenses can be absorbed within the approved Council Corporate budget.

Communications Plan

Not applicable.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 3, CW(W.S) Report No. 4 – Page 3

Purpose

To report back following a polling and review of our comparator municipalities policies and/or practices regarding the subject matter.

Background - Analysis and Options

Council, at its meeting of September 10, 2007, approved in part a review of neighbouring municipalities policies regarding Special Occasions Certificates and requested staff report back on the merit of revising the Special Occasions Certificate Policy No. 01.15. Attachment 1, Policy No. 01.15, includes the amendments made at the Council meeting of September 10, 2007 to recognize 50th wedding anniversaries and 75th birthdays.

A polling of our comparator municipalities was undertaken and the findings are provided on Attachment 2. Recognition of birthdays range from 50th and up (Brampton) to 90th and up (Mississauga). Anniversaries range from 25th and up (Toronto and Brampton) to 50th and up (Vaughan, Mississauga, Richmond Hill and Markham). Business Anniversaries appear to be recognized by only Markham (10th) and Vaughan (25th).

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

N/A

Conclusion

Staff is recommending the Special Occasions Certificate Policy No. 01.15 be amended to recognize earlier wedding anniversaries, birthdays and business anniversaries. It should be noted that exceptions can be made with the consent of the Mayor.

Attachments

- Attachment 1: Policy No. 01.15, Special Occasions – Certificate Policy
- Attachment 2: Comparison of Comparator Municipalities Special Occasions Certificates
- Attachment 3: Memorandum from the City Manager, dated October 5, 2007

Report prepared by:

Michael DeAngelis, City Manager

(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.)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, Report No. 4, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

4 **OUTSTANDING BUILDING PERMITS POLICY**
BUILDING STANDARDS DEPARTMENT

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Planning and Director of Building Standards, dated January 29, 2008, be approved; and
- 2) That the confidential memorandum of the Solicitor/Litigation, dated January 24, 2008, be received.

Recommendation

The Commissioner of Planning and Director of Building Standards in consultation with the Commissioner of Legal and Administrative Services, Commissioner of Engineering and Public Works and Commissioner of Finance recommend:

THAT the policies within Option 3 (Revised Outstanding Permit Policy with Securities) and that a Schedule of Securities outlined in Attachment 4 of this report be adopted, and that a by-law implementing the proposed securities be brought forward to Council.

Economic Impact

The administration of proposed permit securities outlined in Option 3 of this report will add to the current workload within the Reserves and Investment Department. Finance staff will attempt to absorb the increases, but, if staff have difficulty absorbing the additional workload, additional staffing will be requested.

Communications Plan

The communication plan depends on the option chosen.

Purpose

The purpose of this report is to provide options respecting Outstanding Building Permits.

Background - Analysis and Options

A) GENERAL OVERVIEW

As of June 30, 2007, the Building Standards Department has on file approximately 11,490 outstanding building permits. Staff believe that without the appropriate measures in place there will continue to be a high number of outstanding permits. There is difficulty with attempting to clear Building Code infractions on older permits where ownership has since changed hands and in some cases there could be several ownership changes. In these instances, staff has difficulty dealing with owners that are somewhat less than cooperative and most often unaware of outstanding issues. The numbers have been growing as there is no incentive for permit applicants to call for legislated inspections or final inspections to ensure that there are no outstanding Building Code issues. The residential construction community is often the major cause as they fail to request final exterior inspections, leaving unsuspecting homeowners frustrated.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, CW(WS) Report No. 4 – Page 2

In accordance with existing policy, staff attend a property in an attempt to clear outstanding permits from a builder who has not called for a final inspection. Frequently, they are faced with additional construction that has been done by the homeowner or a previous owner that does not meet the Building Code or is in non-compliance with City zoning by-laws. The Building Standards Department has an obligation to demonstrate that appropriate and reasonable measures have been taken to ensure that all construction is in general compliance with the Ontario Building Code.

An Outstanding Permit is defined as an issued building permit where one or more of the mandated inspections has not been requested by the permit holder or where a previous inspection identified deficiencies with no follow-up inspection requested. This does not include the active building permits or the first 15 months after a permit has been issued.

The requirement to notify the municipality that the construction is ready for inspection is set out in the Ontario Building Code Act . The Building Code Act requires that at each stage of construction specified in the Building Code, the permit holder shall notify the Chief Building Official that the construction is ready to be inspected. The Building Code requires that the City respond to a requested inspection within 48 hours.

The difficulty with gaining compliance and eliminating outstanding permits is created somewhat by the provisions of the Building Code itself. The Building Code permits the occupancy of unfinished buildings where only minor deficiencies exist. In the case of residential permits, once the building is sold and occupied by the homeowner, there is little incentive for the builder to follow up with a final inspection to ensure that all minor deficiencies have been adequately addressed.

B) CITY OF VAUGHAN EXISTING OUTSTANDING PERMIT POLICY

Council, at its meeting of January 11, 1993, adopted an Outstanding Permit Policy that outlined various actions and was dependant upon the type of permit and the year in which the permit was issued. The purpose of the policy was to reduce public risk and the associated municipal liability.

The 1993 Policy provides that outstanding permits would be subject to the following:

- Pre-1988 permits which had been previously filed would only be reactivated on a complaint or enquiry basis, and then only inspected for minimum life-safety requirements.
- January 1, 1988 to December 31, 1990 permits would obtain life-safety only inspections and this would be pursued on a pro-active basis.
- 1991-1992 (then current) permits would receive required inspections.
- Policies were also identified to deal with issues where illegal construction (without a permit, in contravention of an order etc.) was identified.

It is important to note that the above policy adopted in 1993 requires all permits issued from 1991 on to have all required inspections prior to the application being closed. As of June 30, 2007, the total outstanding permits was in the range of approximately 11,490, with a large number (Approximately 5880) having occurred in the peak in construction activity during the years 1999-2003.

During the years 2004 and 2005, the construction activity was manageable and staff were able to allocate some resources towards dealing with these outstanding permits. As of June 30, 2007, staff have managed to reduce the number to approximately 11,490. This is down from the 16,100 that existed as of March 15, 2006 and the over 20,000 in the year 2005. Inspection Staff have actively contacted homeowners and builders and solicited their cooperation in clearing these permits. The Building Standards Department continues to allocate staff resources where available and continue with the summer students program to assist with less complex outstanding permits.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, CW(WS) Report No. 4 – Page 3

In 2006, residential construction activity increased to record levels, thereby impacting the Department’s ability to address outstanding permits. Priority is given to requested inspections to meet the Building Code 48 hour response requirement. With the present level of construction activity the Department is again starting to accumulate outstanding permits.

The following is a breakdown of the existing outstanding permits into four (4) major categories:

▪ New Residential Housing (SFD, Semi & Town.)	4,939
▪ Additions and alterations to Housing	2,558
▪ New Non-Residential (Ind.Com/Inst./High-Rise)	651
▪ Additions and alterations to non- residential	<u>1,869</u>
	Sub-Total 10,017
	All Others <u>1,473</u>
	11,490 Total

Attached to this report as Attachment 1 is a detailed report itemizing the number of outstanding permits by year and by the various permit types.

While staff have not analyzed every aspect of each permit, these four (4) categories account for approximately 87% or 10,000 + outstanding permits. This represents 25% ± of the total permits issued in these categories for the years 1999 through 2005. The majority of outstanding issues are related to the failure of the permit holder to call for inspections, particularly the final exterior inspections in the case of residential permits and occupancy/use inspections (Final) for interior Ind./Com/Inst alteration permits.

It is important to note that staff, in attempting to resolve issues attached to clearing outstanding permits, often find themselves dealing with second and third time owners. This presents an awkward scenario as often landscaping, decks, sheds, etc. may have been constructed by others and not the current owner. The current owner is responsible for ensuring compliance with both the Building Code and other municipal regulations such as zoning. Changes in ownership or changes in the tenancy for non-residential properties also cause difficulties.

C) PROCESSES ADOPTED BY OTHER MUNICIPALITIES

The problem of outstanding permits is not unique to Vaughan. Attached as Attachment 2 is a brief survey conducted of other area municipalities and their approach to outstanding permits.

From the survey, it is noted that there is a wide varying approach to the problem. For example, the City of Mississauga provides a higher level of service when compared to Vaughan. Their building inspectors pro-actively monitor construction within their inspection areas and will conduct unscheduled or un-requested inspections as required. As a further example, the Town of Markham provides a lower level of service when compared to Vaughan. Markham’s policy provides that inspection staff document attempts to resolve the problem with the permit holder, after which, if no inspection request is received from the permit holder, the permit is filed as an outstanding inspection and/or deficiency with no further action.

The approach currently used by the majority of the municipalities is to give priority to requested inspections and, as workload permits, the outstanding permits are addressed.

The Town of Aurora reinforces the need for requested inspections by taking refundable securities at the time of the permit application and the monies are returned upon completion of all mandatory inspections.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, CW(WS) Report No. 4 – Page 4

D) OPTIONS

Moving forward, Staff have identified the following options respecting the outstanding permits. Each option below has varying public safety risks and therefore varying potential municipal liabilities.

Option 1 - File as Outstanding Inspection or Deficiency

This is the approach adopted by the Town of Markham. Under this option after a specified period of time a letter would be sent to the permit holder on record advising of the inspection status. The letter would further require the permit holder to make an inspection request by a specific date. If an inspection request is not received, the permit would be closed and filed as an outstanding inspection and/or deficiency.

This option is not being recommended by staff.

Option 2 - Maintain the Existing Outstanding Permit Policy

This option maintains the status quo with respect to outstanding permits. That is, priority is given to requested inspections to meet the Building Code 48 hour response time and outstanding permits are addressed when there are reductions in requested inspections.

The existing policy stresses the importance of visible life safety matters but not applicable to those permits after December 31, 1990. Any permit issued after December 31, 1990 must receive all inspections prior to being closed by the inspectors. This has resulted in an accumulation of thousands of more outstanding permits since the adoption of the policy and restricts staff's ability to deal with them effectively.

As outlined in the Existing Outstanding Permit Policy Section of this report, the Department accumulation of over 20,000 outstanding permits after the peak construction years 1999 to 2003 has been reduced to 11,490. With the present levels of construction, the Department is again starting to accumulate a large number of Outstanding Permits.

Option 3 - Revised Outstanding Permit Policy with Securities

This option maintains existing fundamental philosophies and processes with respect to the existing Outstanding Permits Policy by stressing visible life safety matters but removes the date limitations in order that all permits, irrespective of when they are issued, are covered by the policy.

To prevent future outstanding permits, this option also proposes a requirement for a refundable security deposit prior to the issuance of the permit. These monies would be held by the City and only returned upon the satisfactory completion of all the required inspections. This reinforces the need for the builder to call for all the necessary inspections by providing a financial incentive to complete the building permit process.

The Municipal Act sets out in Sections 11 and 15 the general authority to enact by-laws regarding the protection of persons and property which would encompass the requirement of security deposits to secure obligations under the Building Code Act.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, CW(WS) Report No. 4 – Page 5

Attached to this report as Attachment 3 is a revised Outstanding Permit Policy which has been modified from the previously approved policy by removing the date limitations and adding now current Building Code requirements. This policy, if adopted, would ensure a uniform approach to existing outstanding permits and, if combined with refundable securities, would greatly reduce the numbers created in the future.

The Building Standards Department will implement departmental policies respecting the administration of the proposed securities including such items as the monitoring of securities held for extended periods of time. Where securities remain unclaimed for a period exceeding 10 years, the municipality may take appropriate steps to have the funds included in general revenues. In addition, the department will review staffing resources and adopt a more proactive approach to final inspections so as to offer some assistance to builders through the proposed process.

The Reserves and Investments Department advise that administration of proposed new permit securities will add to the current workloads within the Department. Staff will attempt to absorb the additional workloads but if there are difficulties doing so, additional staffing will be requested.

Attached to the report as Attachment 4 are the proposed securities for the various building permit types.

Option 4 - Increase in Service Level

This is the approach adopted by the City of Mississauga. Inspection staff, within their assigned areas, would pro-actively monitor construction and would conduct unscheduled or un-requested inspections as required, ensuring that all permits receive the required inspections. This would require the creation of pro-active inspection policies and procedures including pro-active enforcement and monitoring processes.

This option is also much more labour intensive and would require existing staffing levels to be increased to those similar to the City of Mississauga. In Mississauga, there are 39 inspectors and on the average an inspector there would carry approximately 110 active permits with an estimated value of 27 million dollars. Comparatively in Vaughan, there are 20 inspectors who are responsible for more than twice the inspection volume. In Vaughan, an inspector is responsible for approximately 300 permits with an estimated value of 68 million dollars.

This option is not being recommended by staff.

Relationship to Vaughan Vision 2007

This report recommends a change from the priorities previously set by Council and additional resources may be necessary *and* have not been allocated.

Regional Implications

N/A

Conclusion

The Building Standards Department is of the opinion that the fundamental philosophies and processes of the existing policy should continue and apply to all issued permits irrespective of when they were issued. This will allow inspection staff to deal with the outstanding permits effectively and continue to stress life safety matters.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 4, CW(WS) Report No. 4 – Page 6

By requiring refundable securities, this option should highly motivate permit holders to call for the required inspections so as to clear permits and the subsequent release of their securities. This should assist staff in managing work flow and minimizing large numbers of outstanding permit inspections in the future.

Accordingly, Option 3 (Revised Outstanding Permit Policy with Securities) is the preferred approach. It stresses life safety matters and ensures securities are in place that will act as an incentive to significantly reduce future outstanding permits. The amount of proposed securities is outlined in Attachment 4.

Attachments

- Attachment 1 Outstanding Permit Chart
- Attachment 2 Survey of other area municipalities respecting Outstanding Permits
- Attachment 3 Revised/Proposed Outstanding Permit Policy
- Attachment 4 Proposed financial securities for the various building permit types

Report prepared by:

John Studdy, Manager of Customer and Administrative Services, Ext. 8232
Leo Grellette, Director of Building Standards, Ext 8218

(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.)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 5, CW(WS) Report No. 4 – Page 2

The Corporate Communications department was assigned responsibility for producing and managing the “City Page.” Approximately 70% of “City Page” space is used for statutory ads.

Criteria for selecting a publication for City Page placements could include:

Audited Circulation – A newspaper audited by the industry-standard Canadian Circulation Audit Bureau (CCAB) can accurately report its circulation in the City of Vaughan. If this is not available, a publisher’s sworn statement detailing the circulation of the publication can be requested.

City-wide Circulation – Newspapers with the widest distribution in the City of Vaughan best fulfill the City’s statutory notice requirements.

Weekly frequency – A weekly publishing frequency is required for some statutory notifications.

Placement Costs – The advertising placement rate is negotiated by the Director of Corporate Communications.

Editorial Content – Newspapers publishing local news of interest to the residents and businesses of Vaughan.

Community Engagement – Certain newspapers reach specific communities or groups that may not be served by other publications.

2008 Newspaper Information

The following table lists the circulation and negotiated advertising rates for newspapers serving the City of Vaughan.

Publication	Circulation in Vaughan	Circulation Area	Audited Circulation	Page Rate	Frequency
Vaughan Citizen/Liberal	63,750	All Vaughan	Yes, CCAB	\$1,833	Weekly
Vaughan Weekly	20,000	All Vaughan	No	\$800	Weekly
Lo Specchio	28,000	Woodbridge	No	\$1,500	Weekly
Vaughan Today	69,000	All Vaughan	Yes, CCAB	\$1,486	Weekly
SNAP Vaughan	11,500	All Vaughan (boxes only)	No	\$950	Monthly
Vaughan Perspectives	52,000	All Vaughan	No	\$1,000	Weekly
Jewish Tribune	16,500	Thornhill	Yes, CCAB	\$1,850	Weekly
Shalom Toronto	6,500	Thornhill	No	\$700	Weekly

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 5, CW(WS) Report No. 4 – Page 3

Advertising Placement Options

The following advertising placement options are provided for discussion purposes only. Option #1 includes the newspapers used for City Page placements in 2007

Publication	Frequency of placement	Cost per insertion	Total cost
Option #1 (based on 2007 schedule)			
Vaughan Citizen/Liberal	Every 2nd week – 26 insertions	\$1,833	\$47,658
Vaughan Weekly	Every 2nd week – 26 insertions	\$800	\$20,800
Lo Specchio	Monthly – 12 insertions	\$1,500	\$18,000
Vaughan Today	Monthly – 12 insertions	\$1,486	\$17,832
Total cost			\$104,290

Based on the selection criteria and submitted vendor information, the City's requirement is met by the Vaughan Citizen/Thornhill Liberal, published by Metroland Media Group Ltd. This is the same publisher that has been awarded City Page advertising contracts for the past five years. Option #2 provides for a weekly advertisement in one publication, which has the advantage of becoming recognized by residents as a regular feature of the paper. Regular weekly placements in one publication also would meet the requirements of other City departments for consecutive placements of statutory notices.

Option #2			
Vaughan Citizen/Liberal	Weekly – 52 insertions	\$1,833	\$95,316
Remaining budget of \$13,209 could be used for special one-off advertising opportunities during the year.			

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 5, CW(WS) Report No. 4 – Page 4

Option #3 provides for monthly insertions in newspapers requesting advertising placement contracts for the City Page.

Option #3			
Vaughan Citizen/Liberal	Monthly – 12 insertions	\$1,833	\$21,996
Vaughan Weekly	Monthly – 12 insertions	\$800	\$9,600
Lo Specchio	Monthly – 12 insertions	\$1,500	\$18,000
Vaughan Today	Monthly – 12 insertions	\$1,486	\$17,832
SNAP Vaughan	Monthly – 12 insertions	\$950	\$11,400
Vaughan Perspectives	Monthly – 12 insertions	\$1,000	\$12,000
Jewish Tribune	Monthly – 12 insertions	\$1,850*	\$22,200
Total Cost			\$113,028
* If Shalom Toronto is selected, the cost for 12 insertions is \$8,400. Placement schedule would need to be adjusted to comply with 2008 advertising budget of \$108,525.			

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated in the 2008 operating budget.

Regional Implications

Not applicable.

Conclusion

The placement of the City Page advertising contract will provide an effective vehicle for communicating City programs and initiatives to Vaughan residents and businesses.

Attachments

Circulation maps and location lists for local newspapers (9 pages)

Report prepared by:

Madeline Zito, Director of Corporate Communications
Ted Hallas, Manager, Corporate Communications

(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.)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 6, Report No. 4, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on February 11, 2008, as follows:

By receiving the verbal report of Councillor Di Vona; and

By directing that York Region's Road Watch initiatives be supported.

6

CITY/ROAD WATCH

The Committee of the Whole (Working Session) recommends approval of the recommendation contained in the following report of the Commissioner of Legal and Administrative Services and City Solicitor, dated January 29, 2008:

Recommendation

The Commissioner of Legal and Administrative Services and City Solicitor, in consultation with the Director of Human Resources, Director of Legal Services, and Director of Enforcement Services, recommends:

1. That the Road Watch Program be extended to employees who wish to voluntarily complete the forms.
2. That this report be received.

Economic Impact

The economic impact is approximately \$200.00 annually to ensure that forms are available within the City's fleet vehicles.

Communications Plan

A news release will be released with respect to the extended program.

Purpose

The purpose of this report is to provide additional information to Council with respect to the issues raised with regard to the report on the City Watch Program from November 27, 2007.

Background – Analysis and Options

On November 27, 2007 Committee of the Whole (Working Session) recommended that pending staffs comments with respect to Councillor Di Vona's questions contained in his written submission dated November 26, 2007, this matter be forwarded to the Safe City Committee; and that the written submission of Councillor Di Vona be received.

Councillor Di Vona requested confirmation that the Union was agreeable to employees voluntarily completing the Road Watch Forms. Staff have had discussions with the Unit Chair of CUPE Local 905 with regard to having unionized employees participate in the program on a voluntary basis. The Unit Chair indicated that the union would be amenable to the City asking employees to complete the Road Watch form on a voluntary basis.

Councillor Di Vona also requested information with regard to the cost of printing Road Watch forms. There is currently an electronic form to be filled out and submitted online. Staff could reproduce a form collecting the same information and have copies available in all City Fleet vehicles. The anticipated annual cost for printing the forms is approximately \$200.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 6, CW(WS) Report No. 4 – Page 2

Councillor Di Vona requested information with regard to York Regional Police's involvement in the Road Watch Program. Staff contacted York Regional Police with regard to the Road Watch Program. They have advised that there is no movement away from the local committees running the program and that York Regional Police will continue to be a strong and equal partner. They further indicated that they are hoping that the Regional Road Watch Committee will be revised so that all nine local committees have a representative sitting on the Regional Road Watch Committee ensuring common messaging for the nine local committees.

Regional Implications

Co-operation of York Regional Police remains essential to the success of Road Watch.

Relationship to Vaughan Vision 2007

Enhance and Ensure Community Safety, Health & Wellness, Strategic Initiative No. 7 – Create a community strategy to ensure citizens are safe and have access to safety education programs (partnership with York Regional Police).

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated.

Conclusion

The Road Watch program is currently in place through the submission of unsafe driving reports based on observations by residents. All Fleet vehicles can be outfitted with Road Watch forms and staff can be asked to voluntarily complete the forms whenever they observe excessive speeding, following too closely, improper lane changes, failure to stop for signs and signals, failure to yield, or other aggressive driving acts for the nominal cost of printing forms.

Attachments

1. Electronic Road Watch Form

Report prepared by:

Janet Ashfield, Director of Human Resources
Heather Wilson, Director of Legal Services
Tony Thompson, Director of Enforcement Services

(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.)