

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

Item 1, Report No. 7, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 21, 2012.

#### **1** CITY SOCIAL MEDIA POLICY

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Director of Corporate Communications, dated February 14, 2012, be approved;
- 2) That within a year after implementation, staff provide an assessment of the City's use of Social Media; and
- 3) That the presentation by the Director of Corporate Communications, the Manager of Corporate Communications, and Mr. Robert Hutton, Executive Vice-President of POLLARA, 1255 Bay Street, Suite 900, M5R 2A9, be received.

#### Recommendation

The Director of Corporate Communications, in consultation with the Social Media Staff Working Committee, recommends:

1. THAT the Social Media Policy (Attachment 1) be approved; and
2. THAT the Social Media Communications Plan (Attachment 2) be received.

#### Contribution to Sustainability

A social media network that provides ongoing communications with City stakeholders is a key component of the Community Sustainability and Environmental Master Plan to create a vibrant community by supporting civic engagement.

#### Economic Impact

There is no economic impact to the budget. The proposed initiatives within the Social Media Communications Plan will be developed and delivered through the use of existing staff resources. Any additional resources required to support staff in managing social media sites will be assessed prior to the 2013 budget process.

#### Communications Plan

Once the Social Media Policy is approved, it will be communicated to appropriate City staff as detailed in the Social Media Communications Plan.

#### Purpose

The purpose of this report is to obtain Council approval of the proposed Social Media Policy.

#### Background – Analysis and Options

As previously approved by Council, the City is following a phased-in approach to utilizing social media. Currently, there are three corporate social media sites used primarily for outgoing communications (one-way or broadcast communications): Facebook launched July 9, 2010; YouTube launched Sept. 20, 2010; and Twitter launched April 20, 2011.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 1, CW(WS) Report No. 7 – Page 2

The Social Media Staff Working Committee has held four meetings to “formulate policies, standards and guidelines which will guide the use of social media to achieve consistency across the Corporation.” The staff working committee includes representation from 16 City departments and is co-chaired by the Director of Corporate Communications and the Senior Manager of Strategic Planning.

The draft Social Media Policy has been developed in accordance with Policy No. 03.27 on Corporate Policy Development. It has been reviewed by Financial Services and Legal Services. It has been reviewed by the City Manager and the Senior Management Team. In addition, a presentation on the social media policy was made to the Quarterly SMT/Directors meeting on Nov. 24, 2011.

The City is taking a collaborative approach to social media, providing corporate support for all departmental initiatives. Although all departments and project leads can submit content to the Corporate Communications Department for review and broadcast on any of the corporate social media sites, the draft Social Media policy facilitates the creation of specialized social media sites separate from the corporate sites. Reasons for establishing a specialized site could include the need to reach a specific audience with content tailored to that audience – for example, a youth audience interested in discussing youth recreational activities (only 12% of the corporate Facebook audience is under 25 years of age).

The City of Vaughan can employ social media technologies to improve communications with key stakeholders about City programs and initiatives by broadcasting information about City activities and by facilitating online comments to more effectively engage the community.

In order to implement best practices on a consistent basis across the Corporation, the draft Social Media policy states:

- Each City social media account will be managed by one ‘primary’ administrator and supported by two ‘secondary’ administrators, one of which will be provided by the Corporate Communications department (5.1).
- The Corporate Communications department is responsible for identifying staff training requirements and conducting orientation sessions to provide an overview of content guidelines (4.2).
- All social media sites hosted by the City will require monitoring by the primary administrators, supported by Corporate Communications, to ensure all user comments are appropriate and respectful (5.7).

The draft policy addresses the use of social media sites to mobilize and engage residents in online discussions about City projects and initiatives (two-way communications via user comments and discussion boards). For the 2013 budget process, it is proposed that an assessment be completed on the performance of departmental social media initiatives and any related costs, such as the staff resource impact for monitoring public comments.

The proposed policy and communications plan support the promotion of the City’s social media sites. Every City social media site will be linked to the “social media page” or social media directory on the City’s official website, accessible from the homepage. In addition, departments should advertise their social media sites in department-produced communication vehicles, such as a program brochure.

The implementation of this policy will be supported by Corporate Communications by informing and educating City staff on the potential of social media, encouraging departments to implement social media communications, and by continuing to promote the City’s social media sites.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 1, CW(WS) Report No. 7 – Page 3

**Relationship to Vaughan Vision 20/20 Strategic Plan**

Social media is aligned with the City's strategic plan in demonstrating effective leadership by strengthening the City's image and identity through communications with City stakeholders.

**Regional Implications**

N/A

**Conclusion**

Council approval of the draft Social Media Policy will provide the City with a timely and cost-effective vehicle to improve communications with its stakeholders and support wider community engagement.

**Attachments**

Appendix 1      Social Media Policy

Appendix 2      Social Media Communications Plan

**Report prepared by:**

Thomas Plant, Senior Manager of Strategic Planning  
Ted Hallas, Manager of 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 21, 2012**

Item 2, Report No. 7, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 21, 2012.

---

**2                    WARD BOUNDARY REVIEW SUMMARY – FOLLOW UP REPORT**

**The Committee of the Whole (Working Session) recommends:**

- 1)        That a ward boundary review not be conducted at this time;**
- 2)        That the deputation of Mr. Antony Niro, 333 Laurentian Boulevard, Maple L6A 2V3 and petition submitted, be received;**
- 3)        That Communication C1 from Ms. Gila Martow, President, Beverley Glen Ratepayers Association, 70 Coldwater Court, Thornhill L4J 7S4, dated February 13, 2012, be received;and**
- 4)        That the following report of the City Clerk, dated February 14, 2012, be received.**

**Recommendation**

The City Clerk recommends:

- 1) That Council give consideration to the options set out in this report respecting the potential commencement of a ward boundary review.

**Contribution to Sustainability**

A balanced ward system that provides effective representation is a key component of a sustainable governance structure.

**Economic Impact**

Consultant's fees for facilitation and planning projections are estimated at \$40,000. In addition, if after adoption of a ward boundary by-law the by-law is appealed to the Ontario Municipal Board additional expenditures will likely be incurred.

**Communications Plan**

A public consultation plan will be a key component of a Ward Boundary Review if one is commenced.

**Purpose**

The purpose of this report is to respond to the recommendation of Committee of the Whole (Working Session) adopted by Council at its meeting of November 29, 2011 [Committee of the Whole (Working Session) Report No. 53, Item 2] that staff provide a report outlining the next steps and options for a ward boundary review.

**Background - Analysis and Options**

**Background**

The results of the most recent census (2010) have not yet been released and so staff have not been able to include any updated population analysis in this report. It is expected that data will be made available in February, and if released in time an update will be provided to Committee.

CITY OF VAUGHAN

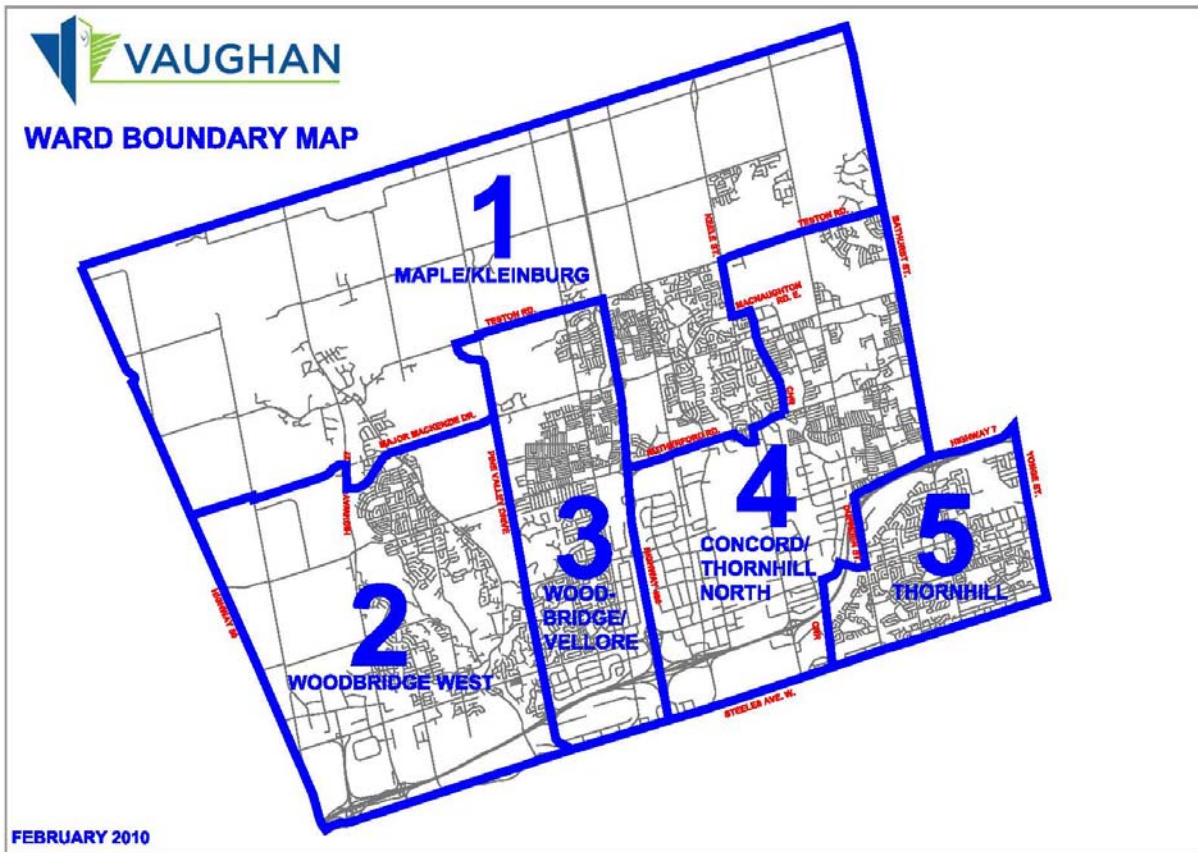
EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

Item 2, CW(WS) Report No. 7 – Page 2

A key consideration in determining whether a ward boundary review should take place is the question of whether the citizens of Vaughan are receiving (and will receive, for the elections contemplated by the review) effective representation from their Council. Effective representation, as noted in previous reports on this matter, is not simply a mathematical concept. Amidst the array of factors and considerations that are taken into account in assessing models for 'effective representation', the primary goal is to establish relative parity of voting power. A discussion of the concept of effective representation was presented to Committee of the Whole (Working Session) in the November report referred to above.

Summary of 2008 Review Results

A ward boundary review was conducted by the City of Vaughan prior to the 2010 general municipal election with the result that the Ontario Municipal Board, on appeal, set the City's ward



configuration as follows:

In setting the new boundaries, the OMB set the following ward populations and population ratios:

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 2, CW(WS) Report No. 7 – Page 3

	<b>OMB DECISION</b>						
	<b>2010</b>		<b>2014</b>		<b>2018</b>		
Ward	Population	Variation from Average Ward Population (%)	Population	Variation from Average Ward Population (%)	Population	Variation from Average Ward Population (%)	
1	58,040		8	58,466	-3	60,575	-4
2	51,939		-3	51,939	-14	51,939	-18
3	54,400		1	68,284	13	69,331	9
4	38,990		-28	58,459	-3	69,467	10
5	65,706		22	65,706	8	65,706	4
Total Population	269,075			302,854		317,018	
Average Population per Ward	53,815			60,571		63,404	
Average Deviation from Ward Avg. Population	6,680		12	5,139	8	5,717	9

The City's Population Continues to Grow

Data for the last ward boundary review was obtained through 2006 Census reports, supplemented by information from the then on-going official plan review and data from the Region of York Planning Department. Through this process staff were able to predict *where* population growth would occur, but not *when* it would occur with any degree of certainty. In addition, under provincial and regional planning policies it was known that intensification development would occur across the City but *where* and *when* it would occur could not be determined with assurance.

The population projections set out in the chart above are not intended to be exact forecasted populations for each ward at each election date, but rather show the predicted distribution of population amongst the wards as the City's population grows. In fact, it is clear that the population projections are 'undercounted' – as indicated by the population totals for each election year.

Actual development patterns will vary, and the ward populations are based on assumptions that intensification within each ward will occur on a roughly equal basis across the City. Staff were unable to predict with any certainty where the intensification development will occur, and so, while it was assumed that infill development would be spread across the City on an equal basis, no additional population attributed to intensification is included in the above projections.

A key component of any future ward boundary review will involve third party planning projections based on the best available information at the time of the review.

Next Steps and Options

Section 222 of the *Municipal Act, 2001*, provides that a municipality may divide or re-divide the municipality into wards or dissolve existing wards. The Act does not set out any criteria to guide the re-division of wards or the alteration of ward boundaries; these criteria are to be established by Council. When conducting a review, however, municipal councils must be cognizant of the principles established by the courts on electoral representation, particularly the decision of the Supreme Court of Canada in *Reference Re: Provincial Electoral Boundaries (Sask.)*, [1992] 2 S.C.R. 158 (referred to as the "Carter case").

The options before Council at this time can be stated in the simplest of terms. Council can either instruct staff to conduct a ward boundary review, defer its decision, or it can choose not to conduct the review. It should be noted that the latter option does not necessarily preserve the *status quo*, as noted below.

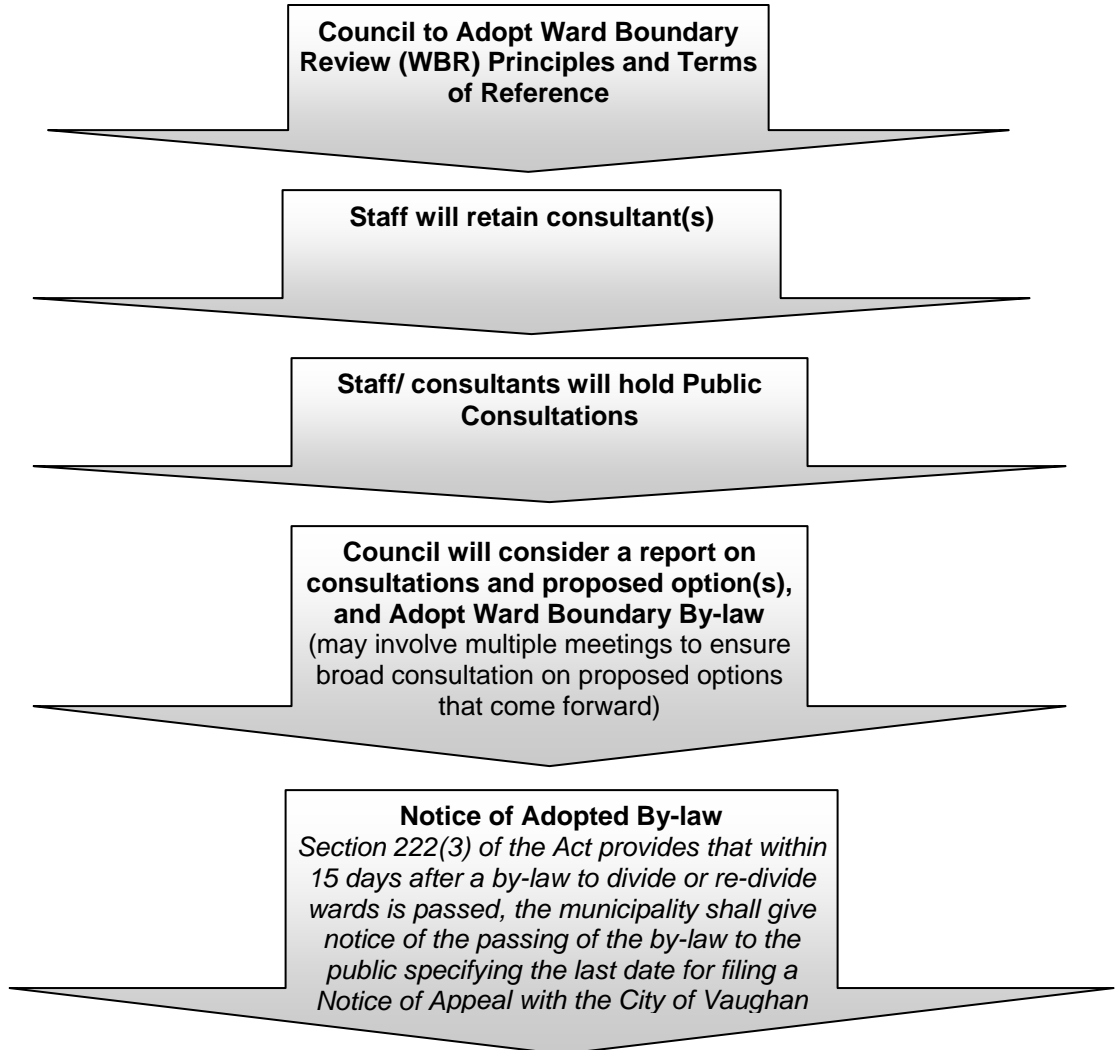
**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 2, CW(WS) Report No. 7 – Page 4

Option 1 – Conduct the Review

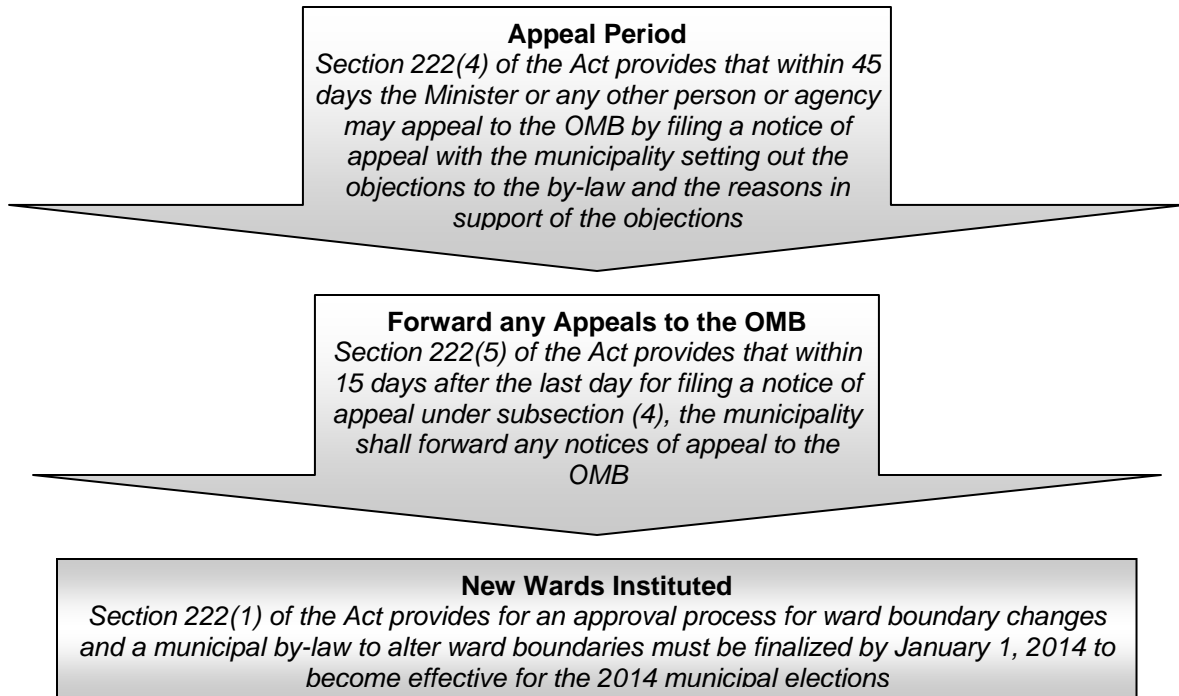
If Council directs that a further ward boundary review should be conducted at this time, the following steps would be undertaken:



**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 2, CW(WS) Report No. 7 – Page 5



Should Council direct that a Ward Boundary Review take place, the process should commence as soon as possible to ensure that all the necessary consultation and appeals (if any) are completed prior to the January 1, 2014 deadline.

Option 2 – Defer Consideration

Delaying a decision to conduct a review may have ramifications for the administration of the 2014 general municipal election. Redistribution is a major undertaking that affects not only citizens but election planning and staffing, and also affects candidates and their finances during the election. Given the scope and magnitude of election administration, decisions regarding a Ward Boundary Review should be made at the earliest opportunity to allow for implementation in sufficient time for the 2014 general municipal election.

Option 3 – Do not Conduct a Ward Boundary Review

Council is not compelled to conduct a ward boundary review at this time. The OMB decision in the appeal of the last review concluded that the current boundaries respect the *Carter* principles at the point in time the Order was made. Though the OMB raised an expectation that the boundaries would be revisited, it is for Council to determine whether the current model provides for effective representation for the purpose of the next election.

Note however that should Council determine that a ward boundary review not be conducted at this time, the current composition of Council will remain intact for the 2014 municipal election, unless either of the following two events occurs:



## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 2, CW(W) Report No. 7 – Page 6

##### i) Regional Redistribution

Should the Region of York increase the number of Regional Councillors sitting on York Region Council (pursuant to the process established by Section 218 of the *Municipal Act, 2001*), the City's five wards would remain unchanged however the access that Vaughan citizens would have to their Members of Council would be altered. Recalling the Supreme Court of Canada *Carter* decision, the primary objective is to provide citizens with effective representation through the establishment of relative voting parity and other factors. The Carter principles were based on a provincial redistribution of seats and while they clearly set out the current state of the law with respect to electoral district redistributions, including the redistribution of municipal wards, the principles do not specifically analyze how local councillors elected at-large across a municipality (Vaughan's 'Local and Regional Councillors') contribute to effective representation. Though not impacting upon the question of 'relative voter parity', an increase in the number of Regional Councillors will have an impact on citizens' access to government.

The question of whether the process to enlarge Regional Council should be commenced is pending, with a report from Regional staff expected in the coming months.

##### ii) Petition

Under Section 223 of the *Municipal Act, 2001*, S.O. 2001, c. 25, electors may present a petition to Council requesting that Council pass a by-law dividing, re-dividing or dissolving wards. The petition requires the signatures of 1% of the total number of electors in the municipality or 500 electors, whichever is less, but with a minimum of 50 signatures. Five hundred (500) electors would have to sign a petition in the case of a population the size of the City of Vaughan.

If Council does not pass a by-law in accordance with a petition within 90 days after receiving it, any of the electors may apply to the Ontario Municipal Board (OMB) to have the municipality divided or re-divided or have the existing wards dissolved. The OMB will hear the application and may make an order dividing, re-dividing or dissolving wards.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities previously set by Council as set out in Vaughan Vision 2020, particularly:

MANAGEMENT EXCELLENCE -  
Demonstrate Leadership and Promote Effective Governance

#### **Regional Implications**

On October 20, 2011, Regional Council gave the direction "That staff prepare a report on options for representation on Regional Council and forward it to a Council Workshop that will be held in the 1<sup>st</sup> quarter of 2012."

#### **Conclusion**

This report responds to the request of Committee of the Whole (Working Session) for a report outlining the next steps and options for a ward boundary review.

Should data from the most recent census be made available prior to consideration of this matter by the Committee, staff will endeavour to analyze the data and submit a summary for consideration.

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 2, CW(WS) Report No. 7 – Page 7

**Report prepared by:**

Donna Winborn, Election Co-ordinator Ext. 8241

Todd Coles, Manager of Development Services, Secretary/Treasurer, Committee of Adjustment  
Ext. 8332

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 3, Report No. 7, of the Committee of the Whole (Working Session), as amended, by the Council of the City of Vaughan on February 21, 2012, as follows:

***By approving:***

***That Clause 2 contained in the report from the Commissioner of Community Services, be amended to include, "Kleinburg Tennis Court", so as to read:***

***That all outstanding new parks and Kleinburg Tennis Court approved in 2011 and prior years be given priority for the issuance of bids;***

***That the following recommendations contained in Communication C6, from the Commissioner of Finance & City Treasurer and the Commissioner of Legal and Administrative Services and City Solicitor, dated February 21, 2012, be approved:***

1. ***THAT Clause 17, Document 1 of the City's approved standard Bid Document (Policy No: 05.2.02) be amended to the following:***

***EVALUATION OF PERFORMANCE***

***Upon completion of, or at any time during the Contract, the Owner may complete an evaluation of the Contractors' performance. A copy of this evaluation may be given to the Contractor. The evaluation shall be placed on file. This information may be made available to persons requesting Owner references for the Contract and also may be reviewed and may form part of the criteria when awarding future bids by the Owner; and***

2. ***THAT the Terms of Reference for all pre-qualification requests for proposal (RFP) include the following clause:***

***The City reserves the right to remove a Contractor from the pre-qualification list if performance evaluations are not satisfactory, based on the City of Vaughan's sole discretion; and***

***That Communication C5 memorandum from the Commissioner of Finance & City Treasurer, dated February 21, 2012, be received.***

---

**3                    PRE-QUALIFICATION OF LANDSCAPE GENERAL CONTRACTORS**

**The Committee of the Whole (Working Session) recommends:**

- 1) **That the recommendation contained in the following report of the Commissioner of Community Services, dated February 14, 2012, be approved;**
- 2) **That all outstanding new parks approved in 2011 and prior years be given priority for the issuance of bids;**
- 3) **That staff provide a methodology for the removal of a pre-qualified contractor from the list due to poor performance; and**
- 4) **That the presentation material, C2, entitled "Landscape General Contractor Pre-qualification – Questions and Answers", dated February 14, 2012, be received.**

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

Item 3, CW(WS) Report No. 7 – Page 2

#### **Recommendation**

The Commissioner of Community Services in consultation with the Directors of Legal Services and Purchasing Services, recommends:

1. That Council approve the revised criteria for pre-qualification of landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan.

#### **Contribution to Sustainability**

This report is consistent with the priorities previously set by Council in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, for the timely/successful execution of Goal 2, Object 2.2:

- To develop Vaughan as a City with maximum green space and urban form that supports our expected population growth.

#### **Economic Impact**

No economic impact is anticipated with this pre-qualification. However, implementation of the pre-qualified of Landscape General Contractors could result in cost savings to capital projects.

#### **Communication Plan**

N/A

#### **Purpose**

The purpose of this report is to receive Council approval of the revised criteria for the pre-qualification process whereby landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan will be determined.

#### **Background - Analysis and Options**

On December 13, 2011, Council directed staff to review the existing pre-qualification criteria and revise where necessary to address items and concerns that had been noted during the previous pre-qualification term. Any revisions will form the basis of the pre-qualification process for landscape general contractors to bid on the construction and renovation of various parks and open spaces in the City of Vaughan.

Staff has reviewed the items and concerns that had been noted during the previous term of landscape general contractor pre-qualification and have identified the following three points that would require improvement:

- Contractors during pre-qualification period had difficulty with completing projects within timelines in accordance with the contract documents;
- Contractors during pre-qualification period had difficulty in providing skilled personnel and equipment required for the performance of work; and
- In addition, staff spent time and effort enforcing City of Vaughan standards and workmanship specified in the contract documents.

In keeping with the Purchasing Services rules and guidelines, the 2012 and 2013 pre-qualification of landscape general contractors will be open to any landscape general contractor that wishes to submit required mandatory pre-qualification criteria documentation.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 3, CW(WS) Report No. 7 – Page 3

The request for pre-qualification will be advertised in the Daily Commercial News (DCN), on the Electronic Tendering Network (ETN), Ontario Public Buyers Association (OPBA), Biddingo and in the Vaughan City page in accordance with the Purchasing Services Department's procedures. The mandatory document that the landscape general contractors must complete is the Canadian Construction Document 11 (CCDC 11-1996 (R2006) (refer to Attachment 'A'). In addition to the requirements of CCDC 11-1996 (R2006), through the request for proposal process, the landscape general contractors will be asked to provide the additional mandatory information as follows:

1. Number of years in business;
2. Workplace Injury Summary Report (WSIR);
3. Proponents Health and Safety policies;
4. Company financial information authorization letter;
5. Insurance coverage; and
6. Bonding capacity;

All respondents who do not provide completed documentation or comply with the mandatory pre-qualification criteria documentation will be non-compliant.

The proposed revised criteria that will form the basis of the pre-qualification process and address the issues identified in the previous term of pre-qualification of landscape general contractors are as follows:

1. Pre-qualified landscape general contractors will be required to update their company qualification statement promptly after any significant changes to the company during and prior to the optional extension period for this pre-qualification, and will be reviewed by committee members to ensure the general contractor maintains a minimum score as noted in the mandatory pre-qualification criteria;
2. Clarifications have been made to the mandatory submission requirements for park project type and scope that are acceptable to be submitted in the CCDC-11 document (as per appendix A and B) in order to better evaluate the general contractors ability and experience to construct park projects of similar size and scope; which may be tendered during this pre-qualification term;
3. References will only be checked for projects that are substantially completed;
4. Changes have been made to the reference section of the scoring criteria in order to capture and address potential concerns and performance issues that could impact the success of a construction project;
5. References by respondents have been expanded to include projects completed with the City of Vaughan, for City departments other than Parks Development;
6. Adding mandatory minimum scoring requirements under section one and two of the Landscape General Contractor Evaluation and Reference criteria, which will require the respondents to achieve a minimum score in each scoring section in order for the respondent to be considered successful in this bid call for pre-qualified Landscape General Contractors;

Proposals will be assessed on the basis of information provided by the Proponent at the time of submission and shall take into account subsequent interviews with the Proponent as may be required by the evaluation team or committee. The evaluation of the proposals will be conducted by an evaluation team or committee comprised of representatives assigned by the Commissioner of Community Services, relevant City department staff, and other such persons as may be selected by the City of Vaughan.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 3, CW(WS) Report No. 7 – Page 4

This pre-qualification of general landscape contractors will be for a duration of two (2) years from the date of notification from the City of Vaughan with the option of one (1) two (2) year extension period and would be applied to various construction and renovation works included under the Parks and Open Space Capital Projects for 2012 and 2013, valued between \$100,000.00 and \$5 million. The City will reserve the right to use the services of other contractors, independent of the request for pre-qualifications, for individual projects which have a scope or size that is unique and requires a very specific skill set. The Landscape General Contractor Pre-qualification document will be issued in early 2012, and a listing of the successful landscape general contractors is anticipated by early summer 2012. A further report will be provided to Council that identifies the pre-qualified landscape general contractors once the pre-qualification process has been completed.

#### Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide:

- STRATEGIC GOAL:  
Service Excellence - Providing service excellence to citizens.
- STRATEGIC OBJECTIVES:  
Pursue Excellence in Service Delivery; and Enhance and Ensure Community Safety, Health and Wellness - To deliver high quality services and to promote health and wellness through design and program.

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

#### Regional Implications

N/A

#### Conclusion

That Council approve the proposed revised criteria for the pre-qualification process whereby landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan will be established.

An item will be brought back to council for approval that identifies the pre-qualified landscape general contractors once the pre-qualification process has been completed.

#### Attachments

Attachment "A" – Canadian Construction Documents Committee Document 11-1996 (R2006)  
(5 pages total)

#### Report prepared by:

Martin Tavares, Construction Coordinator – Ext. 8882  
Melanie Morris, Construction Coordinator – Ext. 8058

(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 21, 2012

Item 4, Report No. 7, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 21, 2012.

#### **4 FACILITY ALLOCATION POLICY AMENDMENTS**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Community Services, dated February 14, 2012, be approved;
- 2) That the deputation of Mr. Daniel Salvatore, 132 Davidson Drive, Vaughan L4L 1M4, on behalf of Vaughan Yeomen Rugby Club, be received, and that staff be directed to prepare a report in response to the request of the deputant;
- 3) That the deputation of Mr. L. Minicucci, 675 Aberdeen Avenue, Woodbridge L4L 5M5, on behalf of Ansley Grove Bocce Club, be received; and
- 4) That the presentation material, C2, entitled "Facility Allocation, Wet Field & Managing Use Policies", dated February 14, 2012, be received.

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Directors of Parks and Forestry Operations and Recreation and Culture, recommends:

1. That the presentation on the Facility Allocation and Wet Field Policies be received;
2. That information on the current arrangement with the Maxey Valley Bocciofila Club be received; and,
3. That the Recreation and Culture Facility Allocation Policy as shown on Attachment #1 and approved in principle at the Council meeting of December 13, 2011, be approved.

#### **Contribution to Sustainability**

This report is consistent with the priorities previously set by Council in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, Goal 4, Objective 4.1.6:

- To provide more partnership opportunities for existing non-profit and volunteer groups to meet the community's social, cultural and recreational needs.

#### **Economic Impact**

There is no economic impact related to this report.

#### **Communications Plan**

Communication is extremely important in the successful implementation of the updated Facility Allocation Policy. Staff have communicated with a variety of user groups through annual meetings with the soccer and baseball minor and adult sports groups held in November, letters to new Community Service Organizations, a soccer club meeting held in April and at the Sports Congress held in September. Additionally, ad hoc meetings have been held with bocce, baseball, hockey, football, rugby and tennis clubs.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 4, CW(WS) Report No. 7 – Page 2

At the Sports Congress and at the user group meetings held in November 2011, the proposed amendments to the Facility Allocation Policy outlined in this report were presented. Attendees were advised of the Committee of the Whole date where these items would be discussed. These meetings had representation from baseball, soccer, rugby and football from both minor and adult groups.

Upon approval copies of the document will be distributed to the principle / contact person of all user groups to share with their members. The City liaison assigned to each club will provide the necessary orientation and support as it relates to each club's needs. The policy will also be posted on the Vaughan website.

The Wet Field Policy is communicated to all user groups at the annual meetings and included with all permits.

#### **Purpose**

The purpose of this report is to present information on the Facility Allocation and Wet Field Policies, the current arrangement with the Maxey Valley Bocciofila Club and to seek Council approval for the revised Facility Allocation Policy (FAP) as shown on Attachment # 1 approved in principle at the Council meeting on December 13, 2011.

#### **Background - Analysis and Options**

At the Council Meeting on December 13<sup>th</sup>, the Facility Allocation Policy Amendments were approved in principle. Further, it was referred to a Working Session to accommodate a fulsome discussion to include a review of the Wet Field Policy and the current arrangement with the Maxey Valley Bocciofila Club. The December 13<sup>th</sup> Council extract that includes the detailed background on the amendments is found on Attachment # 2.

#### **WET FIELD POLICY**

This policy was implemented in 2002 and has been reviewed annually with soccer permit holders. The policy provides user groups with notification of a closure when field's saturation exists and provides teams with an opportunity to check the hot-line in advance of their permit to confirm the status during heavy rainfalls. During working hours the teams are notified by Recreation staff once Parks Operations deems the fields unplayable.

The policy works hand in hand with the Managing Field Use Policy found on attachment #3 as both have a direct impact on protecting the quality of turf. The soccer groups appreciate the policy as it reduces the down time of fields due to repairs and provides an easy notification system by access to the hot-line in the evenings and weekends.

The Wet Field Policy found on attachment # 4 was discussed at the recent soccer presidents meeting in November 2011 with no changes recommended by staff or user groups to the existing policy. Enforcement of the policy was discussed which became an issue when games had started or tournaments were underway and saturation is evident. In these cases Parks Patrol is vigilant to try to accommodate allowing the game to finish or in some cases move a tournament to a non-premium or artificial field. There were 10 occasions in 2011 when the wet field policy was implemented and as a result, these permit holders were reimbursed their user fees.



CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 4, CW(WS) Report No. 7 – Page 3

**MAXEY VALLEY BOCCIOFILA ARRANGEMENT**

The Maxey Valley Bocciofila Club (MVBC) is a longstanding Community Service Adult Organization that organizes bocce programs, including a number of charity tournaments for its members. There are approximately 60 Vaughan members who mainly reside in the vicinity of the Maxey Park which is located off of Willis Avenue in Woodbridge (Ward 2).

In 1995, Council approved a joint venture project with the MVBC and the Woodbridge Tennis Club (WTC) (which ceased to exist in the late 1990's) to construct a storage and washroom facility at Maxey Park. The cost for this project was estimated to be \$75,000. Council approved a budget of \$70,000 with the agreement that the two clubs would absorb the additional costs.

The joint venture project was formalized into an agreement between the City and two clubs and signed on July 5<sup>th</sup> 1995. The agreement included a provision that provided MVBC and WTC with a permit to use those indoor facilities for five years and the right of first refusal to obtain a permit at the end of that period for a subsequent period to be determined by the City. Based on this provision, the agreement with the MVBC for the exclusive use of the storage room at this site has been renewed and the current agreement expires on July 31, 2013. Recognizing that the WTC no longer exists, the other storage room is used, on a temporary basis, by groups who permit the park for picnics and / or bocce tournaments and for some storage.

Adjacent to this facility are 5 outdoor bocce courts. Up until the spring of 2011, and by all accounts dating back for quite some time, there was a sign posted by these bocce courts of which an excerpt reads:

**Bocce Court Usage  
Bocce Courts 1, 2 and 3  
Are reserved for use by  
Maxey Valley Bocciofila Club  
Monday to Sunday 6pm to 11pm  
(Except Tournaments by Permit)**

As a result of concerns expressed by other bocce players (non MVBC members), that other than for tournaments, outdoor bocce courts should be available to anyone interested in playing on a first come first served basis and not reserved exclusively for one group, staff reviewed the origin of this sign. No record of Council authorizing this arrangement could be found and as such staff removed the sign.

As part of the recommended amendments to the Facility Allocation Policy, staff proposed a change regarding passive outdoor facilities such as bocce as outlined below:

5.3 Passive Outdoor use:

*The City of Vaughan reserves the right to designate passive community use of outdoor facilities, including parks, playgrounds, trails, bocce and tennis courts, as required in a fair and equitable manner. These facilities are available to the public for casual and informal recreational play and provide a basic level of service.*

*Recognizing that some passive facilities provide great venues for formal events such as tournaments, lessons, parties, picnics, etc. limited permits will be accommodated, where possible. Seasonal permits for these types of events will also be considered if there is minimal impact to the general public.*

*Single use permits will not be issued to individuals for private recreational use such as informal tennis or bocce games.*

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012

#### Item 4, CW(WS) Report No. 7 – Page 4

This amendment strengthens the City's position to designate some outdoor facilities for the sole enjoyment of the community where permits may intrude on community access to a basic level of service. It reinforces the principle that the community at large should enjoy and have access to the City facility rather than a select few.

The proposed amendment allows for tournament permits and defines them to be more than four teams participating in games. It aligns the process for allocating permits to the manner applied for all sports facilities in that they should be allocated equitably and be based on membership lists, schedules, etc.

The Maxey Valley Bocciofila Club does not support this amendment as they see it as the removal of a privilege granted to them a number of years ago as noted on the sign that has been removed. If this amendment to the Facility Allocation Policy is approved, for the 2012 outdoor bocce season, the MVBC will be entitled to permit the courts for tournament play only. In the past their tournaments were typically held on Thursday nights and a few weekends.

Other current arrangements with the MVBC include their adoption of the Maxey Park and their permitted use of the indoor room at the Dr McLean Park during the winter season for which they pay the current approved rental fee.

The Adopt-A-Park program has been established as a public service program promoting environmental stewardship and civic pride. Groups, in this case the MVBC, have been involved with plantings and take an active role with cleaning the grounds. In exchange they have their name added to the sign at the park entrance.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide

- STRATEGIC GOAL:  
Service Excellence – Providing service excellence to citizens.
- STRATEGIC OBJECTIVES:  
Pursue Excellence in Service Delivery and Enhance and Ensure Community Safety, Health and Wellness – To deliver high quality services and to promote health and wellness through design and program.

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**

To ensure the continued fair, equitable, transparent and consistent allocation of facilities and SIK and to include new / amended language that align with Council approved policies, staff have made recommendations to Council on the FAP on the fair, equitable, transparent and consistent allocation of all City owned facilities including soccer fields and SIK.

Staff have consulted with a variety of user groups through annual meetings with the various minor and adult sports groups, letters to new Community Service Organizations (CSO), a soccer club meeting held in April and at the Sports Congress held in September. Additionally ad hoc meetings have been held with bocce, baseball, hockey, football, rugby, soccer and tennis clubs.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2012**

Item 4, CW(WS) Report No. 7 – Page 5

The changes in the FAP were designed to allocate facilities and SIK using a collaborate and collegial approach within a fair, equitable, transparent and consistent manner that provides staff with the tool to make facility allocation decisions.

**Attachments**

Attachment # 1	New Facility Allocation Policy DRAFT
Attachment # 2	Extract – Committee of the Whole - Item 11, Report 54, Council meeting December 13, 2011
Attachment # 3	Managing Use on Premium Soccer Fields Policy
Attachment # 4	Soccer Field – Wet Field Policy

**Report Prepared By**

Mary Reali, Director of Recreation and Culture, ext 8234  
Marjie Fraser, Director of Parks and Forestry Operation, ext 6137  
Terri Cosentino, Manager of Client Services, ext 8078

(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 21, 2012**

Item 5, Report No. 7, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on February 21, 2012.

**5**

**OTHER MATTERS CONSIDERED BY THE COMMITTEE**

**5.1 RECESS/RECONVENE**

The Committee of the Whole (Working Session) recessed at 12:28 p.m. and reconvened at 12:49 p.m. with the following members present:

Councillor Marilyn Iafrate, Chair  
Regional Councillor Gino Rosati  
Regional Councillor Michael Di Biase (1:18 p.m.)  
Regional Councillor Deb Schulte  
Councillor Tony Carella  
Councillor Rosanna DeFrancesca  
Councillor Alan Shefman  
Councillor Sandra Yeung Racco