

## Appendix C. Vacant Building Response Plan

Table 4. Timeline and status of Phase One actions.

| Description                                                     | Actions                                                                                                                                                                                                                                                                                                                                                                                      | Timeline          | Status      |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
| Collect data to inform work                                     | <ul style="list-style-type: none"> <li>Determine the number of known vacant buildings</li> <li>Complete exterior inspections to determine building condition</li> <li>Identify additional sources of data to support prioritization</li> </ul>                                                                                                                                               | Q3 – Q4 2025      | In Progress |
| Prioritize list of known vacant buildings                       | <ul style="list-style-type: none"> <li>Create a priority response matrix</li> <li>Establish internal Steering Committee</li> <li>Rank list of known vacant buildings using priority response matrix</li> </ul>                                                                                                                                                                               | Q4 2025           | In Progress |
| Operationalize the Vacant Building Security By-law              | <ul style="list-style-type: none"> <li>Create an online Vacant Building Registry application form</li> <li>Establish internal process in AMANDA to register, review, and monitor new and existing vacant buildings.</li> <li>Create online vacant building complaint form</li> </ul>                                                                                                         | Q3 2025 – Q2 2026 | In Progress |
| Proactively enforce the Municipal Standards for Property By-law | <ul style="list-style-type: none"> <li>Led by MES</li> <li>Growth can support training efforts to build capacity</li> </ul>                                                                                                                                                                                                                                                                  | Ongoing           | Ongoing     |
| Assign a Building Code Enforcement Officer                      | Duties to include: <ul style="list-style-type: none"> <li>Inspect known vacant buildings on a regular schedule</li> <li>Liaise with MES and Fire Services to inspect buildings received by complaint</li> <li>Coordinate with the Chief Building Official (CBO) to issue orders under the Ontario Building Code</li> <li>Maintain inspection and correspondence records in AMANDA</li> </ul> | Q1 2026           | Not Started |
| Assign a temporary Vacant Building                              | Duties to include: <ul style="list-style-type: none"> <li>Liaise with Building Services, MES, and Fire Services to coordinate and monitor joint enforcement</li> </ul>                                                                                                                                                                                                                       | Q1 2026           | Not Started |

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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Program Coordinator | <ul style="list-style-type: none"> <li>• Monitor and track complaints</li> <li>• Coordinate and monitor the Vacant Building Registry</li> <li>• Add new buildings to the Vacant Building Registry in collaboration with property owners &amp; City departments</li> <li>• Coordinate internal Steering Committee meetings</li> <li>• Develop response plans for priority buildings</li> <li>• Coordinate and monitor the implementation of response plans</li> <li>• Conduct public education</li> <li>• Support the development of Phases Two and Three</li> </ul> |  |  |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

Table 5. Timeline and status of Phase Two actions.

| Description                                                            | Actions                                                                                                                                                                                                                                                                                     | Timeline          | Status      |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
| Review and assess additional tools that could support ongoing response | <ul style="list-style-type: none"> <li>• Review and assess tools, including but not limited to progressive fees, inspection fees, and the Administrative Monetary Penalty System</li> <li>• Present findings and recommendations to Standing Committee – Growth and City Council</li> </ul> | Q4 2025 – Q2 2026 | In Progress |
| Create property specific response plans                                | <ul style="list-style-type: none"> <li>• Liaise with Steering Committee to create response plans for priority buildings</li> </ul>                                                                                                                                                          | Q4 2025 – Q1 2026 | Not Started |
| Implement property specific response plans                             | <ul style="list-style-type: none"> <li>• Execute response plans and maintain accurate records in AMANDA</li> </ul>                                                                                                                                                                          | Q2 – Q4 2026      | Not Started |
| Monitor implementation and refine processes as required                | <ul style="list-style-type: none"> <li>• Review implementation records and monitor with Steering Committee</li> <li>• Propose changes to property specific response plans as required</li> </ul>                                                                                            | Ongoing           | Not Started |

Table 6. Timeline and status of Phase Three actions.

| Description                                          | Actions                                                                                                                                                                                                                         | Timeline | Status      |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| Launch education campaign for the public             | <ul style="list-style-type: none"> <li>• Create campaign to raise awareness of the complaint process for vacant buildings</li> <li>• Establish a webpage with a complaint form and information on municipal response</li> </ul> | Q3 2026  | Not Started |
| Launch education campaign for vacant property owners | <ul style="list-style-type: none"> <li>• Create campaign to raise awareness for registration process for vacant buildings</li> <li>• Targeted communication with owners of known vacant properties</li> </ul>                   | Q3 2026  | Not Started |