# Committee of the Whole Meeting
# Agenda

**CW#16-17**
**Monday, November 6, 2017, 4:30 p.m.**
**Council Chambers**
**225 East Beaver Creek Road**
**Richmond Hill, Ontario**

*Vice-Chair, Karen Cilevitz, Councillor Ward 5*

**Pages**

1. **Call to Order**

2. **Council Announcements**

3. **Introduction of Emergency/Time Sensitive Matters**

4. **Adoption of Agenda**

5. **Disclosure of Pecuniary Interest and General Nature Thereof**

6. **Identification of Items Requiring Separate Discussion**

7. **Adoption of Remainder of Agenda Items**

8. **Public Hearing**

9. **Presentations**

   9.1 Presentation by Paul May, Christopher Scott, and Leslie Pawlowski, York Region Rapid Transit Corporation regarding an Update on the Yonge Street vivaNext project, including construction progress, business support program and general community outreach

   (Please note this is a 15 minute presentation)

   9.2 Presentation by Antoine Belaieff, Director, Regional Planning, Metrolinx, regarding the Draft 2041 Regional Transportation Plan

   (Please note this is a 10 minute presentation)

## 10. Delegations

## 11. Committee and Staff Reports

11.1 Minutes - Heritage Richmond Hill Committee meeting HRH#05-17 held on September 12, 2017 13

**That the minutes of the Heritage Richmond Hill Committee HRH#05-17 held on September 12, 2017, be adopted as circulated and the following recommendations be approved:**

11.1.1 SRPRS.17.150 - Notice of Intent to Designate 35 Wright Street (Harry Endean House) - File Number D12-07414 19

(Staff Report SRPRS.17.150 is attached for Committees reference)

**a) That Heritage Richmond Hill recommends to Council the property located at 35 Wright Street exhibits the cultural heritage value as detailed in Appendix A and included in staff report SRPRS.17.150 to merit designation under Section 29, Part IV of the Ontario Heritage Act; and**

**b) That Heritage Richmond Hill recommends to Council that a Notice of Intention to Designate be published in the Liberal Newspaper and that the Notice of Intention to Designate be served on the owner of the subject land and the Ontario Heritage Trust.**

11.1.2 SRPRS.17.149 - 2017 Heritage Grant Applications - Eight Properties 73

(Staff Report SRPRS.17.149 is attached for Committees reference)

**a) That a Heritage Grant in the amount of $2,316 be approved towards the cost of replacing two damaged original windows for the Ontario Heritage Act Part IV designated structure located at 53 Arnold Crescent Avenue, as outlined in staff report SRPRS.17.149;**

**b) That a Heritage Grant in the amount of $3,500 be approved towards the cost of restoring the original brick façade for the Ontario Heritage Act Part IV designated structure located at 38 Bedford Park Avenue, as outlined in staff report**

SRPRS.17.149;

c) That a Heritage Grant in the amount of $2,085 be approved towards the cost of replacing inoperable, non-heritage windows with operable, heritage styled windows for the Ontario Heritage Act Part V designated structure located at 106 Gormley Road West, as outlined in staff report SRPRS.17.149;

d) That a Heritage Grant in the amount of $3,361 be approved for the requested roof shingle replacement for the Ontario Heritage Act Part V designated structure located at 120 Gormley Road West, as outlined in staff report SRPRS.17.149;

e) That a Heritage Grant in the amount of $5,000 be approved for the requested paint exterior siding and trim for the Ontario Heritage Act Part IV designated structure located at 255 Mill Street, as outlined in staff report SRPRS.17.149;

f) That a Heritage Grant in the amount of $5,000 be approved for the requested structural repairs and renovations to restore wood siding and heritage style windows for the Ontario Heritage Act Part IV designated structure located at 210 Richmond Street, as outlined in staff report SRPRS.17.149;

g) That a Heritage Grant in the amount of $5,000 be approved for the requested painting of exterior siding and trim for the Ontario Heritage Act Part IV designated structure located at 9875 Leslie Street, as outlined in staff report SRPRS.17.149; and

h) That a Heritage Grant in the amount of $3,221 be approved for the requested roof shingle replacement for the Ontario Heritage Act Part IV designated structure located at 11575 Yonge Street, as outlined in staff report SRPRS.17.149.

11.1.3 SRPRS.17.151 - Notice of Intent to Demolish 273 Jefferson Sideroad - File Numbers D12-14003 and BP#-2017-42025

(Previously approved at the October 10, 2017 Council Meeting)

11.2 Extract - People Plan Task Force meeting PPTF#04-17 held on October 11, 2017 99

11.2.1 SRPRS.17.155 - Implementation Framework for the Community Improvement Plan Study - File Number D18-17001 103

(Staff Report SRPRS.17.155 is attached for Committees reference)

That the People Plan Task Force recommends to Council:

a) That staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, be endorsed;

b) That Town staff be directed to prepare a Draft Community Improvement Plan based on the information set out in staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, and that the following programs be included:

i. Program 1: Façade, Landscape and Signage Improvement Grant;

ii. Program 2: Building Renovation Grant Program; and

iii. Program 3: Tax Increment Equivalent Grant (TIEG) Program;

c) That the Draft Community Improvement Plan be brought forward to a Council Public Meeting in late 2017 for Council's consideration in early 2018;

d) That subject to availability, $115,000 of the 2017 Operating Budget Surplus be allocated as follows:

i. $15,000 for Program 1, allocated to the existing Village Core Façade Assistance Grant capital account; and

ii. $100,000 for Program 2, allocated to a new capital account for this program;

e) That Council consider future surplus annual allocations as set out in Figure 4 of staff report SRPRS.17.155 as part of each year's year end Operating Budget reporting.

11.3 Extract - Heritage Richmond Hill Committee meeting HRH#06-17 held on October 11, 2017 207

11.3.1 SRPRS.17.159 - Application to Repeal Designation Bylaw 73- 209

14 for 12370 Leslie Street - File Number D12-07280

**That Heritage Richmond Hill recommends to Council:**

**a) That subject to the execution of a commemoration agreement including appropriate securities with the Town, the application to repeal the designating by-law for 12370 Leslie Street (By-law 73-14) be approved;**

**b) That notice of the repeal of Designation By-law 73-14 be provided to the owner and the Ontario Heritage Trust; and,**

**c) That upon repeal of Designation By-law 73-14, 12370 Leslie Street be removed from the Municipal Heritage Register.**

11.4 Extract - David Dunlap Observatory Park Project Steering Committee DDOP#01-17 held on October 24, 2017 221

11.4.1 SREIS.17.021 - David Dunlap Observatory Building Conditional Assessment 223

(Staff Report SREIS.17.021 is attached for Committee's reference)

**That the David Dunlap Observatory Park Project Steering Committee recommends to Council:**

**a) That the David Dunlap Observatory Building Condition Assessment prepared on behalf of the Town by the Ventin Group Ltd. be received;**

**b) That all the short term rehabilitation work as identified in theConditional Assessment report carried out by the VentinGroup Ltd. for the Administration Building, Observatory Building and Radio Shack Building as outlined in staff report SREIS.17.021from year's 1 to 5 totaling $5,745,300 be included as part of the2018 Capital Budget process, and that the funding source be Cash in Lieu of Parkland Reserve Funding;**

**c) That upon approval of the capital budget, staff be directed to retain the necessary project consultants to undertake the designs necessary to complete the rehabilitation work as outlined in staff report SREIS.17.012 from year's 1 to 5;**

**d) That the longer term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in staff report SREIS.17.021 totaling $698,000 be placed in year 2028 of the 10 Year Capital Program;**

**e) That the ultimate occupancy work as identified in the Conditional Assessment report carried out by Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in staff report SREIS.17.021 totaling $5,262,500 be placed in year 2023 of the 10 Year Capital Program;**

**f) That staff be directed to report back on the next steps on the Radio Shack Building including options to decommission and or a restoration plan;**

**g) That staff be directed to seek alternative funding sources, including grant opportunities, for this project.**

11.5 SRPRS.17.168 - Establish Lands as Public Highway - Part of Block 285 Plan 65M-2078 - Dunvegan Drive 233

**That the following lands be established as public highway to form part of Denvegan Drive:**

**Part of Block 285, Plan 65M-2078, designated as Part 1, 65R-37349.**

11.6 SRPRS.17.170 - Establish Lands as Public Highway - Part of Block 193 (0.30 Reserve) Plan 65M-2455 - Cooperage Crescent 239

**That the following lands be established as public highway to form part of Cooperage Crescent:**

**Part of Block 193 (0.30 Reserve), Plan 65M-2455, designated as Parts 7 and 8, 65R-37101.**

11.7 SRPRS.17.172 - Assumption of Municipal Services - Richmond Hill Jefferson Forest Inc. - Plan 65M-4168 19T-99021 Phase 1 245

**a) That the assumption of the aboveground and belowground municipal services within Plan 65M-4168, (Subdivision File 19T-99021 Phase 1), be approved;**

**b) That Hunting Ridges Drive, Bush Ridges Drive and Shadow Falls Drive within Plan 65M-4168, be assumed as public highway;**

c) That the assumption of the external aboveground municipal services within the Hunting Ridges Drive, Bush Ridges Drive and Shadow Falls Drive road allowances within Plan 65M-3602, be approved;

d) That the assumption of the external aboveground and belowground municipal services within the Glen Meadow Lane road allowance within Plan 65M-2217, be approved;

e) That the assumption of the external belowground municipal services within easements in Plan 65M-4192, being Parts 1 and 2 of Plan 65R-31836, be approved; and

f) That 0.3m reserve Blocks 514, 515 and 516 within Plan 65M-3602 be established as public highway, becoming part of Shadow Falls Drive, Bush Ridges Avenue and Hunting Ridges Drive; respectively.

11.8 SRPRS.17.171 - Request for Approval - Zoning By-law Amendment and Draft Plan of Subdivision Applications - 2484508 Ontario Limited - 13215 and 13223 Bathurst Street and 10 Portage Avenue - File Numbers D02-16021 and D03-16007 253

That the Zoning By-law Amendment and draft Plan of Subdivision applications submitted by 2484508 Ontario Limited for lands known as Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133 (Municipal Addresses: 13215 and 13223 Bathurst Street and 10 Portage Avenue) Town File Numbers D02-16021 and D03-16007 (19T(R)-16007), be approved subject to the following:

a) That the Plan of Subdivision as depicted on Map 6 to Staff Report SRPRS.17.171, subject to the conditions as set out in Appendix "B" be draft approved;

b) That the draft Zoning By-law as set out in Appendix "C" to Staff Report SRPRS.17.171 be approved and brought forward to a regular meeting of Council for consideration and enactment;

c) That Council resolve to accept cash-in-lieu of parkland dedication for the subject development proposal;

d) That the draft Site Plan Control By-law as set out in Appendix "D" to Staff Report SRPRS.17.171 to implement the applicant's sustainability commitments and that said by-law be brought forward to a regular meeting of Council for consideration and enactment be approved; and

**e) That servicing capacity for a maximum of two (2) new single detached dwelling lots (7.02 persons population equivalent) be allocated to the subject lands.**

11.9 SRPRS.17.162 - Request for Approval - Zoning By-law Amendment Application - Corsica Development Inc. - 123 Hillsview Drive - File Number D02-17004 303

**That the Zoning By-law Amendment application submitted by Corsica Development Inc. for lands known as Part of Lots 42 and 43, Concession 1, E.Y.S., (Municipal Address: 123 Hillsview Drive), File Number D02-17004, be approved, subject to the following:**

**a) That the draft Zoning By-law Amendment as set out in Appendix "B" to Staff Report SRPRS.17.162 be approved and that the amending by-law be brought forward to a regular meeting of Council for consideration and
enactment.**

11.10 Correspondence and petition received subsequent to the Council Public Meeting held on June 7, 2017 regarding the proposed application submitted by Corsica Development Inc. - 123 Hillsview Drive - (SRPRS.17.162) 333

**a) That the correspondence from Mike Coveley, 112 Hillsview Drive, dated June 6, 2017 be received;**

**b) That the petition submitted by Deborah Chute, 178 Hillsview Drive, regarding the proposed application submitted by Corsica Development Inc. for 123 Hillsview Drive, received June 7, 2017, containing approximately 92 signatures, be received.**

11.11 SRPRS.17.180 - Request for Direction - Zoning Bylaw Amendment, Draft Plan of Subdivision, Draft Plan of Common Element Condominium and Site Plan Approval Applications - 2468390 Ontario Inc. - 850 Elgin Mills Road East - File Numbers D02-16003, et al 337

**a) That the Ontario Municipal Board be advised as follows:**

**I. That Council supports the Zoning By-law Amendment and draft Plan of Subdivision applications submitted by 2468390 Ontario Inc. for lands known as Part of Lot 26, Concession 2, E.Y.S. (Municipal Address: 850**

Elgin Mills Road East), File Numbers D02-16003 and D03-16001 for the principle reasons outlined in staff report SRPRS.17.180;

II. That Council requests the Ontario Municipal Board to withhold its Final Order respecting the proposed Zoning By-law Amendment until such time as the applicant's Site Plan application has been approved by the Town;

III. That Council endorses the conditions of draft approval as set out in Appendix A to staff report SRPRS.17.180, subject to the payment of applicable processing fees in accordance with the Town's Tariff of Fees By-law;

b) That appropriate Town staff be directed to appear at the Ontario Municipal Board in support of Council's position concerning the subject applications;

c) That approval of the applicant's draft Plan of Common Element Condominium application be deferred until such time as the applicant's Site Plan application has been approved by the Town;

d) That Council resolve to accept cash-in-lieu of parkland dedication for the subject applications; and,

e) That all comments concerning the applicant's Site Plan application be referred back to staff.

11.12 SRCFS.17.044 - Support and Maintenance for Fleet of Sharp Multifunctional Devices 385

a) That the contract for the provision of Sharp MFD Support and Maintenance be awarded non-competitively to Sharp Electronics of Canada for a cost not exceeding $950,000 (exclusive of Taxes) pursuant to Article 7.1 Appendix "B" Part I – Sole Source Acquisitions Section (c) of the Procurement By-law 113-16 as the goods and/or services is to ensure compatibility with existing products that must be maintained by the manufacturer or its representative;

b) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract upon the recommendation of the Commissioner of Corporate and Financial Services.

11.13 SRCAO.17.23 - Management Structure Review Update 389

**That Staff Report SRCAO.17.23 regarding the Management Structure Review Update be received for information.**

11.14 SRCAO.17.31 - Ontario Municipal Greenhouse Gas Challenge Fund Application 395

**a) That the LED Streetlight Conversion Project, Interior Lighting Retrofit project (2018), and Phase 1 of the Energy Conservation Capital Projects be endorsed for submission to the Municipal Greenhouse Gas Challenge Fund;**

**b) That the Director of Financial Services and Treasurer be authorized to sign the application.**

## 12. Other Business

12.1 Regional and Local Councillor Spatafora - Ban the Use of Electronic Cigarettes 401

**Whereas various Town of Richmond Hill by-laws and policies ban smoking to protect the health of residents.**

**Whereas the use of electronic cigarettes ("e-cigarettes") is a growing trend.**

**Whereas Bill 45, the Making Healthier Choices Act, 2014, enacted the Electronic Cigarettes Act, 2015, S.O. 2015, c.17, ("the Electronic Cigarettes Act, 2015") which will regulate the sale and use of e-cigarettes.**

**Whereas the use of e-cigarettes may be hazardous to health.**

**Whereas the use of e-cigarettes may be a nuisance for non-smokers,**

**Therefore be it resolved that all Town by-laws and policies that ban smoking be updated to include a ban on the use of electronic cigarettes, as defined in the Electronic Cigarettes Act, 2015.**

12.2 Mayor Barrow - Ward Councillor Events 403

**Whereas the Town of Richmond Hill Festivals and Events Strategy includes specific definitions for Local Events, Community Events, Signature Events and Mega Events;**

**Whereas the Ward Councillor events coordinated by the Community Liaison Staff of the Mayor and Council Office are categorized as Local**

Events in the Strategy;

And Whereas Section 6.4 of the Town's Sign By-law (By-law 52-09) includes a provision governing Community Special Event Signs only with no guidelines for Local Events;

Therefore it is recommended that Council approve that Ward Councillor Events be included in the Community Event category of the Richmond Hill Festivals and Events Strategy for the purpose of compliance with Section 6.4 of the Town's Sign By-law.

## 13. Emergency/Time Sensitive Matters

## 14. Closed Session

14.1 Resolution to Move into Closed Session Meeting and General Nature Thereof:

14.1.1 To consider matters relating to labour relations or employee negotiations with respect to the Compensation Policy (Section 239(2)(d) of the Municipal Act, 2001).

14.2 Resolution to Reconvene in Open Session

14.3 Adoption of Recommendations Arising from the Closed Session Meeting ((if required)

## 15. Adjournment

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**Heritage Richmond Hill**
**HRH#05-17**

**Tuesday, September 12, 2017**
**7:00 p.m.**

## Minutes

A meeting of Heritage Richmond Hill was held on Tuesday, September 12, 2017 at 7:00 p.m. in Committee Room 1 with the following members of the Committee in attendance:

Enid Mills (Vice Chair)
Councillor West
Councillor Cilevitz
Morteza Behrooz
Dan Kelly
Marj Andre
Dianne McLeod

Regrets:
Gary Thompson
Helen Lu
Dennis Lam
Carol Chan

Staff:
I. James, Heritage and Urban Design Planner
T. Arbuckle, Council/Committee Clerk

## Adoption of Agenda

Moved by: D. McLeod

That the agenda be adopted as distributed by the Clerk.

Carried Unanimously

## Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of the Committee under the *Municipal Conflict of Interest Act*.

## Adoption of Previous Minutes

### 1. Minutes – Heritage Richmond Hill meeting HRH#04-17 held on June 14, 2017

Moved by: M. Andre

That the minutes of the Heritage Richmond Hill meeting HRH#04-17 held on June 14, 2017, be adopted.

Carried

### 2. Extract – Council Meeting C#24-17 held June 27, 2017

Moved by: M. Andre

That the extract from Council Meeting C#24-17 held June 27, 2017 regarding the Notice of Intent to Demolish 12850 Yonge Street, be received.

Carried

## Delegation

Peter Campbell, President, PGC Group of Companies, advised that he was representing Owen Scott, author of the Cultural Heritage Impact Assessment for 35 Wright Street, who could not be in attendance at the Committee meeting. He highlighted details of the property including property ownership and remodeling and additions to the home that did not keep with the original style of the structure. Mr. Campbell advised of the conclusion outlined in the Cultural Heritage Impact Assessment that the structure did not merit designation under the *Ontario Heritage Act*.

I. James, Heritage and Urban Design Planner, advised that the staff report refers to the original portion of the house for designation and that the rear addition was not being considered. She highlighted staff's conclusion contained in the staff report that the structure meets the designation requirements under the *Ontario Heritage Act*.

Discussion took place regarding remodeled features of the structure, historical property ownership and heritage structures surrounding the property. The findings of the Cultural Heritage Impact Assessment were reviewed with members noting their belief that the property features for designation were underestimated. It was noted that the property was a good example of the building style and a link to the area.

**4. Notice of Intent to Designate 35 Wright Street (Harry Endean House) (File Number D12-07414) - (staff report SRPRS.17.150)**

Moved by: Councillor Cilevitz

**Recommendation 1**

**a) That Heritage Richmond Hill recommends to Council the property located at 35 Wright Street exhibits the cultural heritage value as detailed in Appendix A and included in staff report SRPRS.17.150 to merit designation under Section 29, Part IV of the *Ontario Heritage Act;* and**

**b) That Heritage Richmond Hill recommends to Council that a Notice of Intention to Designate be published in the Liberal Newspaper and that the Notice of Intention to Designate be served on the owner of the subject land and the Ontario Heritage Trust.**

Carried Unanimously

**Scheduled Business**

**3. 2017 Heritage Grant Applications – Eight Properties (staff report SRPRS.17.149)**

Members advised of their support for the heritage grant program noting benefits to owners of heritage homes and discussing opportunities for the information to be made more easily accessible to the public.

Moved by: M. Behrooz

**Recommendation 2**

**a) That a Heritage Grant in the amount of $2,316 be approved towards the cost of replacing two damaged original windows for the *Ontario Heritage Act* Part IV designated structure located at 53 Arnold Crescent Avenue, as outlined in staff report SRPRS.17.149;**

**b) That a Heritage Grant in the amount of $3,500 be approved towards the cost of restoring the original brick façade for the *Ontario Heritage Act* Part IV designated structure located at 38 Bedford Park Avenue, as outlined in staff report SRPRS.17.149;**

**c) That a Heritage Grant in the amount of $2,085 be approved towards the cost of replacing inoperable, non-heritage windows with operable, heritage styled windows for the *Ontario Heritage Act* Part V designated structure located at 106 Gormley Road West, as outlined in staff report SRPRS.17.149;**

**d) That a Heritage Grant in the amount of $3,361 be approved for the requested roof shingle replacement for the *Ontario Heritage Act* Part V designated structure located at 120 Gormley Road West, as outlined in staff report SRPRS.17.149;**

**e) That a Heritage Grant in the amount of $5,000 be approved for the requested paint exterior siding and trim for the *Ontario Heritage Act* Part IV designated structure located at 255 Mill Street, as outlined in staff report SRPRS.17.149;**

**f) That a Heritage Grant in the amount of $5,000 be approved for the requested structural repairs and renovations to restore wood siding and heritage style windows for the *Ontario Heritage Act* Part IV designated structure located at 210 Richmond Street, as outlined in staff report SRPRS.17.149;**

**g) That a Heritage Grant in the amount of $5,000 be approved for the requested painting of exterior siding and trim for the *Ontario Heritage Act* Part IV designated structure located at 9875 Leslie Street, as outlined in staff report SRPRS.17.149; and**

**h) That a Heritage Grant in the amount of $3,221 be approved for the requested roof shingle replacement for the *Ontario Heritage Act* Part IV designated structure located at 11575 Yonge Street, as outlined in staff report SRPRS.17.149.**

Carried Unanimously

**5. Notice of Intent to Demolish 273 Jefferson Sideroad (File Numbers D12-14003 and BP#-2017-42025) - (staff report SRPRS.17.151)**

Members noted their support for the staff report referencing changes made to the property over time.

Moved by: M. Behrooz

Previously approved at the October 10, 2017 Council Meeing

**Recommendation 3**

**a) That Heritage Richmond Hill advise Council the property located at 273 Jefferson Sideroad does not merit cultural heritage designation under Part IV of the *Ontario Heritage Act*;**

**b) That Heritage Richmond Hill recommends to Council, as a condition of the issuance of a Building Demolition Permit, the owner be required to have a heritage consultant photograph the house at 273 Jefferson Sideroad during the demolition process; and**

**c) That 273 Jefferson Sideroad be removed from the Town of Richmond Hill *Inventory of Buildings of Architectural and Historical Importance*.**

Carried Unanimously

**6. Markham Economist & Sun article "Heritage, homelessness team up to help York Region's at-risk youth" – dated July 31, 2017**

Councillor West introduced the "Heritage, homelessness team up to help York Region's at-risk youth" article published in the Markham Economist & Sun on July 31, 2017, noting positive aspects of the program and discussing how many buildings within the Town of Richmond Hill were owned by the Toronto and Region Conservation Authority.

Members discussed implications of the program on heritage homes including renovations to heritage homes, cost of work and possible conflicting priorities.

Staff discussed renovations to buildings that were listed in the Town's heritage inventory compared to designated properties and the need to review each property on individual merit.

Moved by: Councillor West

That the Markham Economist & Sun article "Heritage, homelessness team up to help York Region's at-risk youth", dated July 31, 2017, be received for information.

Carried Unanimously

**Verbal Updates**

**3. Upcoming Heritage Evaluation Workshop**

I. James, Heritage and Urban Design Planner, noted the upcoming heritage evaluation workshop including topics for discussion and possible guest speakers.

Members advised of their desire for Regulation 9/06, the Conservation Review Board process and staff recommendations to be discussed at the workshop.

**4. Updates from Heritage Richmond Hill Sub-Committees**

I. James, Heritage and Urban Design Planner, discussed next steps for the sub-committees.

**Next Meeting**

The next meeting of Heritage Richmond Hill was scheduled for Wednesday, October 11, 2017 at 7:00 p.m.

**Adjournment**

Moved by: Councillor Cilevitz

That the meeting be adjourned.

Carried Unanimously

The meeting was adjourned at 7:52 p.m.

# Staff Report for Heritage Richmond Hill Meeting

**Date of Meeting: September 12, 2017**
**Report Number: SRPRS.17.150**

**Department:** **Planning and Regulatory Services**
**Division:** **Policy Planning**

## Subject: Notice of Intent to Designate 35 Wright Street (Harry Endean House) (Town File No.: D12-07414) (SRPRS.17.150)

## Purpose:

The purpose of this report is to seek Heritage Richmond Hill's recommendation regarding staff's proposal to designate the property municipally known as 35 Wright Street as having cultural heritage value or interest under Section 29 of the *Ontario Heritage Act*.

## Recommendation(s):

a) That Heritage Richmond Hill recommends to Council the property located at 35 Wright Street exhibits the cultural heritage value as detailed in Appendix A and included in SRPRS.17.150 to merit designation under Section 29, Part IV of the *Ontario Heritage Act;* and

b) That Heritage Richmond Hill recommends to Council that a Notice of Intention to Designate be published in the Liberal Newspaper and that the Notice of Intention to Designate be served on the owner of the subject land and the Ontario Heritage Trust.

## Contact Person:

Isa James, Heritage / Urban Design Planner, phone number 905-771-5529 and/or Joanne Leung, Manager of Heritage and Urban Design, phone number 905-771-5498.

Submitted by:

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Acting Commissioner of Planning and Regulatory Services

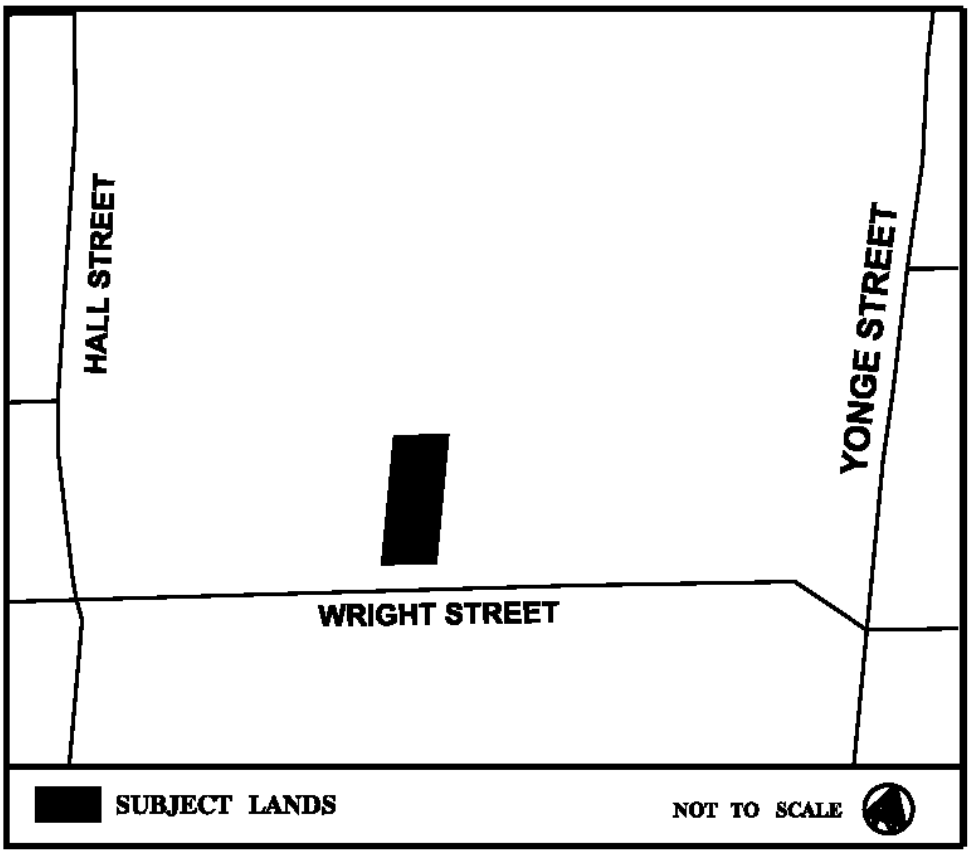
**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Location Map:

Below is a map displaying the subject property location. Should you require an alternative format, call the person listed under “Contact” above.




## Background:

The subject lands are located on the north side of Wright Street, west of Yonge Street and encompass a total lot area of 730.9 square metres (7,867.34 square feet). The lands currently support a 1 ½ storey single detached dwelling listed in the Town’s Municipal Heritage Register. The existing house at 35 Wright Street is known as the Harry Endean House (named Enfield by the Endeans), and was constructed in 1920/1921in the Arts and Crafts Bungalow tradition. Immediately east of the subject property is 31 Wright Street (site of the Percy Hill House) which also listed in the Town’s Heritage Register. Percy Hill House was constructed in 1918 and is built as a two storey

form also within the Arts and Crafts tradition. To the west of the subject lands is the former Richmond Hill High School building known as 51 Wright Street and designated in accordance with By-law 1-98 under the *Ontario Heritage Act*. The former Richmond Hill High School building was constructed in 1924. Recent extensive remodeling of the structure has been undertaken to accommodate the École Secondaire Norval-Morrisseau. The new additions are considered by staff to have successfully maintained the prominence and heritage significance of the original historical building façade.

The subject lands are currently the subject of a Zoning By-law Amendment application File No. D02-16030. The owner of the lands is proposing to rezone the property to allow for the construction of a six storey office and residential building with twelve (12) at-grade parking spaces. The proposed development involves the demolition of the existing Harry Endean House. No decisions regarding the development application have been made at this time. A Cultural Heritage Impact Assessment (CHIA) was submitted in support of the rezoning application for the subject lands and is attached as Appendix A to this report.

## Cultural Heritage Evaluation:

Under the *Ontario Heritage Act*, in order for a building to be deemed worthy of designation under Part IV or V of the *Act,* it must meet at least one of the criteria defined under Regulation 9/06 of the *Act*. Council may designate the building under Part IV of the *Act* if one of these criteria is met. The criteria include the following set of three overarching values within which are nine sub-criteria:

1. Physical/Design Value:
    a. Is a rare, unique, representative or early example of a style, type, expression, and material or construction method;
    b. Displays a high degree of craftsmanship or artistic merit; or
    c. Demonstrates a high degree of technical or scientific achievement.
2. Associative/Historical Value:
    a. Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;
    b. Yields, or has the potential to yield information that contributes to an understanding of a community or culture; or
    c. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. Contextual Value:
    a. Is important in defining, maintaining or supporting the character of an area;
    b. Is physically, functionally, visually or historically linked to its surrounding; or
    c. Is a landmark.

## The Harry Endean House

The submitted Cultural Heritage Impact Assessment concludes that the subject property with the Harry Endean House does not meet the criteria for heritage designation under Ontario Regulation 9/06 of the *Ontario Heritage Act*. Staff disagrees with the conclusion of the Cultural Heritage Impact Assessment. The Assessment is considered to understate the value of the property in regard to all three categories of assessment: design or physical value; historical or associative value; and contextual value.

### Associative/Historical Value

The property has direct associations with the economic development of Richmond Hill through the establishment and advancement of the nursery industry in Richmond Hill. Harry Endean together with his wife Edith had the house built around the time of their marriage in 1920, naming it at that time “Enfield”. Harry together with his brother Robert took over their father’s (Henry Endean) nursery business established in 1912 on Centre Street in Richmond Hill and soon transferred the business to a new location just north of Elgin Mills on Yonge Street as the Endean Brothers Greenhouses and Nursery. The business continued to operate into the 1970’s and was an important flower business within the even larger nursery (known especially for rose cultivation) and sales employment sector in Richmond Hill. Staff considers Harry Endean to have been important in and contributed to the local nursery industries and thereby the history of Richmond Hill since before World War One until his death in 1972. He and Edith had also been involved in organizations committed to benefitting the Town, and were the parents of Frank Endean who became a well-known Regional Councillor in the Town.

In addition, the house was built by George S. Sims, a well-known builder, Councillor and Fire Brigade member (including Fire Chief in the Town). It is of further historical note that Harry’s mother Alice and brother Robert also had Arts and Crafts bungalows built in the same time frame as Harry and Edith had theirs’ built.

Mrs. Endean (Harry and Robert’s mother) advertised throughout 1922 for the sale of houses on Centre Street, suggesting that she had subdivided the former nursery lands on Centre Street and sold the properties as the houses became ready for occupancy. This implies that Alice Endean was an early developer in the Town.

### Physical/Design Value

In architectural terms, the CHIA identifies the house as being typical of the Arts and Crafts style that is not rare, nor unique, nor a representative or early example of the style, type, and construction method. Staff disagrees with the assessment and considers the building, built in 1920, to be a representative example of the style and rare in that it has most of its exterior original features remaining intact. Appendix C is a copy of the original specifications and Appendix D is a reduced copy of blue-prints for the house. Together with the photos shown in Appendix E, it can be seen how the house still retains the original materials from the time of construction.

**Contextual Value**

The CHIA further indicates that the building is not important in defining, maintaining or supporting the character of the neighbourhood, due to the great alteration of Wright Street over time. Again staff disagrees with this conclusion. The building sits between two buildings that were built in the same timeframe and retain their significant heritage qualities. The school located on the west side of the subject lands has been designated under Section 29 of the *Ontario Heritage Act* (OHA) and the two-storey Arts and Crafts house located to the east of the subject lands is considered a unique and well-preserved example of the style. Richmond Hill's former Town Hall (and High School) at 10268 Yonge Street, built in 1897 and designated in 1989, has a side wall on Wright Street just to the east of the subject lands. The subject building provides a continuum within the localized heritage character.

**Staff Consideration**

| **Physical/Design Value** | |
|---|---|
| Regulation 9/06 Criteria | Staff Comments |
| a. Is a rare, unique, representative or early example of a style, type, expression, material or construction method. | • The structure is a representative example of the Arts and Crafts Bungalow Style in Richmond Hill that is in excellent and original condition. |
| b. Displays a high degree of craftsmanship or artistic merit. | • The house exhibits a high degree of craftsmanship as evidenced by its continued excellent state of repair. |
| c. Demonstrates a high degree of technical or scientific achievement. | • N/A |
| **Associative/Historical Value** | |
| Regulation 9/06 Criteria | Staff Comments |
| a. Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community, | • Harry Endean is associated with the establishment and management of Endean Nurseries.<br>• The property through the owner has direct associations with the nursery industry; a decades long large employment sector in Richmond Hill.<br>• The property has direct association with the owners of the property Harry Endean and Edith Endean (née Littlefield), both involved in various civic associations. H. Endean also served as a School Board Trustee for number of years in the 1920's. |
| b. Yields, or has the potential to yield | • NA |

| | |
|---|---|
| information that contributes to an understanding of a community or culture, or | |
| c. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community. | • George S. Sims was the contractor and builder of the house. George S. Sims was an important person in the history of the Town. He served as Councilor, was member of Fire Brigade (including at one point the Fire Chief). |
| **Contextual Value** | |
| Regulation 9/06 Criteria | Staff Comments |
| a. Is important in defining, maintaining or supporting the character of an area, | • The subject building is a part of the localized heritage character continuum. |
| b. Is physically, functionally, visually or historically linked to its surrounding, or | • The building sits between two properties having buildings that were built in the same time frame and retain their significant heritage qualities. |
| c. Is a landmark | • N/A |

Appendix B contains a Draft Statement of Cultural Heritage Value or Interest for 35 Wright Street (the Harry Endean House).

## Financial/Staffing/Other Implications:

There are no financial implications through the adoption of this report.

## Relationship to the Strategic Plan:

The recommendations in this report relate to the Strategic Plan Goal of “wise management of resources in Richmond Hill” and the objective of being responsible by serving as a role model for municipal management. A detailed consideration of the heritage merits of the subject property is in keeping with Goal 3 – Outcome 1 of the Strategic Plan which is to “Respect the past through promoting the awareness of the Town’s heritage.” Consideration of the heritage merits also aligns with the direction to “steward Richmond Hill’s heritage resources”, and implements Outcome 2 of Goal 3 which is the promotion of a sense of identify and place through “the celebration, promotion and enhancement of the Town’s unique places”.

## Conclusion:

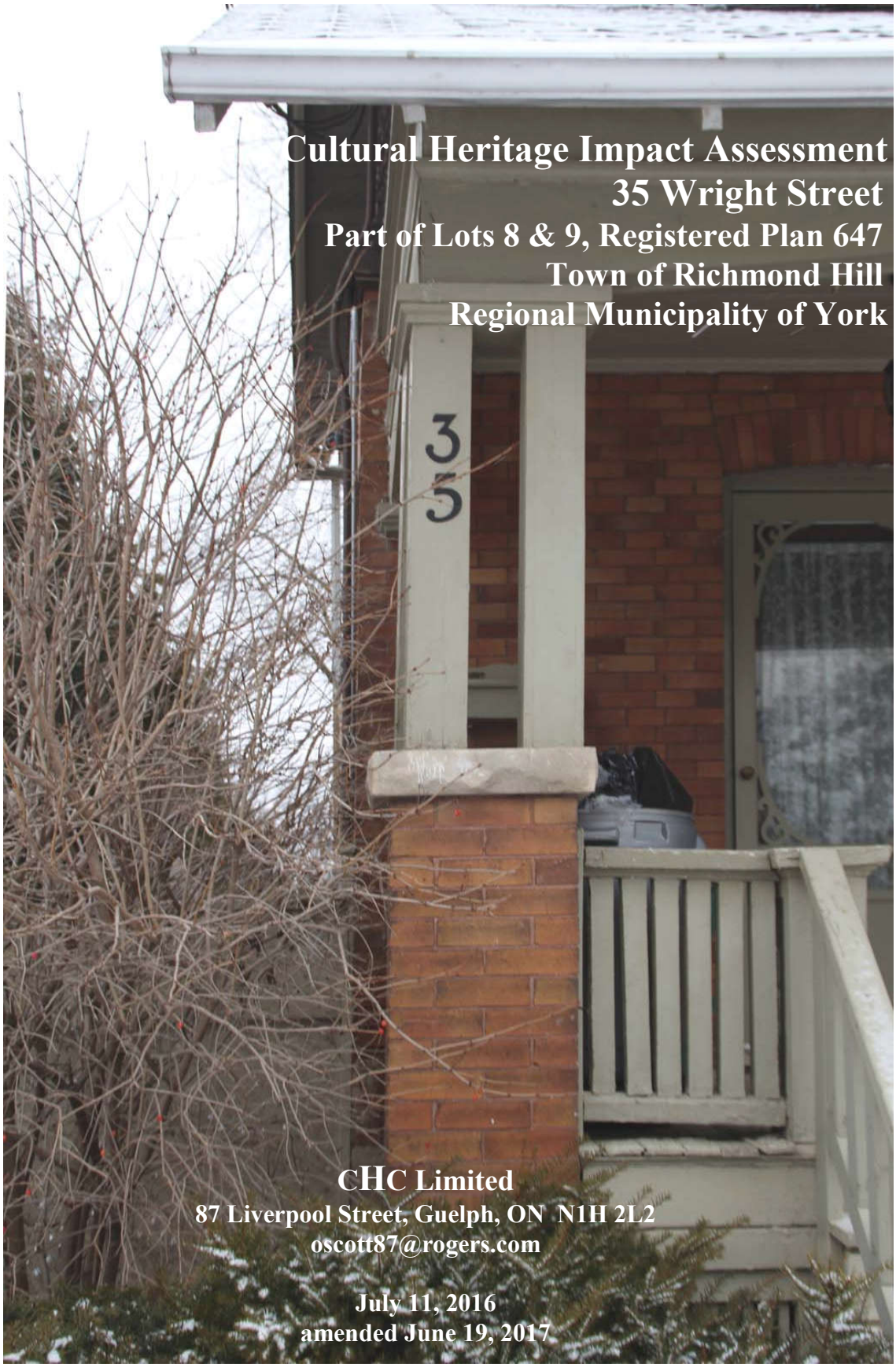
Staff is of the opinion that the CHIA submitted by the owner undervalues the cultural heritage value of the house. Additional staff research leads to the conclusion that the

Harry Enfield House has heritage value as measured by Regulation 9/06 of the *Ontario Heritage Act.* Staff support the designation of the Harry Endean House located at 35 Wright Street due to its significant physical/design value, associative/historical value and contextual value under Part IV of the *Ontario Heritage Act*. A full list of the attributes proposed to be included in the designation by-law for the Harry Endean House is included in Appendix B.

## Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A Cultural Heritage Impact Assessment for 35 Wright Street by CHC Limited, amended June 19, 2017
- Appendix B Draft Statement of Cultural Heritage Value or Interest for 35 Wright Street (the Harry Endean House)
- Appendix C Construction Specifications for 35 Wright Street
- Appendix D Reduced House Plan Blueprints for 35 Wright
- Appendix E Photos of Exterior of 35 Wright Street




# Cultural Heritage Impact Assessment
## 35 Wright Street
### Part of Lots 8 & 9, Registered Plan 647
### Town of Richmond Hill
### Regional Municipality of York

**CHC Limited**
**87 Liverpool Street, Guelph, ON N1H 2L2**
**oscott87@rogers.com**

**July 11, 2016**
**amended June 19, 2017**

# Cultural Heritage Impact Assessment
# 35 Wright Street, Richmond Hill, ON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Appendix 1 Chain of Title - PIN 03168-0004(LT) - 35 Wright Street, Richmond Hill, ON
Appendix 2 Arts and Crafts bungalows in Richmond Hill
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cover photo: 35 Wright Street, February 9, 2016
all photographs by Owen R. Scott, February 9, 2016, unless otherwise attributed

## 1.0 INTRODUCTION to DEVELOPMENT SITE

This amended Cultural Heritage Impact Assessment (CHIA) has been prepared for 1641031 Ontario Limited to facilitate the proposed redevelopment of 35 Wright Street in Richmond Hill. The redevelopment proposal consists of demolishing the existing residence and replacing it with a 6-storey + mechanical floor office building. The existing structure at 35 Wright Street is listed on the Town's *Inventory of Buildings of Architectural and Historical Importance*, triggering the requirement for a CHIA. The Town of Richmond Hill *Cultural Heritage Impact Assessment Terms of Reference* are employed in the conduct of this CHIA for the property.[1]

### 1.1 Location / context

Figure 1 is a Property Index Map showing the location of 35 Wright Street (in green) on the north side of the street, west of Yonge Street in downtown Richmond Hill.

Figure 2 is an aerial photograph of the area in which the subject property is located. Downtown shopping, restaurants, Seneca College campus and the Performing Arts Centre are at Yonge and Wright Streets. The subject property is partially surrounded by a secondary school property. A mostly single-family neighbourhood is to the west of Hall Street. Mixed uses; a hospice, a church, and condominium residences are to the south.

Figure 3 is a close-up aerial photograph showing the neighbouring properties, the designated, former Richmond Hill High School (now École Secondaire Norval-Morrisseau) on the west and north boundaries, 31 Wright Street, a former residence (now accountants offices), and a shopping plaza on the east, and Hill House Hospice, Baptist Church, and the parking lot for Seneca College and the Richmond Hill Performing Arts Centre across the street.

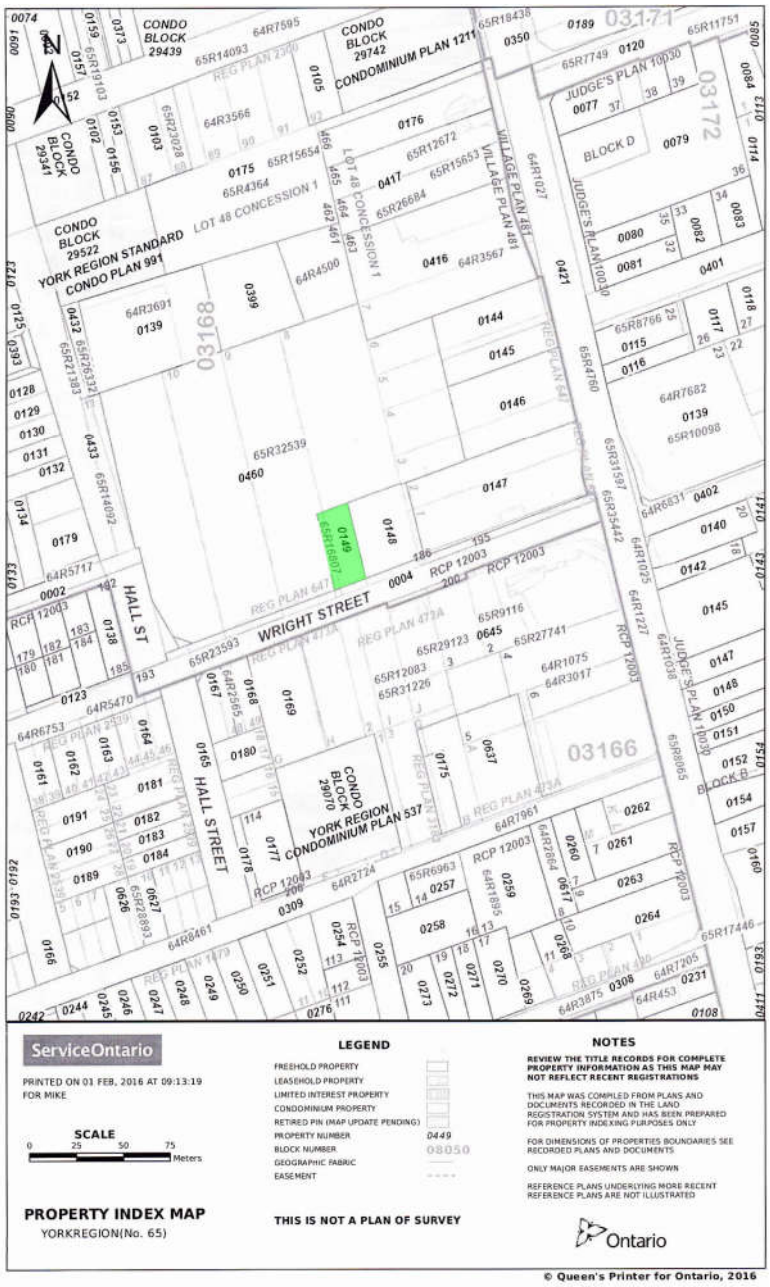


Figure 1 Property Index Map - *Service Ontario*

[1] *Cultural Heritage Impact Assessment Terms of Reference*, updated December 4, 2012, Town of Richmond Hill

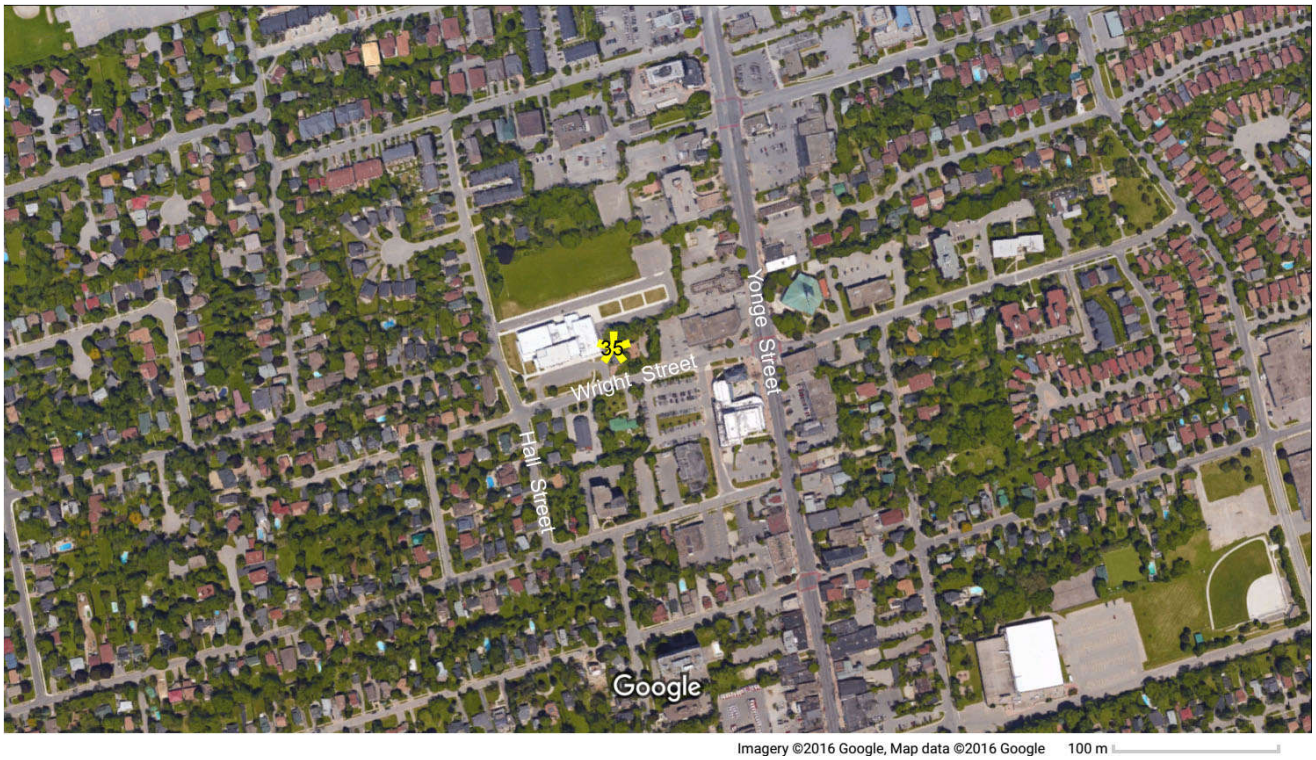


Figure 2 35 Wright Street location (yellow asterisk) - *Google Maps*

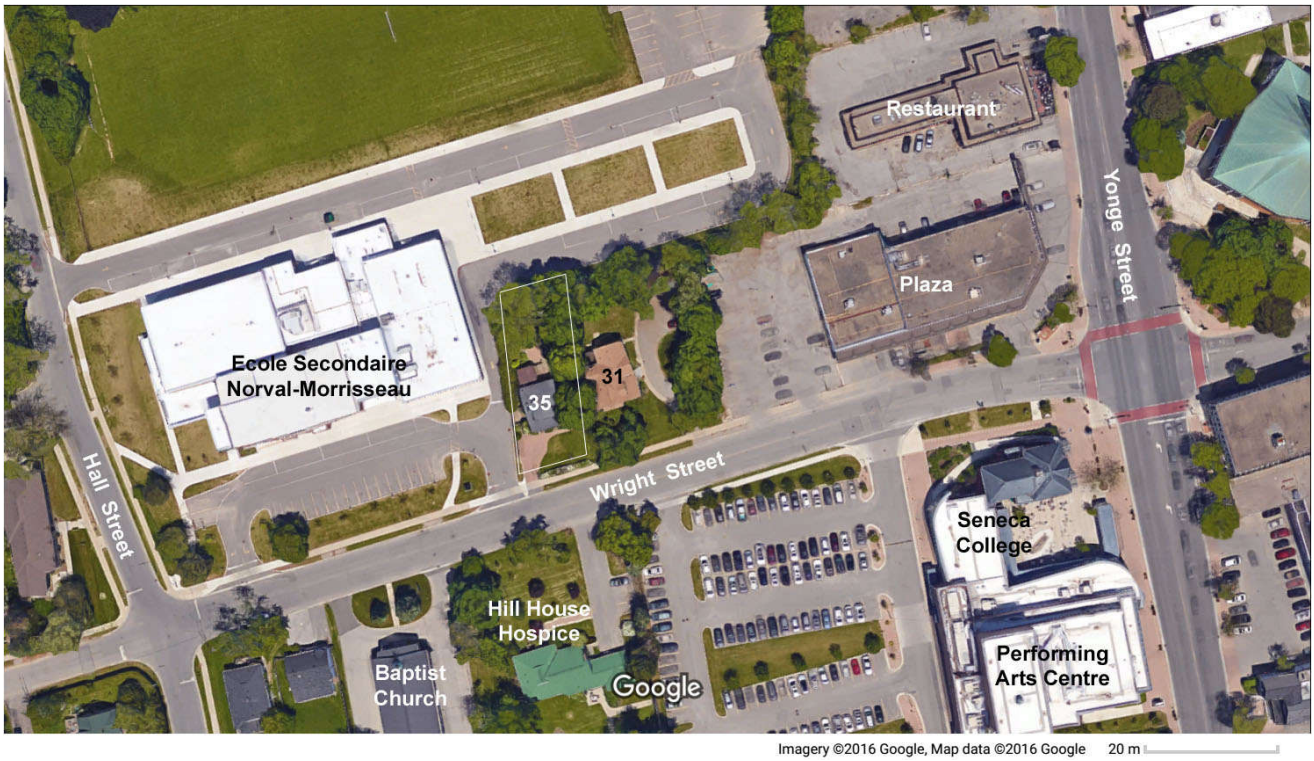


Figure 3 35 Wright Street neighbouring context - *Google Maps*

## 1.2 Proponent contact information

1641031 Ontario Limited
10 Verwood Avenue,
Toronto, ON M3H 2K4

## 1.3 Description of the property

35 Wright Street is a *circa* 1923 former single family, 1 ½-storey residence on a 736 $m^2$ (0.07 ha) lot (17.68 m x 41.63 m). A later addition is found at the rear, flanked on the east by a raised wood deck (Figure 8). The house is set back from the street approximately 9 metres with a +/- 2 metre minimum west side yard and a +/- 5 metre minimum east side yard. The rear yard is approximately 12 metres deep (Figure 6). Two small steel sheds are located on the east side of the house (Figure 10). A Spirea hedge borders the front property line (Figure 8). An Eastern White Cedar hedge and board-on-board fence defines the westerly property boundary (Figure 11) and a board fence/chain link fence the eastern property boundary. Mature Norway Maple trees line the eastern property line. The rear property boundary is defined by mature deciduous trees as well.

## 1.4 The cultural heritage resource

The residence at 35 Wright Street is the cultural heritage resource on the property. It is listed in the Town's *Inventory of Buildings of Architectural and Historical Importance* with the reason for listing being "A" [2].

**35 Wright Street, Harry Endean House**

Frame; orange brick veneer with wood-shingled upper storey; 1 ½ stories; c1921(v); side hall; gable-roofed front dormer; shed-roofed verandah with peaked arches and grouped square posts on brick pedestals; Edith and Harry Endean; one tree south of house

***4 A Res****

Figure 4 from: *Inventory of Buildings of Architectural and Historical Importance* - Heritage Richmond Hill, revised 2008

35 Wright St 4 A Res

1920

Frame; orange brick veneer with wood-shingled upper storey; 1½ st; ~~c1920~~(v); side hall; gable-roofed front dormer; shed-roofed verandah with peaked arches & grouped square posts on brick pedestals; Edith & Harry Endean.

Figure 5 from: heritage inventory, page 95

[2] Refers to the reason for including the building in the *Inventory*. "A" is for architectural, "C" for contextual, and "H" for historical importance. "Most buildings are listed as being of some architectural merit, if only in so far as the architecture suggests possible age." *Inventory of Buildings of Architectural and Historical Importance*

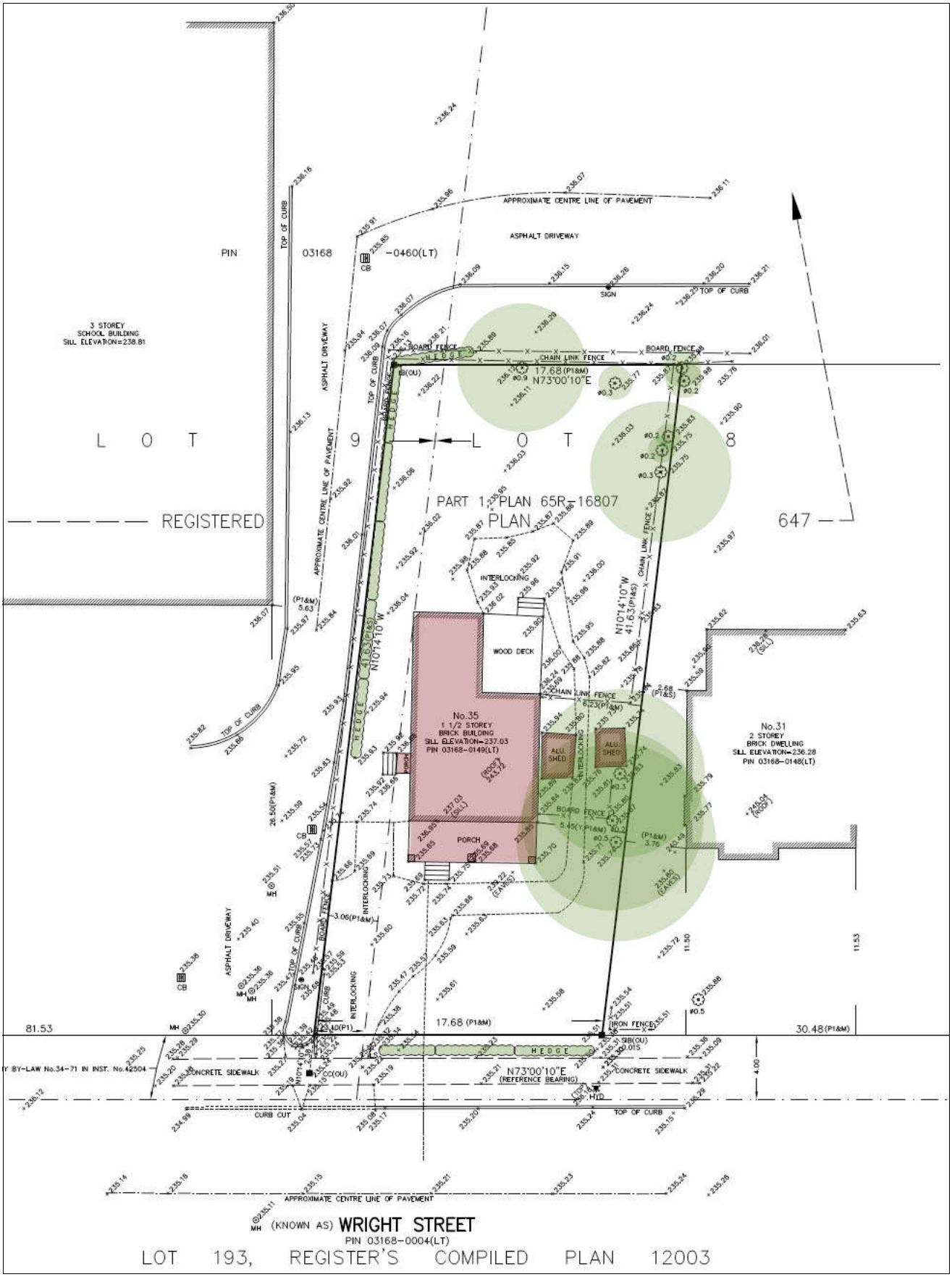


Figure 6 survey, existing conditions - from: *Vladimir Dosen Surveying*, September 22, 2015

The property is not listed in Parks Canada's *National Historic Sites of Canada*, or the *Canadian Register of Historic Places*. The building is described as a gable-roofed, 1½ storey frame house with an orange brick veneer lower storey and wood-shingled upper storey. It has a gable-roofed front dormer with two paired windows (Figure 11); a shed-roofed verandah with peaked arches and grouped square posts on brick pedestals (Figure 13). Further, the windows are 6 /1 and appear to be original to the house (Figure 14). Window configurations include numerous paired windows, single windows, and one triple window (Figure 15). Wood storm windows grace the lower floor windows with aluminum storms on the 2nd storey. Soldier course brick lintels head lower storey windows (Figure 17). Lower storey sills are rusticated precast concrete (Figure 17). The glazed front door appears to be original and is protected by a Victorian-style storm door (Figure 16). Soffits and verandah ceiling are tongue and groove wood construction (Figure 13). The asphalt-shingled roof sports a skylight on the south face. There is one central brick chimney with two flues. The house rests on a poured concrete foundation (Figure 18). A west side entrance is a half level below the main floor (Figure 15). A later frame, horizontal wood-sided addition is to the rear (Figure 19).

Figure 7 front (south) facade

Typical of the Arts and Crafts style of the 1920s and 1930s, the house is not rare, nor unique, nor a representative or early example of a style, type, expression, material and construction method. It is one of at least fourteen Arts and Crafts houses, including nine Arts and Crafts bungalows listed in the Town's Register, five of which appear to be almost identical (Appendix 2). No structural analysis or condition assessment was undertaken for this report other than a visual inspection; the building appears to be in good condition.

Figure 8 front (south) facade - *Google Street View* June 2015

Figure 9 rear (north) facade

Figure 10 east facade with storage sheds

Figure 11 west facade

Figure 12 gable-roofed, shingled, front dormer with exposed roof rafters and 2 paired, 6/1 windows.

Figure 13 verandah

Figure 14 typical 6/1 paired windows (east side)

Figure 15 triple window, west side

Figure 16 front door

Figure 17 rear (north) window

Figure 18 poured concrete foundation

Figure 19 single-storey rear addition

## 1.5 Surrounding Context

This block of Wright Street is an eclectic mix of different land uses, varying heights and massing of buildings, setbacks and parking lots (Figures 20 - 26).

Figure 20 immediate neighbourhood - *Town of Richmond Hill Maps*

Figure 21 hospice and Baptist Church across the street from 31 Wright Street

Figure 22 Seneca College (former high school/town hall) and Performing Arts Centre at Yonge and Wright

Figure 23 looking towards Yonge Street from 31 Wright Street

Figure 24 commercial plaza at Yonge and Wright

Figure 25 31 Wright Street

Figure 26 École Secondaire Norval-Morrisseau (former Richmond Hill High School)

The context for 35 Wright Street has been altered dramatically since it was constructed *circa* 1923. It is not important in defining, maintaining or supporting the character of the neighbourhood

## 2.0 BACKGROUND RESEARCH and ANALYSIS

The earliest Land Registry Office record for the sale of Lots 8 and 9 is the 8th of February 1885 by P. S. Gibson. Prior to that, this area of the Town of Richmond Hill had not been subdivided as can be seen in this 1878 map of the Village of Richmond Hill (Figure 27).

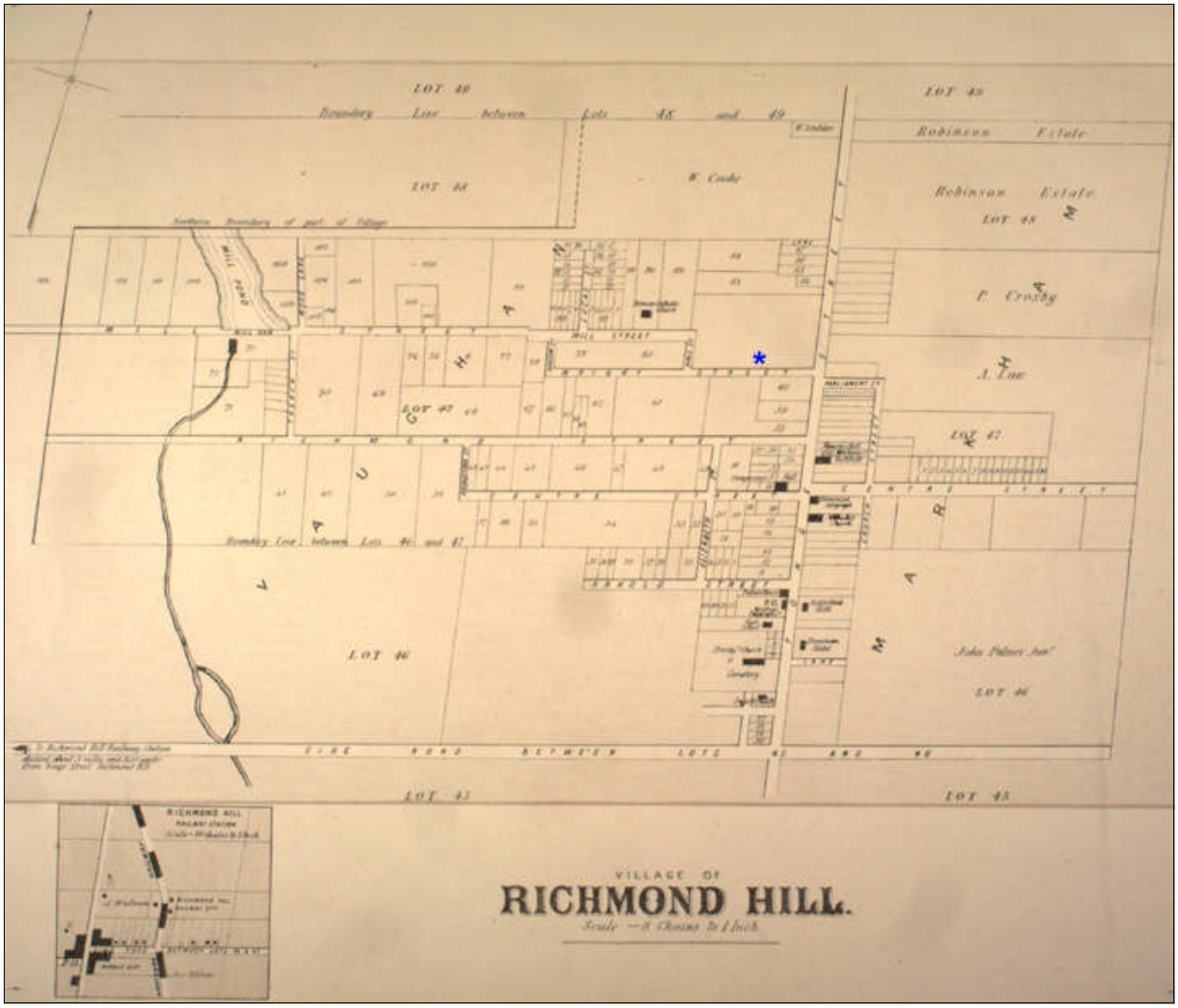


Figure 27 Village of Richmond Hill (subject property marked by blue asterisk) from: *Illustrated Historical Atlas of the County of York and the Township of West Gwillimbury & Town of Bradford in the County of Simcoe, Ont.*, Toronto : Miles & Co., 1878.

Matthew McNair purchased Lots 8 and 9, Registered Plan 647 in 1885 and sold both to Isaac Walder for $800 in 1905. Walder subdivided both lots and sold the portion of Lot 8 that is now 35 Wright Street in July of 1920 to Edith Littlefield (later Endean). In 1922 Walder sold Lot 9 to Ralph Langstaff, who in turn sold a portion to Harry Endean (Edith's husband) in 1923 for $120. Edith obtained two mortgages totalling $3,800 in the spring of 1921, with which the house was built, probably in 1923. The mortgages were discharged in 1939. Harry Endean worked locally with other family members in the nursery business. He was a member of the Rose Society of Ontario and a flower auctioneer at the 1938 Annual Rose Show[3]. He was also a member of the Flower Committee for Toronto's Centennial celebration in 1934[4]. The Endean family owned numerous homes in the town, including at least four similar Arts and Crafts homes of the era (Appendix 2). Endean Nurseries was one of a number of horticultural enterprises in the Town in the first part of the 20th century.

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[3] *Year Book of The Rose Society of Ontario 1913-1939*, pp. 13 & 14

[4] *Toronto's 100 Years 1834-1934*: The Official Centennial Book, Jesse Edgar Middleton, 1934

> *The active horticultural scene at Richmond Hill attracted other entrepreneurs, who opened greenhouse and nursery operations throughout the 1910s and 1920s: Henry Arnold and his Bedford Park Floral Company, located north of the Dunlop greenhouses; the Endean Brothers and their nursery business; and Walter Watson, H. Davis, and other independent operators. Almost overnight, the horticultural industry made the village famous and became Richmond Hill's major employer.*[5]

In 1941, the Endeans sold the property to John H. and Hilary D. Curzon. The property changed hands again in 1943 to Albert W. Chisholm and then again in 1947 to Florence G. Irwin who lived in the house for 46 years. Susan Smit bought the property in 1993 and sold it in 2014 to Zinyat Ozcan and Gunay Quliyeva. Nine months later the property was sold to Svitlana Kotler, whereupon it was transferred to Svitlana Kotler and Olga Boldareva, then back to Svitlana Kotler, then to Svitlana and Igor Kotler, the current owners, all in 2015.

Neither the original homeowner, nor any of the subsequent residents appears to have been of historical significance to the community. Census data, Archives of Ontario, Library and Archives Canada, business directories, Canadian Cemetery Records, and the Richmond Hill Public Library were searched for information.

## 3.0 STATEMENT of SIGNIFICANCE

Section 2 of the *Planning Act* indicates that Town Council shall have regard to matters of Provincial interest such as the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest. In addition, Section 3 of the *Planning Act* requires that decisions of Council shall be consistent with the *Provincial Policy Statement* (*PPS*). Policy 2.6.1 of the *PPS* requires that significant built heritage resources and significant cultural heritage landscapes shall be conserved.[6]

The PPS defines "built heritage resource" as a building, structure, monument, installation or any manufactured remnant that **contributes to a property's cultural heritage value or interest as identified by a community**, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers. The term "significant" means resources **valued for the important contribution they make to our understanding of the history of a place, an event, or a people**. "Conserved" means the **identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained under the *Ontario Heritage Act***. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment.

The question that requires an answer is whether or not the subject property is worthy of heritage designation in

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[5] *Early Days in Richmond Hill, A History of the Community to 1930*, Chapter 11, Robert M. Stamp

[6] *Provincial Policy Statement* (*PPS, 2014*) Cultural Heritage and Archaeology Policies 2.6, InfoSheet #5, Heritage Impact Assessments and Conservation Plans, Winter 2006

accordance with the heritage designation criteria per Regulation 9/06, *Ontario Heritage Act*.

*Ontario Regulation 9/06* states: *A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:*

1. *The property has design value or physical value because it,*
   - *is a rare, unique, representative or early example of a style, type, expression, material or construction method,*
   - *displays a high degree of craftsmanship or artistic merit, or*
   - *demonstrates a high degree of technical or scientific achievement.*
- *The property has historical value or associative value because it,*
   - *has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,*
   - *yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or*
   - *demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.*
- *The property has contextual value because it,*
   - *is important in defining, maintaining or supporting the character of an area,*
   - *is physically, functionally, visually or historically linked to its surroundings, or*
   - *is a landmark.*

The house is listed on the Town of Richmond Hill's *Inventory of Buildings of Architectural and Historical Importance Properties*.

The property does not meet the criteria for heritage designation under the Ontario Regulation 9/06, *Ontario Heritage Act*.

It does not have *design value or physical value*. The building is not rare, nor unique, nor a representative or early example of a style, type, expression, material and construction method; it does not display a high degree of craftsmanship; and it does not demonstrate a high degree of technical or scientific achievement.

It does not have *historical value or associative value*. The building has no direct association with a theme, event, belief, person, activity, organization or institution that is significant to the community. The building does not yield, nor has the potential to yield, information that contributes to an understanding of a community or culture. It does not demonstrate or reflect the work or ideas of an architect, artist, builder, designer or theorist who is significant to the community.

It is not important in defining, maintaining or supporting the character of the neighbourhood; the character of this block of Wright Street has been greatly altered over time and is an eclectic mix of various ages of institutional, commercial, and residential uses.

## 4.0 DEVELOPMENT PROPOSAL

The proposal is to demolish the building and replace it with a 6-storey + mechanical floor office building (Figures 28 - 30). Proposed sideyards are 600 / 659 mm (+/- 2'). Front yard setback is 10,994 mm (36'). Surface parking is at the front as in the existing situation; the remainder of the parking is under cover of the building (Figure 28).

In a larger context, a conceptual plan dealing with the redevelopment of both 35 and 31 Wright Street has been prepared (Figures 31 and 32). Provisions in the Official Plan and the evolving Secondary Plan for the area allow/propose between 2 and 2.5 times coverage. The planning justification report for this project provides further explanation and rationale for higher intensity. The concept for both lots retains the heritage structure at 31 Wright Street and integrates it with a future building.

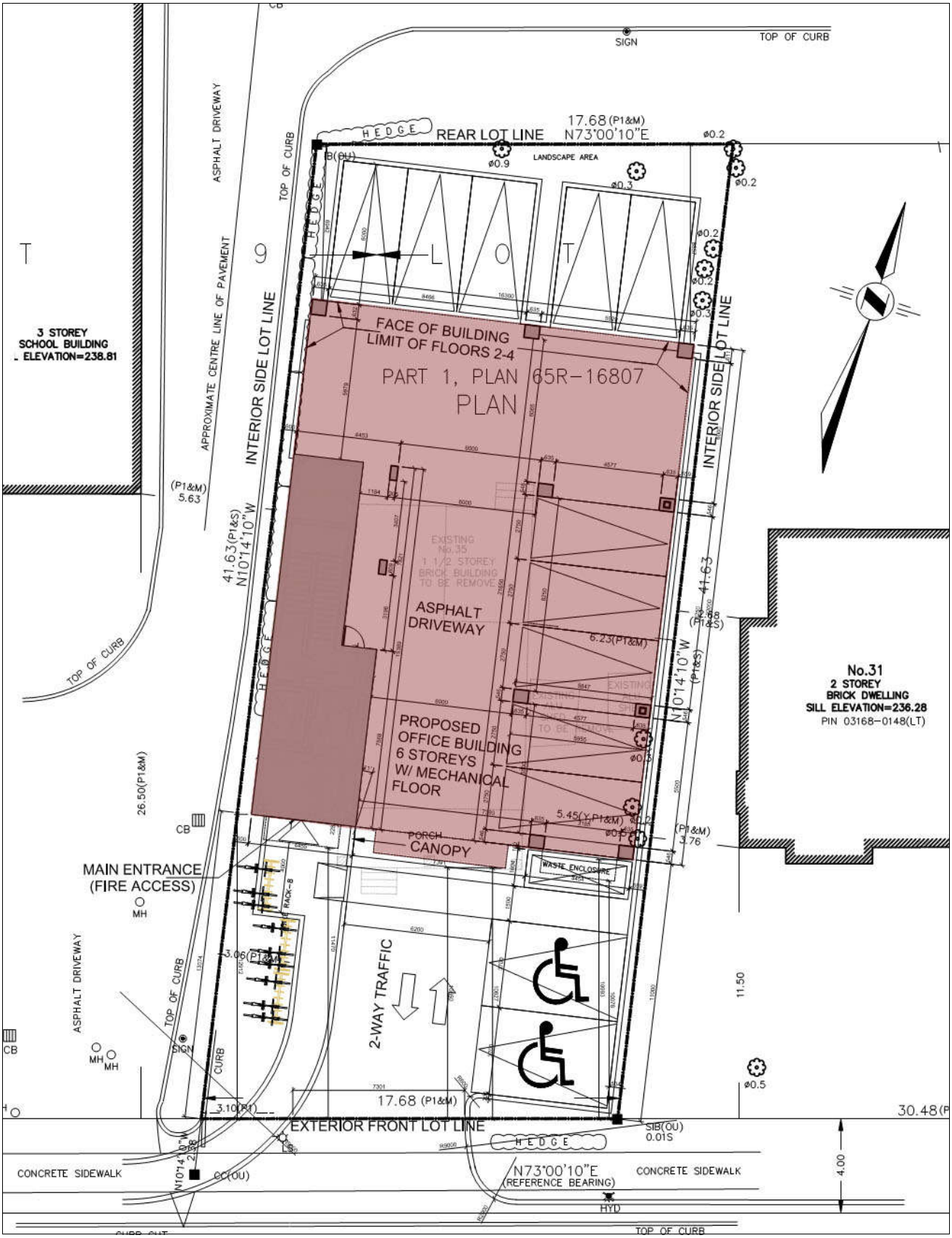



Figure 28 Site Plan - after: *I. V. Tikhomirova Architect*, March 22, 2016

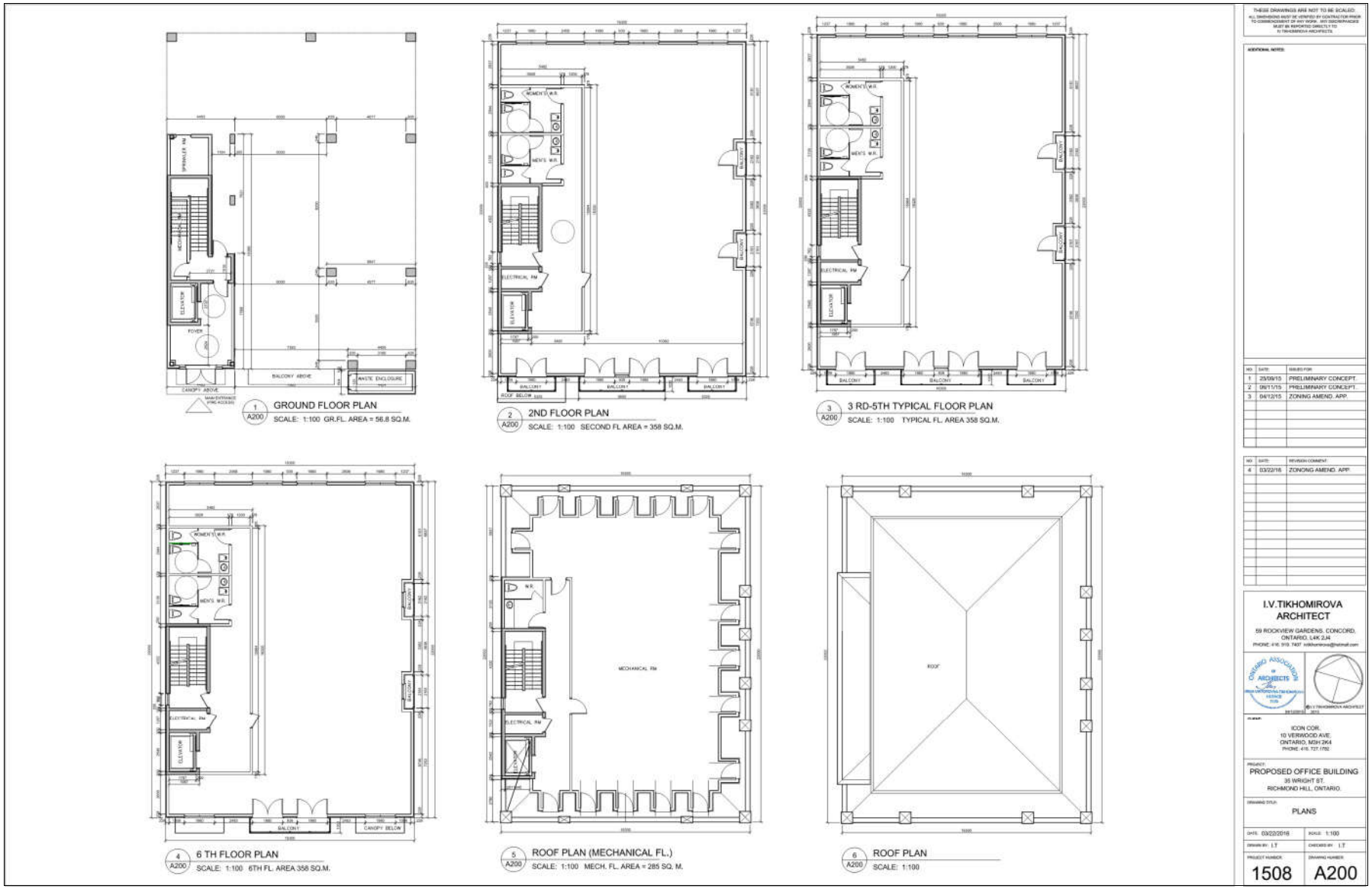



Figure 29 floor plans - after: *I. V. Tikhomirova Architect*, March 22, 2016

Cladding is a combination of marble-finish stucco and brick with stucco mouldings and a metal roof. Aluminum windows and doors and pre-finished metal railings are proposed.

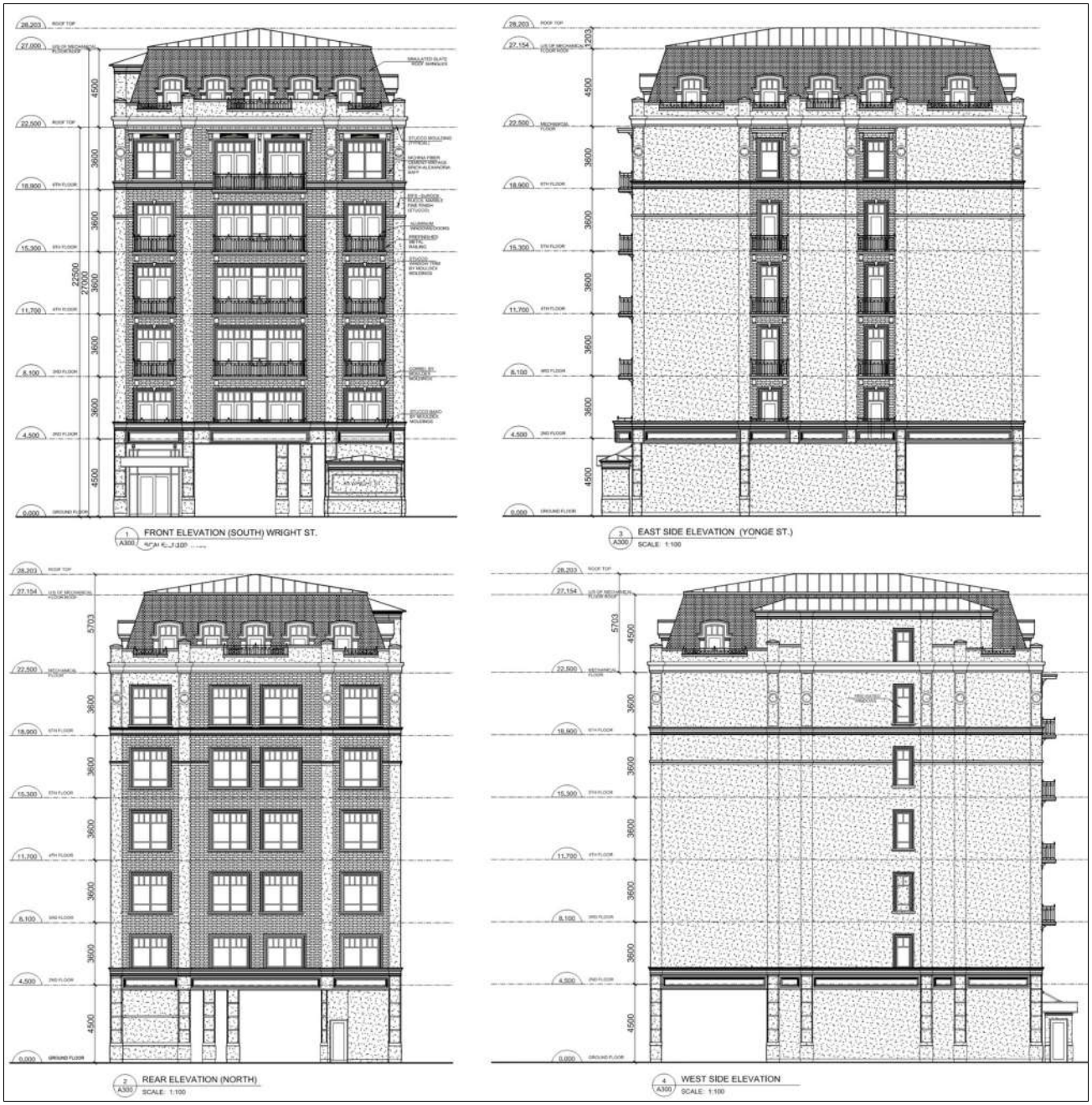



Figure 30 elevations - after: *I. V. Tikhomirova Architect*, March 22, 2016

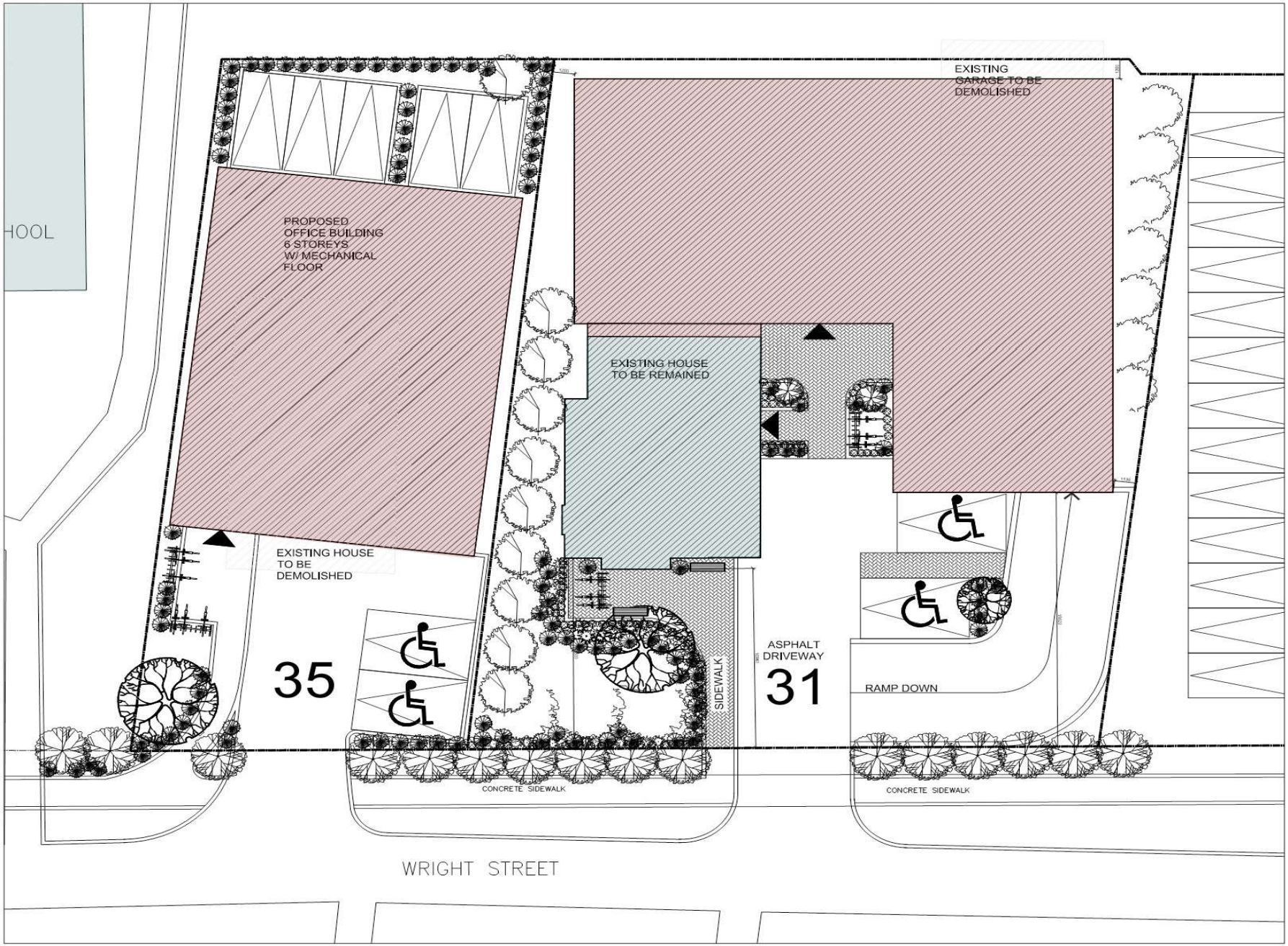



Figure 31 Conceptual Site Plan, 31 & 35 Wright Street - after: *I. V. Tikhomirova Architect*, June 13, 2016

Figure 32 Streetscape Concept, 31 & 35 Wright Street - after: *I. V. Tikhomirova Architect*, June 13, 2016

The proposed building at 35 Wright Street is four-storeys taller than the adjacent school and 5-storeys taller than adjacent 31 Wright Street. Buildings across the street range from the single-storey Hospice to a church with a tall steeple to the 5-storey Performing Arts Centre.

Figure 33 shadow study - after: *I. V. Tikhomirova Architect*, March 22, 2016

A shadow study prepared by the architect (Figure 33) shows the impact on the adjacent heritage designated school is minimal, with only the blank wall of the far easterly wing being affected mid-morning throughout the year. The impact on adjacent, heritage listed 31 Wright Street is greater, putting the building in shadow from mid-afternoon until evening throughout the year.

## 5.0 IMPACT of DEVELOPMENT

Potential impacts and an assessment of the proposed development follows.

| *Potential Negative Impact* | *Assessment* |
|---|---|
| • Destruction of any, or part of any, significant heritage attributes or features | no impact - building is not a significant cultural heritage resource |
| • Removal of natural heritage features, including trees | minimal impact - trees to be removed are Norway Maple |
| • Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance | not applicable |
| • Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature, or plantings, such as a garden | late afternoon shadows on adjacent 31 Wright Street will be lengthened - impact expected |
| • Isolation of a heritage attribute from its surrounding environment, context or a significant relationship | not applicable |
| • Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features | front yard setback similar to existing - 4.4 m separation of facades of 31 & 35 Wright Street retains existing view of 31 Wright Street |
| • A change in land use where the change in use negates the property's cultural heritage value | no impact |
| • Land disturbances such as change in grade that alter soils, and drainage patterns that adversely affect cultural heritage resources | no impact |

The significant heritage resource (former Richmond Hill High School) is not materially affected by the proposed development. 31 Wright Street is somewhat affected by virtue of the lengthy time it is in shadow from the proposed building. Because it is an office building, the impact is not as substantial.

## 6.0 CONSIDERED ALTERNATIVES and MITIGATION STRATEGIES

The mass of the proposed building is broken up with an interesting fenestration, materials, and glazing that addresses the street in a positive way. The proposed building is taller than its immediate neighbours, and taller than buildings within the block, and in sight. Intensification plans for the planning area suggest that the site could redevelop at much higher densities than currently exist. The only negative impact on a significant cultural heritage resource appears to be the shadow cast by the proposed building. Land use (office) of 31 Wright Street would mitigate this impact to a large extent.

## 7.0 CONSERVATION STRATEGY

Removal of the property at 35 Wright is being proposed. Site specific design guidelines recommended include:

- a landscape plan that addresses the neighbouring property at 31 Wright Street in a complementary fashion;
- low level screening of the surface parking spaces in the front yard, *i.e.* hedging and/or fencing.

This amended cultural heritage resource impact assessment is respectfully submitted by:

CHC Limited

Owen R. Scott, OALA, FCSLA, CAHP

**REFERENCES**

*Canadian Register of Historic Places* http://www.historicplaces.ca/visit-visite/rep-reg_e.aspx

*Cultural Heritage Impact Assessment Terms of Reference*, updated December 4, 2012, Town of Richmond Hill

*Early Days in Richmond Hill, A History of the Community to 1930*, Robert M. Stamp, Richmond Hill Public Library Board, 1991

*Illustrated Historical Atlas of the County of York and the Township of West Gwillimbury & Town of Bradford in the County of Simcoe, Ont.*, Toronto : Miles & Co., 1878

*Ontario Heritage Act* R.S.O. 1990, CHAPTER O.18

*Ontario Heritage Act*, Ontario Regulation 9/06, Criteria for Determining Cultural Heritage Value or Interest

*Ontario Heritage Tool Kit* http://www.culture.gov.on.ca/english/heritage/Toolkit/toolkit.ht

*Parks Canada National Historic Sites of Canada* http://www.pc.gc.ca/progs/lhn-nhs/index_e.asp

*Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada* http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_E.asp

*Provincial Policy Statement* (*PPS, 2014*) Cultural Heritage and Archaeology Policies 2.6, InfoSheet #5, Heritage Impact Assessments and Conservation Plans, Winter 2006

Richmond Hill *Our Heritage Our Community,* Compiled, Written & Drawn by Michael B. C. Lai ,Translated by Vicky Wong, 8 September 2006

Site Plan, Floor Plans, Elevations, Angular Planes, Shadow Study, I. V. Tikhomirova Architect, March 22, 2016 and June 7, 2016

Site Survey, Vladimir Dosen Surveying, September 22, 2015

*Toronto's 100 Years 1834-1934*: The Official Centennial Book, Jesse Edgar Middleton, 1934

*Town of Richmond Hill Inventory of Buildings of Architectural and Historical Importance*, Heritage Richmond Hill, revised 2008

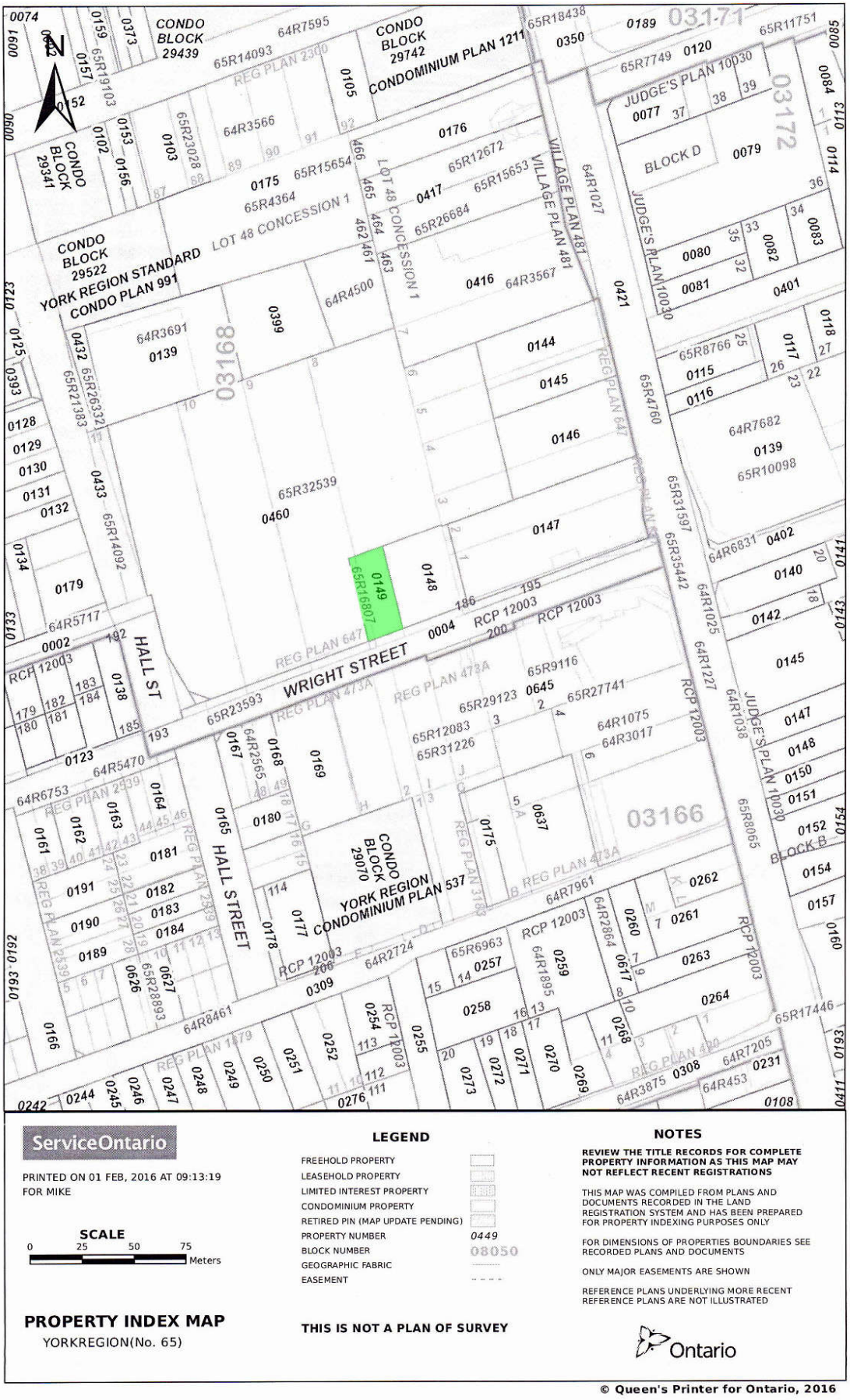
*Town of Richmond Hill Urban Design Brief – Site Plan Applications, Terms of Reference*, Planning & Regulatory Services Department, last updated January 2014

*Year Book of The Rose Society of Ontario 1913-1939*, The Macoomb Press Limited, Toronto, 1939, pp. 13 & 14

Appendix 1

**Chain of Title - PIN 03168-0149 (LT) 35 Wright Street, Richmond Hill, ON**

| no. | instrument | instrument date | registration date | Lot | compen-sation | from | to |
|---|---|---|---|---|---|---|---|
| 484 | Plan 647 | 8 Feb 1885 | 6 March 1886 | 8 | | P. S. Gibson | Matthew McNair |
| 928 | Grant | 11 Sept 1905 | 30 Sept 1905 | 8 | $800 | Matthew McNair and Jane his wife | Isaac L. Walder |
| 1911 | Grant | 10 July 1920 | 14 July 1920 | Pt. 8 | $400 | Isaac L. Walder & Matilda A. his wife | Edith Littlefield |
| 2156 | Grant | 23 May 1922 | 29 May 1922 | 9 | $5000 | Isaac L. Walder & Matilda A. his wife | Ralph L. Langstaff |
| 2369 | Grant | 5 June 1923 | 27 June 1923 | Pt. 9 | $120 | Ralph L. Langstaff | Harry Endean |
| the house was likely built in 1923 with the consolidation of Parts of Lots 8 and 9 | | | | | | | |
| 3812 | Grant | 22 Oct 1941 | 25 Oct 1941 | Pt. 8 & 9 | $3500 | Edith Endean | John H. Curzon & Hilary D. his wife |
| 3973 | Grant | 9 Aug 1943 | 10 Aug 1943 | Pt. 8 & 9 | $2500 | John H. Curzon & Hilary D. his wife | Albert W. Chisholm |
| 4703 | Grant | 2 June 1947 | 16 June 1947 | Pt. 8 & 9 | $7000 | Albert W. Chisholm & Mary L. his wife | Florence G. Irwin |
| 630649 | Transfer | | 1 Dec 1993 | Pt. 8 & 9 | $186,000 | Florence G. Irwin | Susan Smit |
| YR2107247 | Transfer | | 20 Mar 2014 | Pt. 8 & 9 | | Susan Smit | Zinyat Ozcan and Gunay Quliyeva |
| YR2238088 | Transfer | | 30 Dec 2014 | Pt. 8 & 9 | | Zinyat Ozcan and Gunay Quliyeva | Svitlana Kotler |
| YR2242337 | Transfer | | 13 Jan 2015 | Pt. 8 & 9 | | Svitlana Kotler | Svitlana Kotler and Olga Boldareva |
| YR2270606 | Transfer | | 25 Mar 2015 | Pt. 8 & 9 | | Svitlana Kotler and Olga Boldareva | Svitlana Kotler |
| YR2403656 | Transfer | | 14 Dec 2015 | Pt. 8 & 9 | | Svitlana Kotler | Svitlana Kotler and Igor Kotler |




Property Index Map *Service Ontario*

Appendix 2 **Arts and Crafts Bungalows in Richmond Hill**
from: ***Town of Richmond Hill Inventory of Buildings of Architectural and Historical Importance***

**58 Centre Street West, Alice Endean House** **WP**

Brick; brown; 2 stories; 1923(v); side hall; Queen Anne Revival; gable front with pent eave; transomed front window; shed-roofed verandah on Tuscan columns on brick pedestals; William H. Graham, builder, to George Glenn; Frame 2 storey rear addition; one tree south of house.

***4 AC Res****

Very similar to 35 Wright Street - another Endean house - mis-labelled in Inventory as Queen Anne Revival

**101 Centre Street West, Harold Murphy House** **WP**

Brick; brown and beige; 1 ½ stories; 1922(v); side hall; Arts and Crafts; bracketed gable roof with large bracketed gable-roofed front dormer; exposed rafter ends; side bay window; verandah under main roof, on short square tapered posts on brick pedestals; Harold Murphy; three trees south of house.

***4 AC Res****

same facade and floor plan as 35 Wright Street

**20 Elizabeth Street South, Robert Endean House** **WP**

Frame; buff brick veneer; 1 ½ stories: 1922(v); side hall; Arts and Crafts bungalow; gable roof with bracketed eaves and exposed rafter ends; gable-roofed front dormer; side bay window; art glass; verandah under main roof, with peaked-arch entablature, on battered brick piers; Robert Endean, nurseryman; 2 trees east of house; one tree south of house; one tree west of house.

***4 AC Res****

same facade as 35 Wright Street with mirrored floor plan - another Endean family house

**104 Richmond Street, Mrs. Peter Bassingthwaite House** **WP**

Brick; red; 1 ½ stories; c1913(v); 3-bay; Arts & Crafts; gable roof with exposed rafter ends; hip-roofed porch; brick 1 ½ storey rear wing; Mrs. Peter Bassingthwaite, widow.

***4 AC Res****

**110 Richmond Street, Gordon H. Sloan House** **WP**

Frame; red brick veneer; 1 storey; 1922(v); side hall; Arts and Crafts bungalow; gable roof with pent eaves and exposed rafter ends; shed-roofed front dormer; enclosed sunporch under main roof; G. Sloan; three trees north of house.

***4 AC Res****

Appendix 2 **Arts and Crafts Bungalows in Richmond Hill**
from: ***Town of Richmond Hill Inventory of Buildings of Architectural and Historical Importance***

**118 Richmond Street, Grace Southmayd House** **WP**

Frame; multi-coloured brick veneer; 1 ½ stories; 1922(v); Arts and Crafts; gable roof with bracketed eaves; gable-roofed front dormer; transomed front window; square side bay window; shed-roofed verandah on tapered square posts on brick pedestals; Gordon H. Sloan for Grace Southmayd.

***4 AC Res****

**12800 Yonge Street, Mitchell House**

Cobblestone and frame; 1 ½ stories; c1922(v); gable front; Arts and Crafts; gable roof with bracketed eaves; shed and gable-roofed side dormers; stone chimney; decorative half timbering; one tree south of house; one tree east of house; two trees north of house.

***1 A Res****

**13580 Yonge Street,**

Frame; aluminum siding; 1 storey; c1920; Arts and Crafts bungalow; hip roof; gable-roofed front dormer; roof extends to form verandah; stone chimney; three trees north of house; one tree west of house.

***1 A Res / Rur****

**35 Wright Street, Harry Endean House**

Frame; orange brick veneer with wood-shingled upper storey; 1 ½ stories; c1921(v); side hall; gable-roofed front dormer; shed-roofed verandah with peaked arches and grouped square posts on brick pedestals; Edith and Harry Endean; one tree south of house

***4 A Res****

subject property

## Appendix 3 **Qualifications of the Author**

**OWEN R. SCOTT,** ***OALA, FCSLA, CAHP***

**Education:**
Master of Landscape Architecture (MLA) University of Michigan, 1967
Bachelor of Science in Agriculture (Landscape Horticulture), (BSA) University of Guelph, 1965

**Professional Experience:**

| | |
|---|---|
| 1965 - present | President, CHC Limited, Guelph, ON |
| 1977 - present | President, The Landplan Collaborative Ltd., Guelph, ON |
| 1977 - 1985 | Director, The Pacific Landplan Collaborative Ltd., Vancouver and Nanaimo, BC |
| 1975 - 1981 | Editor and Publisher, *Landscape Architecture Canada*, Ariss, ON |
| 1969 - 1981 | Associate Professor, School of Landscape Architecture, University of Guelph |
| 1975 - 1979 | Director and Founding Principal, Ecological Services for Planning Limited, Guelph, ON |
| 1964 - 1969 | Landscape Architect, Project Planning Associates Limited, Toronto, ON |

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**Historical Research, Heritage Planning and Conservation Experience and Expertise**

**Current Professional and Professional Heritage Associations Affiliations:**

| | |
|---|---|
| Member: | Alliance for Historic Landscape Preservation (AHLP) - 1978 - |
| Member: | Canadian Association of Heritage Professionals (CAHP) - 1987 - |
| Member: | Ontario Association of Landscape Architects (OALA) - 1968 - (Emeritus 2016) |
| Member: | Canadian Society of Landscape Architects (FCSLA) - 1969 - (Fellow 1977, Life Member 2016) |

**Community and Professional Society Service (Heritage):**

| | |
|---|---|
| Director: | Canadian Association of Heritage Professionals (CAHP), 2002 - 2003 |
| Member: | Advisory Board, Architectural Conservancy of Ontario, 1980 - 2002 |
| Member: | City of Guelph Local Architectural Conservation Advisory Committee (LACAC), 1987 - 2000 (Chair 1988 - 1990) |
| Member: | Advisory Council, Centre for Canadian Historical Horticultural Studies, 1985 - 1988 |

**Professional Honours and Awards (Heritage):**

| | | |
|---|---|---|
| Merit Award | 2016 | Canadian Association of Heritage Professionals Awards, City of Kitchener Cultural Heritage Landscapes |
| National Award | 2016 | Canadian Society of Landscape Architects (CSLA), City of Kitchener Cultural Heritage Landscapes |
| Mike Wagner Award | 2013 | Heritage Award - Breithaupt Block, Kitchener, ON |
| People's Choice Award | 2012 | Brampton Urban Design Awards, Peel Art Gallery, Museum and Archives, Brampton, ON |
| Award of Excellence | 2012 | Brampton Urban Design Awards, Peel Art Gallery, Museum and Archives, Brampton, ON |
| National Award | 2009 | Heritage Canada Foundation National Achievement, Alton Mill, Alton, ON |
| Award of Merit | 2009 | Canadian Association of Heritage Professionals Awards, Alton Mill, Alton, ON |
| Award | 2007 | Excellence in Urban Design Awards, Heritage, Old Quebec Street, City of Guelph, ON |
| Award | 2001 | Ontario Heritage Foundation Certificate of Achievement |
| Award | 1998 | Province of Ontario, Volunteer Award (10 year award) |
| Award | 1994 | Province of Ontario, Volunteer Award (5 year award) |
| Regional Merit | 1990 | CSLA Awards, Britannia School Farm Master Plan |
| National Honour | 1990 | CSLA Awards, Confederation Boulevard, Ottawa |
| Citation | 1989 | City of Mississauga Urban Design Awards, Britannia School Farm Master Plan |
| Honour Award | 1987 | *Canadian Architect*, Langdon Hall Landscape Restoration, Cambridge, ON |
| Citation | 1986 | *Progressive Architecture*, The Ceremonial Routes (Confederation Boulevard), Ottawa, |
| National Citation | 1985 | CSLA Awards, Tipperary Creek Heritage Conservation Area Master Plan, Saskatoon, SK |
| National Merit | 1984 | CSLA Awards, St. James Park Victorian Garden, Toronto, ON |
| Award | 1982 | Ontario Ministry of Municipal Affairs Ontario Renews Awards, Millside, Guelph, ON |

**Selected Heritage Publications:**

Scott, Owen R., The Southern Ontario "Grid", *ACORN* Vol XXVI-3, Summer 2001. *The Journal of the Architectural Conservancy of Ontario*.

Scott, Owen R. *19th Century Gardens for the 20th and 21st Centuries*. Proceedings of "Conserving Ontario's Landscapes" conference of the ACO, (April 1997). Architectural Conservancy of Ontario Inc., Toronto, 1998.

## Appendix 3 **Qualifications of the Author**

Scott, Owen R. *Landscapes of Memories, A Guide for Conserving Historic Cemeteries.* (19 of 30 chapters) compiled and edited by Tamara Anson-Cartright, Ontario Ministry of Citizenship, Culture and Recreation, 1997.

Scott, Owen R. Cemeteries: A Historical Perspective, *Newsletter, The Memorial Society of Guelph*, September 1993.

Scott, Owen R. The Sound of the Double-bladed Axe, *Guelph and its Spring Festival*. edited by Gloria Dent and Leonard Conolly, The Edward Johnson Music Foundation, Guelph, 1992. 2 pp.

Scott, Owen R. Woolwich Street Corridor, Guelph, *ACORN* Vol XVI-2, Fall 1991. Newsletter of the Architectural Conservancy of Ontario Inc. (ACO)

Scott, Owen R. guest editor, *ACORN*, Vol. XIV-2, Summer 1989. Cultural Landscape Issue, Newsletter of the ACO.

Scott, Owen R. Heritage Conservation Education, Heritage Landscape Conservation, *Momentum 1989*, Icomos Canada, Ottawa, p.31.

Scott, Owen R. Cultivars, pavers and the historic landscape, *Historic Sites Supplies Handbook*. Ontario Museum Association, Toronto, 1989. 9 pp.

Scott, Owen R. Landscape preservation - What is it? *Newsletter,* American Society of Landscape Architects - Ontario Chapter, vol. 4 no.3, 1987.

Scott, Owen R. Tipperary Creek Conservation Area, Wanuskewin Heritage Park. *Landscape Architectural Review*, May 1986. pp. 5-9.

Scott, Owen R. Victorian Landscape Gardening. Ontario Bicentennial History Conference, McMaster University, 1984.

Scott, Owen R. Canada West Landscapes. *Fifth Annual Proceedings Niagara Peninsula History Conference (1983)*. 1983. 22 pp.

Scott, Owen R. Utilizing History to Establish Cultural and Physical Identity in the Rural Landscape. *Landscape Planning*, Elsevier Scientific Press, Amsterdam, 1979. Vol. 6, No. 2, pp. 179-203.

Scott, Owen R. Changing Rural Landscape in Southern Ontario. *Third Annual Proceedings Agricultural History of Ontario Seminar (1978)*. June 1979. 20 pp.

Scott, Owen R., P. Grimwood, M. Watson. George Laing - Landscape Gardener, Hamilton, Canada West 1808-1871. *Bulletin, The Association for Preservation Technology*, Vol. IX, No. 3, 1977, 13 pp. (also published in *Landscape Architecture Canada*, Vol. 4, No. 1, 1978).

Scott, Owen R. The Evaluation of the Upper Canadian Landscape. Department of Landscape Architecture, University of Manitoba. 1978. (Colour videotape).

Following is a **representative listing of some of the heritage consultations undertaken by Owen R. Scott** in his capacity as a principal of The Landplan Collaborative Ltd., and principal of CHC Limited.

Heritage Master Plans and Landscape Plans

- Alton Mill Landscape, Caledon, ON
- Black Creek Pioneer Village Master Plan, Toronto, ON
- Britannia School Farm Master Plan, Peel Board of Education/Mississauga, ON
- Confederation Boulevard (Sussex Drive) Urban Design, Site Plans, NCC/Ottawa, ON
- Doon Heritage Crossroads Master Plan and Site Plans, Region of Waterloo/Kitchener, ON
- Downtown Guelph Private Realm Improvements Manual, City of Guelph, ON
- Downtown Guelph Public Realm Plan, City of Guelph, ON
- Dundurn Castle Landscape Restoration Feasibility Study, City of Hamilton, ON
- Elam Martin Heritage Farmstead Master Plan, City of Waterloo, ON
- Exhibition Park Master Plan, City of Guelph, ON
- George Brown House Landscape Restoration, Toronto, ON
- *Grand River Corridor Conservation Plan*, GRCA/Regional Municipality of Waterloo, ON
- Greenwood Cemetery Master Plan, Owen Sound, ON
- Hamilton Unified Family Courthouse Landscape Restoration Plan, Hamilton, ON
- John Galt Park, City of Guelph, ON
- Judy LaMarsh Memorial Park Master Plan, NCC/Ottawa, ON
- Langdon Hall Gardens Restoration and Site Plans, Cambridge, ON
- London Psychiatric Hospital Cultural Heritage Stewardship Plan, London, ON
- McKay / Varley House Landscape Restoration Plan, Markham (Unionville), ON
- Museum of Natural Science/Magnet School 59/ Landscape Restoration and Site Plans, City of Buffalo, NY
- Muskoka Pioneer Village Master Plan, MNR/Huntsville, ON
- Peel Heritage Centre Adaptive Re-use, Landscape Design, Brampton, ON
- Phyllis Rawlinson Park Master Plan (winning design competition), Town of Richmond Hill, ON
- Prime Ministerial Precinct and Rideau Hall Master Plan, NCC/Ottawa, ON
- Queen/Picton Streets Streetscape Plans, Town of Niagara-on-the-Lake, ON
- Regional Heritage Centre Feasibility Study and Site Selection, Region of Waterloo, ON
- Rockway Gardens Master Plan, Kitchener Horticultural Society/City of Kitchener, ON
- St. George's Square, City of Guelph, ON

Appendix 3 **Qualifications of the Author**

- St. James Cemetery Master Plan, Toronto, ON
- St. James Park Victorian Garden, City of Toronto, ON
- Tipperary Creek (Wanuskewin) Heritage Conservation Area Master Plan, Meewasin Valley Authority, Saskatoon, SK
- Whitehern Landscape Restoration Plan, Hamilton, ON
- Woodside National Historic Park Landscape Restoration, Parks Canada/Kitchener, ON

Cultural Heritage Evaluation Reports (CHER), Cultural Heritage Inventories and Cultural Heritage Landscape Evaluations

- Adams Bridge (Structure S20) Cultural Heritage Evaluation Report, Southgate Twp., ON
- Belfountain Area Heritage Inventory for Environmental Assessment, Peel Region, ON
- Bridge #9-WG Cultural Heritage Evaluation Report, Township of Centre Wellington, ON
- Bridge #20 Cultural Heritage Evaluation Report, Blandford-Blenheim Township, ON
- Bridge #25 Cultural Heritage Evaluation Report, Blandford-Blenheim Township, ON
- Chappell Estate / Riverside / Mississauga Public Garden Heritage Inventory, Mississauga, ON
- Cruickston Park Farm & Cruickston Hall - Cultural Heritage Resources Study, Cambridge, ON
- Doon Valley Golf Course - Cultural Heritage and Archaeological Resources Inventory, Kitchener/Cambridge, ON
- Government of Ontario Light Rail Transit (GO-ALRT) Route Selection, Cultural and Natural Resources Inventory for Environmental Assessment, Hamilton/Burlington, ON
- Hancock Woodlands Cultural Heritage Assessment, City of Mississauga, ON
- Hespeler West Secondary Plan - Heritage Resources Assessment, City of Cambridge, ON
- Highway 400 to 404 Link Cultural Heritage Inventory for Environmental Assessment, Bradford, ON
- Highway 401 to 407 Links Cultural Heritage Inventory for Environmental Assessment, Pickering/Ajax/Whitby/ Bowmanville, ON
- Holland Mills Road Bridge Cultural Heritage Evaluation Report, Wilmot Township, ON
- Homer Watson House Cultural Heritage Evaluation Report, Kitchener, ON
- Irvine Street (Watt) Bridge Cultural Heritage Evaluation Report, Township of Centre Wellington, ON
- Lakewood Golf Course Cultural Landscape Assessment, Tecumseh, ON
- Landfill Site Selection, Cultural Heritage Inventory for Environmental Assessment, Region of Halton, ON
- Niska Road Cultural Heritage Landscape Addendum, City of Guelph, ON
- 154 Ontario Street, Historical - Associative Evaluation, Guelph, ON
- 35 Sheldon Avenue North, Cultural Heritage Evaluation Report, Kitchener, ON
- Silvercreek (LaFarge Lands) Cultural Landscape Assessment, Guelph, ON
- South Kitchener Transportation Study, Heritage Resources Assessment, Region of Waterloo, ON
- 53 Surrey Street East and 41, 43, 45 Wyndham Street South Cultural Heritage Evaluation Guelph, ON
- Swift Current CPR Station Gardens condition report and feasibility study for rehabilitation/reuse, Swift Current, SK
- University of Guelph, McNaughton Farm House, Cultural Heritage Resource Assessment, Puslinch Township, ON
- University of Guelph, Trent Institute Cultural Heritage Resource Assessment, Guelph, ON
- University of Guelph, 1 and 10 Trent Lane Cultural Heritage Resource Assessments, Guelph, ON
- Uno Park Road Bridge, Cultural Heritage Evaluation Report, Harley Township, ON
- 2007 Victoria Road South Heritage Evaluation, Guelph, ON
- Waterloo Valleylands Study, Heritage and Recreational Resources mapping and policies, Region of Waterloo

Heritage Impact Assessments (HIA) and Cultural Landscape Heritage Impact Statements

- Adams Bridge (Structure S20) Heritage Impact Assessment, Southgate Township, ON
- 33 Arkell Road Heritage Impact Assessment, Guelph, ON
- 86 Arthur Street, Heritage Impact Assessment, Guelph, ON
- William Barber House, 5155 Mississauga Road , Heritage Impact Assessment, Mississauga, ON
- Barra Castle Heritage Impact Assessment, Kitchener, ON
- Biltmore Hat Factory Heritage Impact Assessment, Guelph, ON
- 140 Blue Heron Ridge Heritage Impact Assessment, Cambridge, ON
- 25 Breithaupt Street Heritage Impact Assessment, Kitchener, ON
- 51 Breithaupt Street Heritage Impact Assessment, Kitchener, ON
- Bridge #20 Heritage Impact Assessment, Blandford-Blenheim Township, ON
- Bridge #25 Heritage Impact Assessment, Blandford-Blenheim Township, ON
- 215 Broadway Street Heritage Impact Statement, Mississauga, ON
- Cambridge Retirement Complex on the former Tiger Brand Lands, Heritage Impact Assessment, Cambridge, ON
- Cambridge Retirement Complex on the former Tiger Brand Lands, Heritage Impact Assessment Addendum, Cambridge, ON
- 27-31 Cambridge Street, Heritage Impact Assessment, Cambridge, ON
- 3075 Cawthra Road Heritage Impact Statement, Mississauga, ON
- 58 Church Street Heritage Impact Assessment, Churchville Heritage Conservation District, Brampton, ON

Appendix 3 **Qualifications of the Author**

- City Centre Heritage Impact Assessment, Kitchener, ON
- 175 Cityview Drive Heritage Impact Assessment, Guelph, ON
- 12724 Coleraine Drive Cultural Heritage Impact Statement, Caledon (Bolton), ON
- 12880 Coleraine Drive Cultural Heritage Impact Statement, Caledon (Bolton), ON
- Cordingly House Heritage Impact Statement, Mississauga, ON
- 264 Crawley Road Heritage Impact Assessment (farmstead, house & barn), Guelph, ON
- 31-43 David Street (25 Joseph Street) Heritage Impact Assessment, Kitchener, ON
- 35 David Street (Phase II) Heritage Impact Assessment, Kitchener, ON
- 75 Dublin Street Heritage Impact Assessment, Guelph, ON
- 24, 26, 28 and 32 Dundas Street East Heritage Impact Statement, Mississauga, (Cooksville), ON
- 1261 Dundas Street South Heritage Impact Assessment, Cambridge, ON
- 172 - 178 Elizabeth Street Heritage Impact Assessment, Guelph, ON
- 19 Esandar Drive, Heritage Impact Assessment, Toronto, ON
- 14 Forbes Avenue Heritage Impact Assessment, Guelph, ON
- 369 Frederick Street Heritage Impact Assessment, Kitchener, ON
- 42 Front Street South Heritage Impact Assessment, Mississauga, ON
- Grey Silo Golf Course/Elam Martin Farmstead Heritage Impact Assessment, City of Waterloo, ON
- GRCA Lands, 748 Zeller Drive Heritage Impact Assessment Addendum, Kitchener, ON
- Hancock Woodlands Heritage Impact Statement, City of Mississauga, ON
- 132 Hart's Lane, Hart Farm Heritage Impact Assessment, Guelph, ON
- Holland Mills Road Bridge Heritage Impact Assessment, Wilmot Township, ON
- 9675, 9687, 9697 Keele Street Heritage Impact Assessment, City of Vaughan (Maple) ON
- 13165 Keele Street Cultural Heritage Resource Impact Assessment, King Township (King City), ON
- 151 King Street North Heritage Impact Assessment, Waterloo, ON
- Kip Co. Lands Developments Ltd. Cultural Heritage Resource Impact Assessment - Woodbridge Heritage Conservation District, City of Vaughan (Woodbridge) ON
- 20415 Leslie Street Heritage Impact Assessment, East Gwillimbury, ON
- 117 Liverpool Street Heritage Impact Assessment, Guelph, ON
- 30 - 40 Margaret Avenue Heritage Impact Assessment, Kitchener, ON
- 19 - 37 Mill Street Scoped Heritage Impact Assessment, Kitchener, ON
- 2610, 2620 and 2630 Mississauga Road, Cultural Landscape Heritage Impact Statement, Mississauga, ON
- 4067 Mississauga Road, Cultural Landscape Heritage Impact Statement, Mississauga, ON
- 1142 Mona Road, Heritage Impact Assessment, Mississauga, ON
- 1245 Mona Road, Heritage Impact Statement, Mississauga, ON
- 15 Mont Street, Heritage Impact Assessment, Guelph, ON
- Proposed Region of Waterloo Multimodal Hub at 16 Victoria Street North, 50 & 60 Victoria Street North, and 520 & 510 King Street West, Heritage Study and Heritage Impact Assessment, Kitchener, ON
- 6671 Ninth Line Heritage Impact Statement, Cordingley House Restoration & Renovation, Mississauga, ON
- 324 Old Huron Road Heritage Impact Assessment, Kitchener, ON
- 40 Queen Street South Heritage Impact Statement, Mississauga, (Streetsville), ON
- Rockway Holdings Limited Lands north of Fairway Road Extension Heritage Impact Assessment, Kitchener, ON
- 35 Sheldon Avenue, Heritage Impact Assessment, Kitchener, ON
- 259 St. Andrew Street East Cultural Heritage Assessment, Fergus, ON
- 10431 The Gore Road Heritage Impact Assessment, Brampton, ON
- Thorny-Brae Heritage Impact Statement, Mississauga, ON
- 7 Town Crier Lane, Heritage Impact Assessment, Markham, ON
- University of Guelph, 3 - 7 Gordon Street Houses, Heritage Impact Assessment, Guelph, ON
- University of Guelph, Harrison House, Heritage Impact Assessment, Guelph, ON
- Uno Park Road Bridge, Heritage Impact Assessment, Harley Township, ON
- Victoria Park Proposed Washroom Cultural Heritage Impact Assessment, Kitchener, ON
- 927 Victoria Road South (barn) Heritage Impact Assessment, Guelph, ON
- 272-274 Victoria Street Heritage Impact Assessment, Mississauga, ON
- 26 - 32 Water Street North Heritage Impact Assessment, Cambridge (Galt), ON
- Winzen Developments Heritage Impact Assessment, Cambridge, ON
- 35 Wright Street Cultural Heritage Resource Impact Assessment, Richmond Hill, ON
- 1123 York Road Heritage Impact Assessment, Guelph, ON

## Appendix 3 **Qualifications of the Author**

Heritage Conservation Plans

- William Barber House, 5155 Mississauga Road , Heritage Conservation Plan, Mississauga, ON
- 51 Breithaupt Street Heritage Conservation Plan, Kitchener, ON
- Hamilton Psychiatric Hospital Conservation Plan, for Infrastructure Ontario, Hamilton, ON
- Harrop Barn Heritage Conservation Plan, Milton, ON
- 324 Old Huron Road Conservation Plan, Kitchener, ON
- 264 Woolwich Street Heritage Conservation Plan, Guelph, ON
- 14288 Yonge Street Heritage Conservation Plan, Aurora, ON
- 1123 York Road Heritage Conservation Plan, Guelph, ON

Heritage Conservation District Studies and Plans

- Downtown Whitby Heritage Conservation District Study and Plan, Town of Whitby, ON
- MacGregor/Albert Heritage Conservation District Study and Plan, City of Waterloo, ON
- Queen Street East Heritage Conservation District Study, Toronto, ON
- University of Toronto & Queen's Park Heritage Conservation District Study, City of Toronto, ON

Cultural Heritage Landscape Inventories/Studies

- Cultural Heritage Landscape Study, City of Kitchener, ON
- Cultural Heritage Landscape Inventory, City of Mississauga, ON

Peer Reviews

- Acton Quarry Cultural Heritage Landscape & Built Heritage Study & Assessment Peer Review, Acton, ON
- Belvedere Terrace - Peer Review, Assessment of Proposals for Heritage Property, Parry Sound, ON
- Heritage Square Heritage Impact Assessment Peer Review for Township of Centre Wellington (Fergus), ON
- Little Folks Heritage Impact Assessment Peer Review for Township of Centre Wellington (Elora), ON

Expert Witness Experience

- Oelbaum Ontario Municipal Board Hearing, Eramosa Township, ON, 1988
- Roselawn Centre Conservation Review Board Hearing, Port Colborne, ON, 1993
- Halton Landfill, Joint Environmental Assessment Act and Environmental Protection Act Board Hearing, 1994
- OPA 129 Ontario Municipal Board Hearing, Richmond Hill, ON, 1996
- Diamond Property Ontario Municipal Board Hearing, Aurora, ON, 1998
- Harbour View Investments Ontario Municipal Board Hearing, Town of Caledon, ON, 1998
- Aurora South Landowners Ontario Municipal Board Hearing, Aurora, ON, 2000
- Ballycroy Golf Course Ontario Municipal Board Hearing, Palgrave, ON, 2002
- Doon Valley Golf Course Ontario Municipal Board Hearing, Cambridge, ON, 2002
- Maple Grove Community Ontario Municipal Board Hearing, North York, ON, 2002
- Maryvale Crescent Ontario Municipal Board Hearing, Richmond Hill, ON, 2003
- LaFarge Lands Ontario Municipal Board Mediation, Guelph, ON, 2007
- 255 Geddes Street, Elora, ON, heritage opinion evidence - Ontario Superior Court of Justice, 2010
- Downey Trail Ontario Municipal Board Hearing, Guelph, ON, 2010
- Wilson Farmhouse Conservation Review Board Hearing, Guelph, ON, 2014
- 85 Victoria Street, Churchville Heritage Conservation District, Ontario Municipal Board Hearing, Brampton, ON, 2016

**35 Wright Street (Harry Endean House)**

**Draft Statement of Cultural Heritage Value or Interest**

The subject property municipally known as 35 Wright Street (Harry Endean House) is recommended for designation under Part IV of the *Ontario Heritage Act* for its architectural/design, associative/historical and contextual value.

**Associative/Historical Value**

The property has direct associations with the economic development of Richmond Hill through the establishment and advancement of the nursery industry in Richmond Hill. Harry Endean together with his wife Edith had the house built around the time of their marriage in 1920 naming it at that time “Enfield”. Harry together with his brother Robert took over their father’s (Henry Endean) nursery business established in 1912 on Centre Street in Richmond Hill and soon transferred the business to a new location just north of Elgin Mills on Yonge Street as the Endean Brothers Greenhouses and Nursery. The business continued to operate into the 1970’s and was an important flower business within the even larger nursery (known especially for rose cultivation) and sales employment sector in Richmond Hill. Harry Endean was important in and contributed to the local nursery industries and thereby the history of Richmond Hill since before World War One until his death in 1972. He and Edith were also involved in organizations committed to benefitting the Town, and were the parents of Frank Endean who became a well-known, long-standing Councillor in the Town.

The house reflects the work of a builder who is significant to Richmond Hill. The house was built by George S. Sims, a well-known contractor and builder, Councillor and Fire Brigade member (including Fire Chief in the Town). It is of further historical note that Harry’s mother, Alice, and brother, Robert, also had Arts and Crafts bungalows built in the same time frame as Harry and Edith had theirs built.

Numerous personal ads placed by Mrs. Endean (Harry and Robert’s mother) in the local newspaper throughout 1922 for the sale of houses on Centre Street suggest that she subdivided the former nursery lands on Centre Street, had houses built upon them and sold them as the buildings became ready for occupancy. This suggests that Alice Endean was an early developer in the Town.

**Physical/Design Value**

The house is typical of the Arts and Crafts Bungalow style. It is a representative example of the style and displays a high degree of craftsmanship evidenced by the remarkably good condition of almost all of its original exterior features. It is characterized by its long sweeping roof that takes in the front verandah with its supporting brick piers, double/triple columns and shaped verandah beam and open

rafter ends. The wood work on the verandah is original. The buff brick and well-struck mortar joints are in excellent condition and, with the exception of the chimney, show no sign of deterioration.

**Contextual Value**

The building is important in supporting the character of the immediate area in the Richmond Hill Village Core and is physically, visually and historically linked to its surrounding. The building sits between two buildings that were built in the same time frame (early 20th century) and retain their significant heritage qualities. A three storey school, built in 1924, located on the west side of the subject lands has been designated under Section 29 of the *Ontario Heritage Act* (OHA) by By-law 1-98 and a house, built circa 1918, located to the east of the subject lands is considered a unique and well-preserved example of a two-storey Arts and Crafts style. Richmond Hill's former Town Hall (and High School) at 10266 Yonge Street, built in 1897, has a side wall on Wright Street just to the east of the subject lands. The subject building provides a continuum within this localized heritage character.

**Description of Heritage Attributes**

Key exterior attributes that contribute to the design value of 35 Wright Street (the Harry Endean House) include the following:

- The composition of the house c.1920 as a typical Arts and Crafts Bungalow;
- The brick veneer with segmental window and door arches and voussoirs;
- The brick chimney;
- Open eaves and rafter tails allowing view of original wood decking boards and trim;
- Shingle cladding on side eaves and dormer;
- All original wood windows including plain lower sashes, divided-lite upper sashes, frames and storms;
- All original doors;
- Front verandah including brick piers supporting double wood columns, wood railings and skirting boards, shaped wood beams, open rafter ends, wood ceiling, wood flooring, wooden stairs and pendant lamp in front of front door.

SPECIFICATIONS of material and labour to be used and employed in the erection of a brick veneer and frame house for Edith Littlefield [redacted] at Richmond Hill.

BASEMENT — Contractor will do the necessary excavating for the basement to the depth and size required; he will lay in all materials necessary for a cement foundation and build walls to sizes and dimensions as shown on plan. All outside walls to be plastered with cement, mixed 3 to 1, from bottom to height of ground line. Lay around outside wall-footings 3-inch weeper tiles to run to outlet to nearest point that can be obtained for good drainage.

BRICKWORK — Build all outside wall of good quality strong flashed Buff Brick to height shown on plan. Brick to be well laid in good lime mortar of suitable color to owner and to be well wetted before being laid up and joints neatly struck.

CHIMNEY — To be built the entire length of good quality stock brick, all work above the roof line to be laid in cement mortar, all, below roof line to be laid in good strong lime mortar. Top to be finished with 5-inch concrete cap. Flues to be 9" x 9", to be plastered inside the entire length with good strong mortar, outside stucco.

FIREPLACE — Will build fireplace in living room, as shown on plan, of red stock brick laid up in white putty mortar, neatly struck joint, and will provide and set proper damper for same.

VERANDAH — As marked on plan. Joists to be at least 2 x 8 — 18" on floor to be of good white pine.

LATHING AND PLASTERING — Lath all interior partitions, ceilings, etc., with good 3/8 -inch sawn lath. Plaster all walls, ceilings, etc., with two coats plaster; first coat to be continued through behind all base down to floor line and to be composed of well slacked lime, clean sharp sand, and cow hair; second coat, putty finish, brought to a smooth hard surface.

WOODWORK — The whole of construction material, including sills, plates, studdings, joists, rafters, outside sheathing, roof boards, or any material used for construction purposes to consist of firstclass hemlock, free from large loose knots or other imperfections that injure its strength or durability. The exterior

finished woodwork to be of No. 1 quality, reasonably dry, sound white pine or spruce, neatly dressed and left in firstclass manner to receive paint or stain. Joist on ground and first floor to be 2 x 8, set on 16" centres, doubled under partitions, and trimmed around chimney and well-hole. All studding, plates, rafters, collar ties, to be 2 x 4, spaced at 16" centres. All studs at corners and openings doubled.

FRAMES — All windows to be made 7/8" jams, 1 3/4 sill, with underside grooved and fitted with drip. All outside casings 7/8 x 3 3/4 wide, and all frames to have cap for weather drip. All outside door frames to have 1 3/4 solid rebated jams for 1 3/4 door, and all inside door frames to be 1-inch jams full width of finished partitions and have 1/2" x 1 3/4 plain door stops nailed on.

INTERIOR WOODWORK — The floors for living room, dining room, and hall to be 7/8 birch, 2-inch face. All other floors to be ~~a/~~ 7/8 spruce, matched 3 1/2" face. The base in living room, dining room, hall, and stair platform to be 7/8 x 8 B.C. fir wood for staining. All casings in living room, dining room, and hall to be 7/8 x 3 3/4 B.C. fir, moulded edge and back band; all other casings to be 7/8 x 3 3/4 moulded. Stairs to be cypress, treads to be birch, simple newel post, hand rail and ballusters running from platform to first floor and around well-hole.

SHINGLES — Cover the whole of roof boards together with walls of dormers, as shown on plan, with XXX British Columbia cedar shingles, laid 4 1/2 to the weather on tarred felt.

ELECTRIC WIRING — Will supply and set up all necessary cut-outs, switches and a apparatus of whatever kind may be required to complete the work strictly in accordance with the rules andregulations of the National Board of Fire Underwriters and subject to the approval of the owner.

GUTTER — Will provide and set up 4-inch galvanized iron gutter to eaves, as shown, properly secured in position and having gradual fall to outlets connected to 3-inch conductor pipes.

GLAZING — All sash to be glazed with best quality star glass.

PAINTING — The whole of the exterior dressed woodwork will be knotted, primed, then the whole, including galvanised ~~irons~~ ironwork, willl be painted with two good coats of best quality white lead and pure linseed oil, of approved colours.

INTERIOR — All cypress will be stained and then finished with two coats of Flattine cabinet finish, well rubbed down between coats with fine steel wool. The birch floors will be oiled, well rubbed off, and finished with wax finish. The remaining interior woodwork will be knotted, primed, and then painted with two coats of white lead and pure linseed oil of approved colours.

HEATING! — Contractor to install a hot air furnace of large enough size so that house can be heated to 70 degrees when thermometer is at a Zero or lower. All risers to be installed as the house is being built and covered with good quality of asbestos paper. Registers to be of good standard design. All work to be well and properly done.

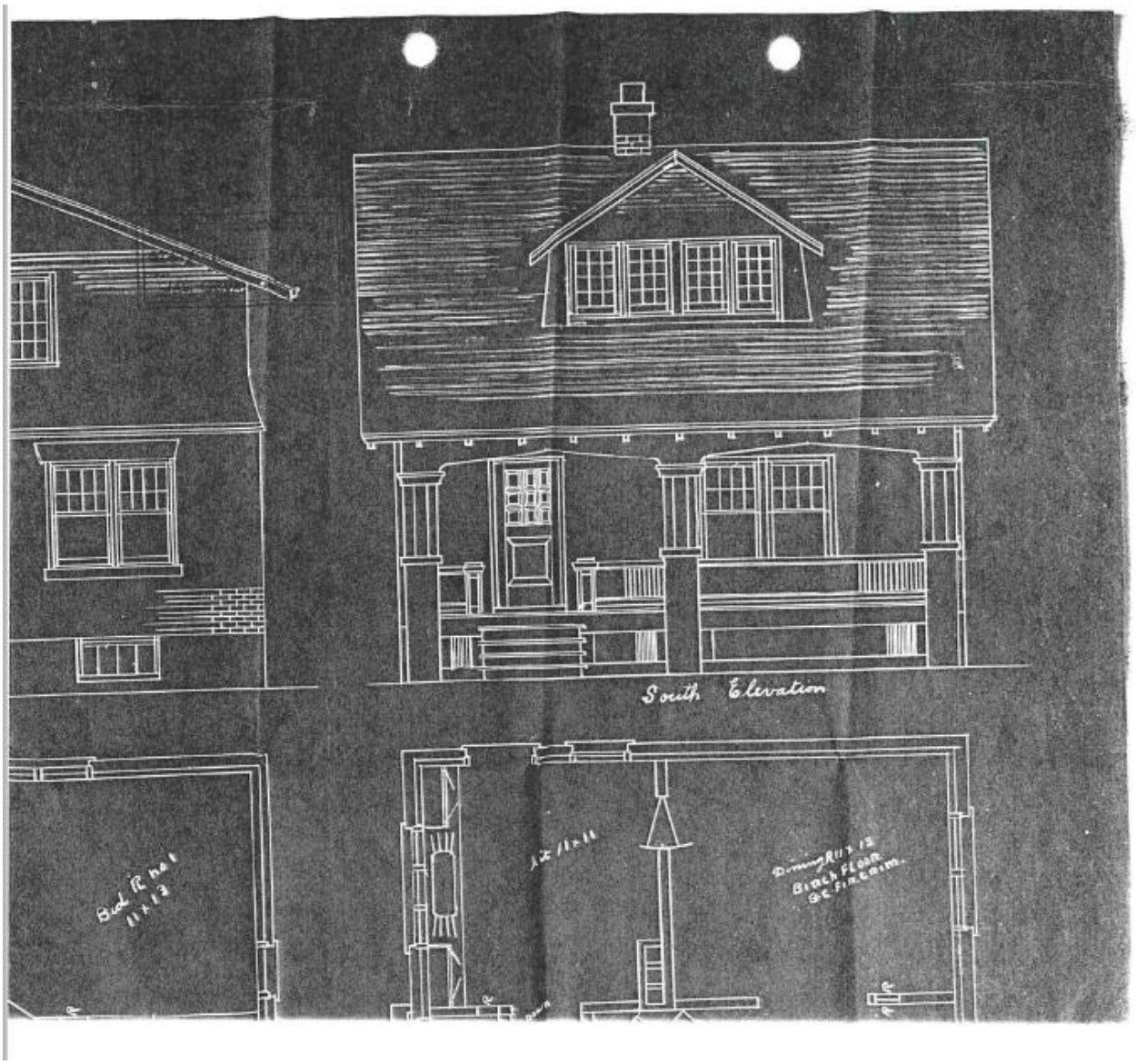
Plumbing All water piping to be of best quality galvanized iron pipe screwed joints of standard weight and thickness all fittings to be standard and galvanized

All soil and waste pipes shall be cast-iron. All cast-iron pipes soil and waste shall be of medium weight clean and free from crack + scale. Pipes shall have all necessary bends offsets and y junctions

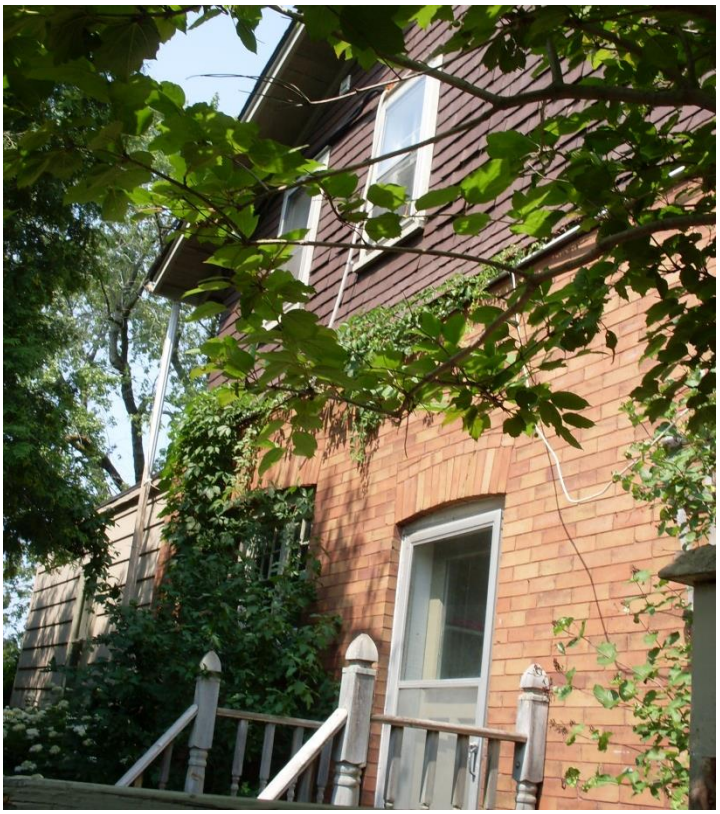
All joints in cast-iron shall be made with picked oakum and molten lead perfectly gas and water tight.

Traps to W-C's basins sinks etc shall be installed to requirements of fixture and placed as near fixture as possible -

approximate Cost $3500.00


South Elevation

Appendix E
SRPRS 17.150
File # D12-07414



# Staff Report for Heritage Richmond Hill Meeting

**Date of Meeting: September 12, 2017**
**Report Number: SRPRS.17.149**

**Department:** **Planning and Regulatory Services**
**Division:** **Policy Planning - Heritage and Urban Design**

## Subject: 2017 Heritage Grant Applications – Eight Properties (SRPRS.17.149)

## Purpose:

To seek approval for funding contributions from the 2017 Richmond Hill Heritage Grant Program for applications submitted by owners of heritage designated properties.

## Recommendation(s):

a) That a Heritage Grant in the amount of $2,316 be approved towards the cost of replacing two damaged original windows for the Ontario Heritage Act Part IV designated structure located at 53 Arnold Crescent Avenue, as outlined in SRPRS.17.149;

b) That a Heritage Grant in the amount of $3,500 be approved towards the cost of restoring the original brick façade for the Ontario Heritage Act Part IV designated structure located at 38 Bedford Park Avenue, as outlined in SRPRS.17.149;

c) That a Heritage Grant in the amount of $2,085 be approved towards the cost of replacing inoperable, non-heritage windows with operable, heritage styled windows for the Ontario Heritage Act Part V designated structure located at 106 Gormley Road West, as outlined in SRPRS.17.149;

d) That a Heritage Grant in the amount of $3,361 be approved for the requested roof shingle replacement for the Ontario Heritage Act Part V designated structure located at 120 Gormley Road West, as outlined in SRPRS.17.149;

e) That a Heritage Grant in the amount of $5,000 be approved for the requested paint exterior siding and trim for the Ontario Heritage Act Part IV designated structure located at 255 Mill Street, as outlined in SRPRS.17.149;

f) That a Heritage Grant in the amount of $5,000 be approved for the requested structural repairs and renovations to restore wood siding and heritage style windows for the Ontario Heritage Act Part IV designated structure located at 210 Richmond Street, as outlined in SRPRS.17.149;

g) That a Heritage Grant in the amount of $5,000 be approved for the requested painting of exterior siding and trim for the Ontario Heritage Act Part IV designated structure located at 9875 Leslie Street, as outlined in SRPRS.17.149; and

h) That a Heritage Grant in the amount of $3,221 be approved for the requested roof shingle replacement for the Ontario Heritage Act Part IV designated structure located at 11575 Yonge Street, as outlined in SRPRS.17.149.

## Contact Person:

Isa James, Heritage & Urban Design Planner, phone number 905-771-5529 and/or Joanne Leung, Manager of Heritage and Urban Design phone number 905-771- 5498.

**Submitted by:**

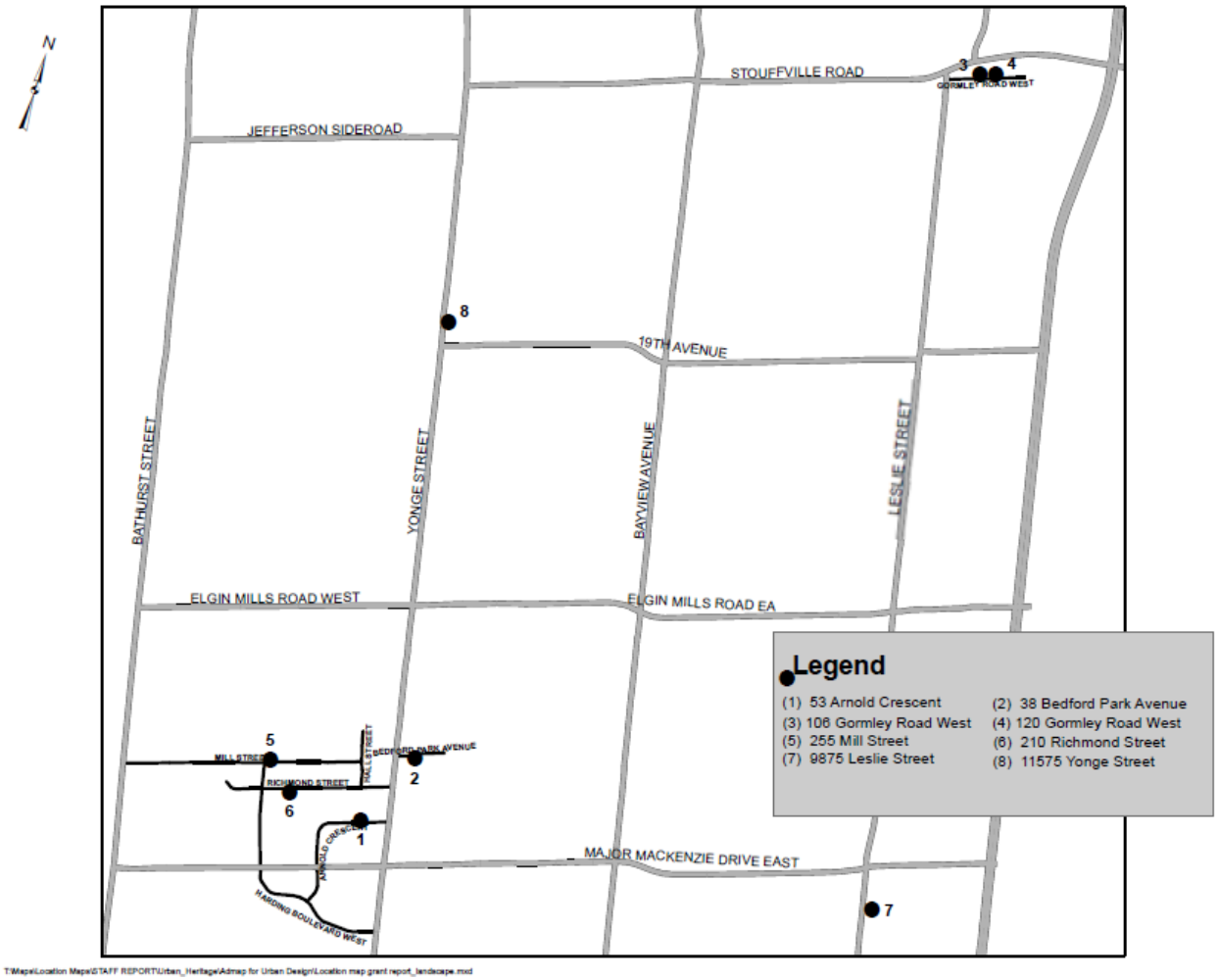
"Signed version on file in the Office of the Clerk"
_____
Kelvin Kwan
Acting Commissioner of Planning and Regulatory Services

**Approved by:**

"Signed version on file in the Office of the Clerk"
_____
Neil Garbe
Chief Administrative Officer

## Location Map:

Below is a map displaying the property locations of the subject lands. Should you require an alternative format, call the person listed under “Contact” above.




T:\Maps\Location Maps\STAFF REPORTS\Urban_Heritage\Admap for Urban Design\Location map grant report_landscape.mxd

# Background Information:

The Town of Richmond Hill Heritage Grant Program provides financial assistance for owners of heritage properties designated under Part IV or V of the *Ontario Heritage Act.* The grant is intended to promote the conservation of designated properties by assisting and offsetting the higher costs associated with undertaking work to heritage properties.

The Town has established a yearly fund in the amount of $30,000 to support the Heritage Grant Program. The fund provides qualified applicants with a matching grant of up to 50% of the project cost, to a maximum of $5,000. The grant amount is based on the owner's actual expenditures as verified by invoices. Donated labour and materials are not considered part of the costs or owner's contribution.

In order to be approved, the proposed projects must meet the definition of "conservation work", which is defined in the *Parks Canada Standards and Guidelines for Conservation of Historic Places in Canada* as "All actions or processes that are aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend the physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes." The Town has provided further detail in regard to the types of projects that are eligible for the Grant.

## Types of Eligible Projects

The Heritage Grant Program is intended to provide assistance toward protecting and extending the life of properties with identified Heritage Attributes at the discretion of Town staff. The following types of work are generally eligible for the Richmond Hill Heritage Grant:

1. General work (interior and exterior) that conserves or enhances designated attributes;
2. *Conservation* of significant exterior architectural features;
3. Recreation of documented historical features;
4. *Conservation* or replication of original siding or roofing material*;
5. Exterior painting in documented historical colours;
6. Structural repairs;
7. Architectural and/or engineering services;
8. Restoration of original windows;
9. Introduction of elements to protect heritage features;
10. Work that preserves, restores or enhances *Heritage Attributes* associated with historic cemeteries;
11. Work that is consistent with the Heritage Conservation District Plan;
12. Historical landscaping projects; and

13. Work to be undertaken at the discretion of the Heritage and Urban Design Planner in consultation with the Heritage Committee.

* Note: Consideration will be given to modern materials on a case-by-case basis when the proposed material is comparable to the original in terms of appearance and form (example: slate or wood shingle roofs).

### Ineligible Projects

The following types of project are generally ineligible for funding under the Richmond Hill Heritage Grant Program:

1. Interior work (unless related to structural issue);
2. Short-term or routine *maintenance*;
3. Work associated with modern additions;
4. Landscaping (unless related to identified heritage feature);
5. Lighting (unless related to identified heritage feature);
6. Signs and commemorative plaques;
7. Eavestroughs (unless associated with a designated heritage feature);
8. Mechanical systems and insulation;
9. Skylights;
10. Poor or defective work;
11. Non-permanent light fixtures; and
12. Unnecessary or overly aggressive exterior cleaning such as sandblasting.

## Discussion:

### Grant Applications

The Grant Application submission window for 2017 was from June 9 to July 7, having been delayed due to staffing changes in the spring. Nine grant applications were received, but one application involved the replacement of an original fireplace with a period-style wood stove, which was not qualified under the terms of the program.

### Staff Evaluation

Staff has evaluated all of the applications for Heritage Grants against the eligibility criteria set out in the Town's Terms of Reference, the *Parks Canada Standards and Guidelines for Conservation of Historic Places in Canada* as well as the types of eligible projects as allowed and described in the 2017 Richmond Hill Grant Program Application Form. These eight grant applications that meet the eligibility criteria are being brought forward for consideration by the Heritage Richmond Hill Committee, and all are being recommended for approval. Full descriptions of the individual applications are attached

as Appendices A through G. An evaluation summary and the resulting changes to amounts that qualify for the Heritage Grant Program are included in the table below.

## Summary of Applications and Eligibility Review

| Appendix | Address | House Name | Desig. By-law | Proposed Project and Eligibility Review | Project Cost | Amount Recom-mended |
|---|---|---|---|---|---|---|
| A | 53 Arnold Crescent | McNair-Stallibrass | 133-95 | Replacement windows for badly damaged original windows **Partially Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $5,685<br>Eligible: $4,631 | $2,316 |
| B | 38 Bedford Park Avenue | Crosby Hall | 222-78 | Restoration of original brick façade **Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $7,000<br>Eligible: $7,000 | $3,500 |
| C | 106 Gormley Road West | Joseph Mannock | 150-09 | Replacement of non-heritage fixed windows with operable windows in heritage style. **Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $4,169<br>Eligible: $4,169 | $2,085 |
| D | 120 Gormley Road West | Gormley Missionary Church | 150-09 | Roof shingle replacement **Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $6,723<br>Eligible: $6,723 | $3,361 |
| E | 255 Mill Street | Mill House: John Langstaff Jr. | 115-14 | Paint exterior siding and trim **Eligible** under "Exterior painting in documented historical colours" | $10,130<br>Eligible: $10,130 | $5,000 |
| F | 210 Richmon d Street | Col. David Bridgeford | 206-94 | Structural Repairs and renovations to restore structure wood siding and heritage style windows **Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $17,571<br>Eligible: $17,571 | $5,000 |
| G | 9875 Leslie Street | John Montgomery | 64-03 | Exterior Painting **Eligible** under "Exterior painting in documented historical colours" | $13,447<br>Eligible: $13,447 | $5,000 |
| H | 11575 Yonge Street | Jefferson Schoolhouse | 149-82 | Re-shingle roof, brick repair and painting **Partially Eligible** under "General work (interior and exterior) that conserves or enhances designated attributes" | $8,319<br>Eligible: $6,441 | $3,221 |
| | | | | | Total: | $29,483 |

**Staff Comments for 53 Arnold Crescent – Window Replacement (D12-07010)**

53 Arnold Crescent was designated in 1995 for historical and architectural reasons. The original house was constructed for John R. Arnold by Matthew McNair, a well-known local builder. The house is a vernacular styled home which has evolved over time and represents a good example of a modest village home that still retains elements of all periods of its development.

Assistance with the replacement of three windows has been requested. One window replacement of a newer window does not qualify for the Grant. Staff recommends approval of a Grant to assist with the cost of replacing two original second storey windows located on the sides of the structure. The windows are no longer operable and are in a state of disrepair. The proposal will replace the existing windows with new high-efficiency windows that match the original window designs and qualities that will allow for the continued occupation of the house as a comfortable residence well into the future.

**Staff Comments for 38 Bedford Park Avenue - Brick Restoration (D12-07056)**

38 Bedford Park Avenue (Crosby Hall), built in 1863, was designated in 1978 for historic and architectural reasons. The original house was constructed for Parker Crosby who had established himself in the mercantile business of the community after erecting the Fireproof Store in 1855. The crowning cupola and its overall scale make it unique among residential buildings within the Town.

The owners have requested financial assistance with restoration and repair of the front façade including repointing, brick replacement and removal of a non-original, visually unsympathetic chimney. Staff recommends approval of the Grant request. The proposed work will improve the building's visual appearance and protect the house from further deterioration and potential internal damage.

**Staff Comments for 106 Gormley Road West – Window Replacement (D12-07183)**

The Joseph Mannock House at 106 Gormley Road West was designated in 2009 as part of the Gormley Heritage District Designation. The original house is believed to have been constructed in the mid-19$^{th}$ century by John Heise as a Georgian Cottage and relocated to the site in 1907 by Joseph Mannock. The house has been greatly altered over time but still represents a recognizable example of a modest village home.

Assistance with costs associated with replacement of five non-original and unsympathetic windows was requested. Staff recommends approval of a Grant in support of operable and energy-efficient windows that more closely match the style original to the house.

**Staff Comments for 120 Gormley Road West - Replacement Roof Shingles (D12-GO)**

The building at 120 Gormley Road West was designated in 2009 as part of the Gormley Heritage District Designation. The church was built in 1831 as a steep-gabled

vernacular form with modern detailing. Administrative offices and a new vestibule were added in the mid-20th century.

Assistance with the costs of reroofing the building has been requested. Staff recommends approval of the Grant request. The proposed work will improve the building's visual appearance and protect the church from further interior and potential structural damage.

**Staff Comments for 255 Mill Street – Exterior Painting (D12-07339)**

The house at 255 Mill Street (John Langstaff House) is a simple Loyalist/Georgian style house that is one of the oldest structures in Richmond Hill (circa1847). The house was designated in 2014 and the new owners are interested in incrementally restoring the house.

The grant application involves repainting the exterior of the house in colours from a researched historical colour palate. The owners have chosen a dark grey-blue colour for the siding and white for all trim work. The same colour combination has been successfully applied on an important heritage structure (the Wedding Cake House) on Main Street in Markham and staff is confident the selection will be as visually appealing on the John Langstaff House.

Exterior painting is eligible for a Heritage Grant as it will protect the building's cladding and exterior heritage attributes from water damage.

**Staff Comments for 210 Richmond Street – (D12-07375)**

The house at 210 Richmond Street was originally constructed by Colonel David Bridgeford who arrived in Richmond Hill in 1799. He fought with distinction in the War of 1812 and was a member of William Lyon Mackenzie's rebellion in 1837. Bridgeford House (circa 1848 and 1861) was designated in 1994 for historical and architectural reasons. The later portion of the house reflects the Classic Ontario House style.

During interior renovations to an upstairs bedroom, it was discovered that the structure had sustained significant water damage over the years and sections of the house required rebuilding. Assistance with the costs involved in the repairs and renovations to restore structural integrity, as well as the wood siding and heritage style windows has been requested. Staff is promoting approval of the Grant Application as the work is crucial to the continued soundness and safety of the building.

**Staff Comments for 9875 Leslie Street – Exterior Painting (D12-07254)**

In 2003 Richmond Hill designated the property at 9875 Leslie Street for historic and architectural reasons. Although the original house was probably built circa 1850 by Jacob Younge, it was its ownership between 1850 to 1876 by John Montgomery, Postmaster to Headford between 1863 to 1870 and a key figure in the 1837 Upper Canada Rebellion, that ascribes to the property its greatest historic significance. The house is now used for a daycare facility.

The current paint surface is deteriorating significantly and owners have requested financial assistance with the cost of repainting the structure. The submitted quote indicates that the owners have not yet selected the paint colours for the proposed work. Despite numerous attempts, staff has been unable to contact the applicant to verify that the colours selected will be from a researched heritage palate. Staff is recommending approval of the Grant Application. Staff will work with the owner to ensure the colours meet the requirements of the Heritage Grant Program prior to issuance of the funds by the Town.

**Staff Comments for – 11575 Yonge Street – Replacement Roof Shingles (D12-07486)**

The Jefferson Schoolhouse was built in 1868 and the property at 11575 Yonge Street was designated in 1982. The heritage designation by-law identifies the building as the last “little red schoolhouse” in Richmond Hill. The Flemish bond brickwork of the façade and the structural polychromy of the red and yellow bricks are important features of its architectural style. Of particular note are the yellow brick lozenge in the gable peak, and the cross over the front door. The entrance porch, with its gothic arch, is also a significant feature.

Assistance with various costs of restoration have been requested, however, staff has only received a verifiable quote for the re-shingling of the roof. Although the owner has undertaken brick restoration work without having received a heritage permit and has used a visually unsympathetic mortar (concrete), the brick does not appear to be cracking or spalling as a result of the use of the inappropriate mortar. Staff recommends approval of the Grant request for the roof repair. The proposed work will improve the building’s visual appearance and protect the schoolhouse from potential interior and structural damage.

## Financial/Staffing/Other Implications:

A total of $29,483 is being requested through the grant program for 2017. There are sufficient funds in the Heritage Grant Account to cover these costs.

## Relationship to Strategic Plan:

Providing funds to owners of heritage designated properties through The Heritage Grant Program implements **Goal 3 - A More Vibrant Richmond Hill** by stewarding Richmond Hill’s heritage resources and by directly supporting property owners in their heritage conservation efforts. It aligns with **Goal 3 – Outcome 1** - **Respect the past through promoting the awareness of the Town’s heritage** by helping to showcase local historical sites.

## Conclusion:

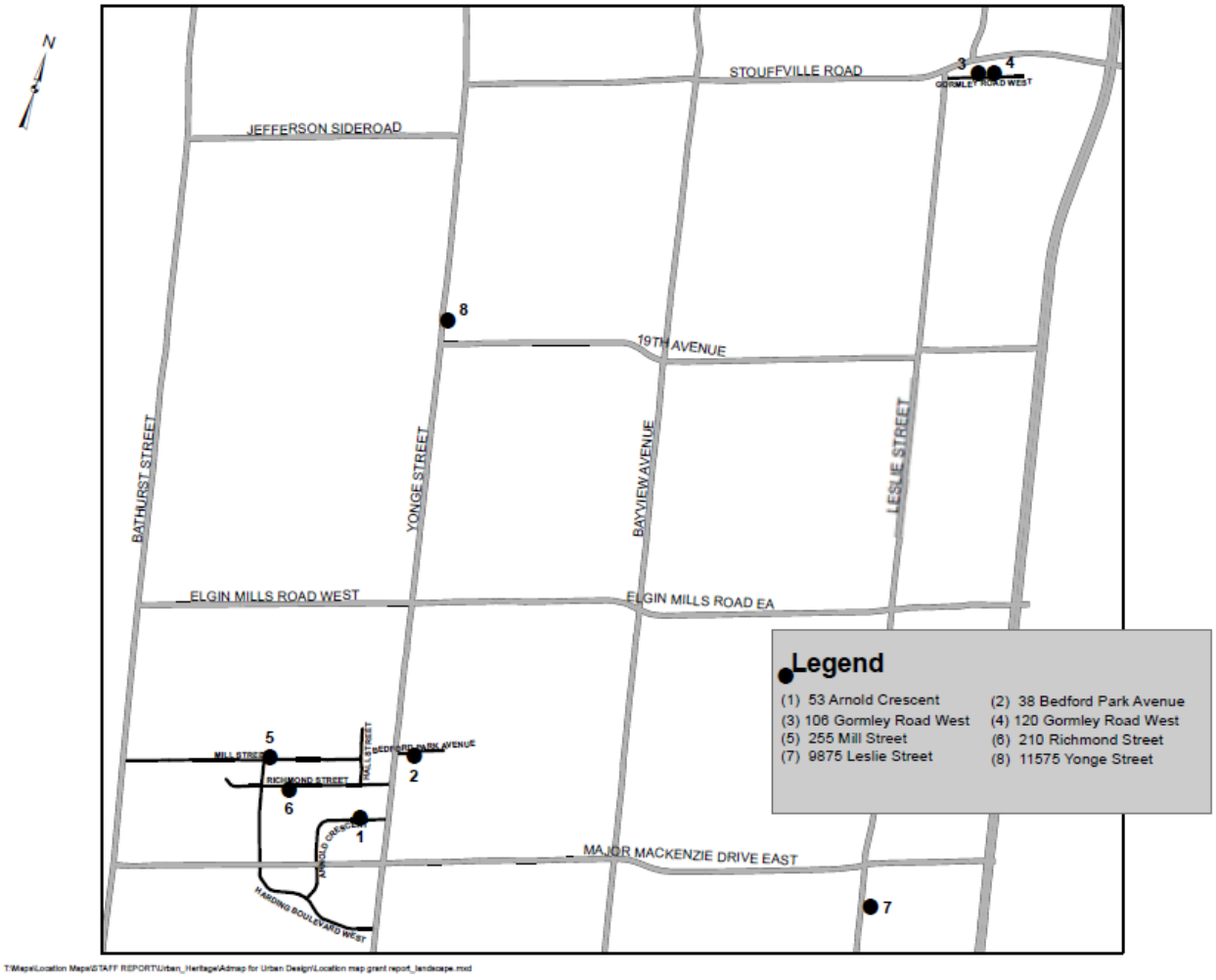
Having reviewed the applications and supporting material in relation to the requested Heritage Grants as summarized in this report, staff recommends the funding of conservation projects on eight heritage designated properties under the 2017 Heritage Grant Program to a total value of $29,483. The applications and quotes for the projects

recommended for approval are included in the attached Appendices A through H to this report.

## Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Appendix A 53 Arnold Crescent Heritage Grant Application and Details
- Appendix B 38 Bedford Park Avenue Heritage Grant Application and Details
- Appendix C 106 Gormley Road West Heritage Grant Application and Details
- Appendix D 120 Gormley Road West Heritage Grant Application and Details
- Appendix E 255 Mill Street Heritage Grant Application and Details
- Appendix F 210 Richmond Street Heritage Grant Application and Details
- Appendix G 9875 Leslie Street Heritage Grant Application and Details
- Appendix H 11575 Yonge Street Heritage Grant Application and Details



Appendix A
SRPRS17.149
File No. D12-07010

Richmond Hill

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT
MAR 30 2016
RECEIVED
Per: MS

**2015 Richmond Hill Heritage Grant Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

WED. MARCH 30, 2016
Date of Application

[redacted]
Name

[redacted]
Telephone

53 Arnold Crescent, Richmond Hill L4C 3R7
Address (Including Postal Code)

The McNair Stallibrass House
Property for which Application is Being Made

133-95
Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

SUPPLY & INSTALL 3 NEW SINGLE HUNG "OPERABLE" WOOD WINDOWS TO "MATCH" EXISTING

See attached: typed sheet, "Description of Work"
4 pages of photographs
Pella quote, 3pgs
Ridley quote, 6pgs.

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$5,234.95 plus HST

Amount of Grant Being Requested:

$2,618.00

*(Please note that only one grant per project per year is permitted under the Heritage Grant Program)*

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

[redacted]
Applicant's Signature

March 30, 2016
Date

RIDLEY

Windows & Doors Inc.

**PROJECT SCOPE**

**DATE: March-21-17**

**REFERENCE NUMBER: 143802**

**QUOTATION FOR: Wendy Thomson**

**PROJECT: 53 Arnold Court**

**ARCHITECT:**

We are pleased to quote for the ***Supply & Installation of Norwood windows and doors*** for the above project based on the specifications provided. Please review this quotation carefully.

**Price: $5,684.78 HST extra**

This quotation is based solely on the features listed in the attached schedules referenced above. It is valid for thirty days and may be subject to change thereafter. Ridley Windows & Doors Inc. reserves the right to withdraw this quotation if it is not accepted within this period.

***Norwood Specifications:*** ***3 Units***

- Flexacron Exterior Paint Finish – ***Delicate White - 15 Year Warranty***
- Pine Interior – ***Delicate White***
- Interior Sash Profile – ***Ovolo***
- Outswing Casement Hardware - ***Fold down handle with multi point lock in White finish***
- Outswing Casement Screens - ***White aluminum frame with Crystal Clear mesh***
- Single Hung Hardware – ***Lock/Keeper in White finish***
- Single Hung Screens – ***Aluminum frame to match exterior colour with Crystal Mesh***
- Glass - ***Low E, argon gas, with Black Spacer - 15 Year Warranty against Seal Failure***
- Jamb Extensions – ***To suit site condition***
- Simulated Divided Lites – ***7/8" – See attached***
- Exterior Brickmould – ***Flat casing with #236 Back Band & Subsill***

Appendix B
SRPRS17.149
File No. D12-07056

**2017 Richmond Hill Heritage Grant**

**Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

14/06/2017 (Application must be received between June 9th and July 7th, 2017)
Date of Application

[redacted]
Name

[redacted]
Telephone

38 Bedford Park Ave, Richmond Hill, ON L4C 2N8
Address (Including Postal Code)

Crosby Hall c1863
Property for which Application is Being Made

NK
Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Restoration and repair of brick facade
Removal of anachronistic chimney on front (street-facing) facade added in 1960-1970 made of modern brick. Re-pointing of entire facade where mortar has fallen out. Replacement of bricks where entire bricks have fallen out. Replacement and re-mortaring of foundation where rodents have tunelled through and made holes. Cleaning and repair of facade where chimney was removed. ~~Re~~ This work should restore brick facade and prevent further deterioration.

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$7,000

Amount of Grant Being Requested:

$5,000

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

[redacted] 14/6/2017
Applicant's Signature Date

# QUOTE

## PLS MASONRY SERVICES

*Satisfaction guaranteed – competitive prices – 20 years of experience*

INVOICE # 183
DATE: MAY 28, 2017

Pls.masonry@hotmail.com
(416) 999-2333

TO [redacted]
38 Bedford Park Avenue
Richmond Hill, ON L5C 2N8
[redacted]

| SALESPERSON | JOB | PAYMENT TERMS | DUE DATE |
|---|---|---|---|
| Stan | Façade and foundation work | Due on receipt | Upon completion |

| QTY | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|---|---|---|---|
| 1 | Removal of brick chimney; cleaning and repair of wall underneath | $3200 | |
| 1 | Entire façade: re-pointing of all areas with missing mortar and replacement of missing brick wherever needed with suitable antique matching bricks | $3100 | |
| 1 | Repair and re-plaster of stone foundation | $700 | |
| | Prices include all materials and labour | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | SUBTOTAL | $7000 |
| | | TOTAL | $7000 |

Appendix C
SRPRS17.149
File No. D12-07183

**2017 Richmond Hill Heritage Grant**

**Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

June 29, 2017 (Application must be received between June 9th and July 7th, 2017)

Date of Application

[redacted]

Name

[redacted]

Telephone

106 Gormley Rd. W, Richmond Hill, L4E 1A2

Address (Including Postal Code)

Joseph Manock House (1855 - Georgian Cottage)

Property for which Application is Being Made

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Replacement of existing windows that are unsympathetic to the architectural and design attributes of our 1855, Georgian Cottage. Addition of 6/6 or 4/4 panes to recreate historical features suggested by local examples in heritage documents. This is a continuation of restorative work started in 2015. 1980's style aluminum siding was replaced by wood siding to reflect the nineteenth century character of the house. [redacted] 6

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$4169.25

Amount of Grant Being Requested:

$2000.00

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

[redacted] June 29, 2017

Applicant's Signature Date

NORTHERN COMFORT
WINDOWS & DOORS LTD

| Customer | |
|---|---|
| Name | [redacted] |
| Address | 106 Gormley Rd |
| City, Province | Richmond Hill, Ontario |
| Phone Number | [redacted] |
| Email | [redacted] |

| Quote | |
|---|---|
| Number | 51-2819 |
| Date | 26 June 2017 |
| Sales Rep | Peter Lalonde |
| Phone Number | 705 241-4518 |
| Email | plalonde@northerncomfortwindows.com |

**COMMENTS**

All windows and patio doors screens are included (when applicable).

| | |
|---|---|
| SUB-TOTAL | $4,612.00 |
| Discount | $922.40 |
| TOTAL | $3,689.60 |
| Taxes | HST: $479.65 |
| GRAND TOTAL | $4,169.25 |
| Deposit | $0.00 |
| Balance | $4,169.25 |

| SIGNATURE | NAME | DATE |
|---|---|---|
| | | |

By signing this order form, you acknowledge and agree that:

- you enter into a legally binding contract with Northern Comfort Windows & Doors and are obligated to proceed with the purchase;
- you have read and accept the terms and conditions listed below.



BARRIE SHOWROOM | 556 Bryne Dr., Unit 7, Barrie, ON L4N 9P6
Head Office: 1 800 260-2221
Tel: 705 733-9600

NEWMARKET SHOWROOM | 16700 Bayview Ave., Unit 15,
Newmarket, ON L3X 1W1
Tel: 905 853-9400

Appendix D
SRPRS17.149
File No. D12-GO

## 2017 Richmond Hill Heritage Grant

## Application Form

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

JULY 5, 2017 (Application must be received between June 9th and July 7th, 2017)

Date of Application

GORMLEY MISSIONARY CHURCH

Name

905-887-5846.

Telephone

120 GORMLEY ROAD WEST, RICHMOND HILL, ON, L4E1A2

Address (Including Postal Code)

120 GORMLEY ROAD WEST (CHURCH)

Property for which Application is Being Made

150-09

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

- REMOVE EXISTING SHINGLES ON THE EAST SIDE OF MAIN CHURCH BUILDING.
- INSTALL NEW, ICE SHIELD, VENTS, & SHINGLES
- DISPOSE OF OLD MATERIAL.
- ROOF IS LEAKING & MUST BE DONE.

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$ 6723.50

Amount of Grant Being Requested:

$ 3,361.00 50%

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

K. M. [illegible] 7/5/17

Applicant's Signature Date

TREASURER

1125 Valley Court
Oshawa, Ontario
L1J 3M4
B: (416) 698-8900

# NORRIS ROOFING

5 July 2017

**GORMLEY MISSIONARY CHURCH**

120 Gormley Road West
Gormley, Ontario
L0H 1G0

(905) 887-5846

Attention: Ron Warder

Reference: East Side Shingle Roof Replacement

Ron:

We appreciate the opportunity to provide our quotation on the east side shingle replacement for the church sanctuary.

Please find the following work detail…

**QUOTATION [ No. 07/05/17]**

Our quote includes the following work to be completed…

(I) Shingle Roof Replacement

1. Remove and dispose of existing layer of shingles down to wood deck
2. Inspect decking and prepare for install of new shingle membrane
3. Removal of non-functional flashing
4. Replacement of any existing vents / plumbing stack seals
5. Installation of 6 feet (i.e. two rows) of "Ice & Water" membrane along lower perimeter of roof decking to protect against Ice Damming
6. Supply and install Limited Lifetime Warranted architectural style shingles onto the roof areas referenced [Colour – Driftwood]
7. Reflash as required

Cost of reroofing… $5,950.00

**Additional Notes:** **Norris Roofing** will… 1. Protect church property [e.g. windows, doors, woodwork, decks, flowers, shrubs] with tarps and plywood barrier 2. Supply waste disposal trailers for removal all roofing debris from job site upon completion 3. Our workers are covered under our company insurance policy, as well as, WSIB 4. It would be appreciated if we could have access to water & an outlet for occasional power.

**Warranty:** The shingle roof carries a Limited Lifetime Manufacturers Warranty [with 15 year Iron Clad Coverage] on materials. As well, Norris Roofing provides a 10 year warranty on workmanship.

**Cost to Complete:**

Cost for work to be done is $5,950.00 [plus applicable HST ].

Terms of payment: 40% Deposit upon start-up + 50% upon completion + Balance after 30 days of completion.

I look forward to working with you toward the completion of this re-roofing.

Sincerely,

*Robert W. Norris*

Robert Norris

Appendix E
SRPRS17.149
File No. D12-07339

**2017 Richmond Hill Heritage Grant**

**Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

June 19, 2017 (Application must be received between June 9th and July 7th, 2017)

Date of Application

[redacted]

Name

[redacted]

Telephone

255 Mill St., Richmond Hill, ON L4C 4B4

Address (Including Postal Code)

255 Mill St., Richmond Hill, ON L4C 4B4

Property for which Application is Being Made

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Paint on the exterior of the house including the siding and the trims

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$10,130.45

Amount of Grant Being Requested:

$5,000.00

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

[redacted] June 19, 2017

Applicant's Signature Date

**CONTRACT AGREEMENT**

012896

# We Paint Homeowners' Dreams

**Home Painters Toronto**
Serving Toronto and the GTA Since 1991
A division of Handyman Painters Toronto Ltd.

www.HomePaintersToronto.com
Email: Contact@HomePaintersToronto.com

H.S.T. # 74003 3923 RT 0001

**HOME PAINTERS TORONTO**
25 Lisburn Crescent
Toronto, Ontario M2J 2Z4
647-494-5545
Rep: Brian Young

DATE: June 19/17
NAME: [redacted]
ADDRESS: 255 MELL ST
MAJOR INTERSECTION:
CITY / PROV.: RH, ONT
EMAIL:
MOBILE PHONE NO.: [redacted]
HOME NO.:
WORK NO.:

- TWO YEAR GUARANTEE OF QUALITY
- FULL WORKERS' COMPENSATION
- $5 MILLION LIABILITY INSURANCE

☐ INTERIOR
☑ EXTERIOR
☐ OTHER

- 25 YEARS IN BUSINESS
- CRIMINAL BACKGROUND CHECKS AND BONDED
- 10,000+ SATISFIED CUSTOMERS

| AREAS TO BE PAINTED | WASH | CLEAN | SCRAPE | SAND | CAULK | FILL | PRIME SPOT | PRIME FULL | EXISTING PAINT COLOUR | NEW PAINT COLOUR | PAINT SPECIFICS | PAINT FINISH | MISC. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WOOD SIDING | | | ✓ | ✓ | ✓ | | | | GREY | ? HC-190 | Benjamin | L. flat | |
| WOOD TRIM. | | | ✓ | ✓ | ✓ | | | | CHARCOAL | - OC-17 | Moore | - | |
| SOFFIT + FACIA | | | ✓ | ✓ | ✓ | | | | " | - " | - | - | |
| SHUTTERS | | | ✓ | ✓ | ✓ | | | | " | - " | - | - | |

**EXCLUDE:** NO FRONT DOOR, GARAGE STRUCTURE, BACK ADDITION, METAL WINDOWS

**EXISTING CONDITIONS:** BAD PEELING/SCALING WILL NOT BE SMOOTH AT ALL (BUT MUCH BETTER)

- ☐ Standard surface prep includes repairs of minor holes and surface damages (Does not include retaping and drywall refinishing)
- ☑ Low VOC paints and products used
- ☑ Drop sheets used throughout
- ☑ Progress report to ensure customer satisfaction
- ☑ Work to be performed in consecutive days (weather permitting)
- ☑ Cleanups upon job completion
- ☑ Client satisfaction is our #1 priority!

**START / END:** [2-3 weeks notice
**PAINTS / MISC:** 7-10 days to paint

**OPTIONS:**

| For Office Use | Date | Type | Auth. No. | Payment Amount | Amount Remaining |
|---|---|---|---|---|---|
| | | | | | |

$ 8965.00

**Payment Method** ☐ Cheque ☐ Visa ☐ MasterCard ☐ AMEX ☐ Other

Account Number _____

Name on Credit Card _____ Expiry Date _____

I agree to complete the work for the proposal price.

X _____ Home Painter's Toronto Rep. Signature X _____ Date

I agree to have the work done for the proposal price.

X _____ Customer's Signature X _____ Date

No warranty on foot traffic areas/floors, wall scuffing, metal rusting, rotted wood areas. Payment is due upon project completion.

+ H.S.T. 13% 1165.45

| | |
|---|---|
| TOTAL | $ |
| DEPOSIT | |
| FINAL AMOUNT | |

Appendix F
SRPRS17.149
File No. D12-07375

## 2017 Richmond Hill Heritage Grant

### Application Form

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

July 7, 2017 (Application must be received between June 9th and July 7th, 2017)

Date of Application

[redacted]

Name

[redacted]

Telephone

210 Richmond St. Richmond Hill L4C 3Y8

Address (Including Postal Code)

as above

Property for which Application is Being Made

206 - 94

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Structural and exterior repairs and replacement related to building permit # 2016 - 39782. Work includes replacement of siding and three windows on the east and south exposures of the second storey. Windows to match the two over two style double hung wood heritage windows in the rest of the house. Application also includes structural reinforcement / replacement work which only became evident after interior demo of the master bedroom. Work includes structural reinforcement of the roof trusses and the replacement of the south gable-end wall. See Photos attached.

Estimated cost of Proposed Work (Please attach quotes for work to be undertaken):

$15,000

Amount of Grant Being Requested:

$5,000

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated property grant is accurate and complete.

[redacted]

Applicant's Signature

July 7, 2017

Date

# *Select Contracting Inc._____Quotation*

62 Roseview Avenue
Richmond Hill, Ontario
L4C 1C8
Telephone [redacted]

To: [redacted]

Date: July 7 , 2017

Project location: 210 Richmond St.
Richmond Hill, Ont.

WINDOWS / SIDING REPLACEMENT

1.Supply all materials and labour to replace three existing double hung windows with new Pella brand wood frame double hung 2 over 2 style to match existing main floor windows.

$ 5,500.00

2. Supply all materials and labour to replace 220 sq.ft of wood bevel siding on second story south elevation.
Supply and install new trim for wood soffit and fascia.
Paint all new siding and trims to match existing house colours

$ 3,500.00

Sub Total.....$9,000.00

STRUCTURAL DEFICENCIES

Based on engineers site visit and report the following work has been completed ,

Supply all materials and labour to replace existing south gable end framing and sheathing.

Supply all materials and labour to replace exiting ridge board and add new 2 x 6 x 10' spruce roof rafters connected to existing rafters.

Supply and install new roof sheathing where necessary.

Demolition and disposal of existing structure

Sub Total..... $ 5,800.00

Engineering fees..... 750.00

| | |
|---|---|
| Sub total | $ 15,550.00 |
| 13% HST | 2,021.50 |
| Total | $ 17,571.50 |

Appendix G
SRPRS17.149
File No. D12-07254

**2017 Richmond Hill Heritage Grant**
**Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
Town of Richmond Hill
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

July 27, 2017 (Application must be received between June 9 and July 7, 2017)
Date of Application

Grace Damuni
Name

905 237 6365
Telephone

9875 leslie Street Richmond Hill, ON L4C 4Y
Address (including postal code)

9875 leslie Street
Property for which Application is Being Made

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

Exterior painting of property

Estimated Cost of Proposed Work (please attach quotes for work to be undertaken):

$14,000

Amount of Grant Being Requested:

$5000.00 five thousand

(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated heritage property grant is accurate and complete.

Applicant's Signature

August 04, 2017
Date

Quote#: 4125 Title: Exterior Quote Date: 07/17/2017

Estimator: Mike Otani Cell Phone: 416-909-6324 Office Phone: 905-918-3051

Mailing Address:

## Customer Quote

Locally Owned and Independently Operated

First Name: Grace Last Name: Damouni Address: 9875 Leslie St

Primary Phone: 905-237-6365 Email: admin@cdgcentre.com City: Richmond Hill, ON L4B3Y3

Customer Notes: **repaint entire exterior, includes scraping and sanding failing and peeling paint, spot priming knots in wood, up to 2 topcoats (change body from green to blue), 2 doors and window trim (from beige to blue or white), wood soffit and fascia**
**Note: plants including shrubs will need to be cut and or pulled away from walls and tied down prior to painting, scheduling and completion will depend on the weather**
**Sherwin Williams or Dulux exterior paint - A-100 professional grade or option for Duration Exterior - premium grade is included, customer to specify the colour and code**
**2 coats included, if extra coats are needed, additional costs will apply**
**A signature and 25% deposit is required to book the job, the balance is due upon completion**

Not Included: **wiring on body of house**

## Details

Top line premium Duration Exterior and exterior primer is included

Subtotal: $0.00

Notes: Mfr Sherwin Williams

scraping, sanding failing and peeling paint is included, all painting by brush and roller

Subtotal: $0.00

**front of building 27W x 12H**
Weathergard TBA flat: (2 Coats)
Subtotal: $2,095.00
Notes: includes window peak and gingerbread trim, 2 sets of windows, fascia and soffit, 1 door

**back of building 27W x 20H**
Weathergard TBA flat: (2 Coats)
Subtotal: $1,600.00
Notes: includes window peak and gingerbread trim, fascia and soffit

**Left side of building 35W x 8H and 18W x 15H**
Weathergard TBA flat: (2 Coats)
Subtotal: $3,450.00
Notes: includes window peak and gingerbread trim, fascia and soffit, 6 window trim

**Right side of building 35W x 8H and 18W x 15H**
Weathergard TBA flat: (2 Coats)
Subtotal: $3,450.00
Notes: fascia and soffit, 7 window trim, 1 door, 1 column

### Total

| |
|---|
| Materials: $1,305.00 |
| Labor: $10,595.00 |
| PreTax $11,900.00 |
| Tax HST: $1,547.00 |
| Total: $13,447.00 |
| Payment: $0.00 |
| Balance Due: $13,447.00 |

**We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.**

**I agree to the payment terms and contract stated above:**

Appendix H
SRPRS17.149
File No. D12.07486

**2017 Richmond Hill Heritage Grant**
**Application Form**

This form is to be completed by the applicant and submitted to:

Heritage and Urban Design Planner
Town of Richmond Hill
225 East Beaver Creek Road
Richmond Hill, Ontario
L4B 3P4

**July 19- 2017** (Application must be received between June 9 and July 7, 2017)
Date of Application

**Rashid Moradi**
Name

**416-886-7654**
Telephone

**11575 Yonge St, Richmond Hill, ON, L4E 3N8**
Address (including postal code)

**JEFFERSON SCHOOL**
Property for which Application is Being Made

Designation By-law Number

Description of Work:
*(Attach separate sheet, if necessary. Include drawings, sketches and or photographs if applicable)*

**1- the roof repair down Half and paid half of the amount $2850.00**
**2- the re adjusting skin off the ground unbalanced situation paid $500.00**
**3- the maintaining cracks all around corners paid $300.00**
**4- We did the painting all around the fence labor work $400.00**
**5- paint materials $226.00**
**6- gravel and sand and delivery $452.00**

**total $4728.50**

Estimated Cost of Proposed Work (please attach quotes for work to be undertaken):

**$4728.50**

Amount of Grant Being Requested:

**SKN DEVELOPMENT INC.**
(Please note that only one grant per project per year is permitted under the Heritage Grant Program)

I certify that to the best of my knowledge the information provided in this application for a designated heritage property grant is accurate and complete.

**Rashid Moradi** **July 19- 2017**
Applicant's Signature Date

# A.A BAYVIEW ROOFING

647-921-9064
www.a.abayviewroofing.com

Name: SKN Development Inc.
Address: 11575 Yonge st.
City:
Estimated start date: Mon 17-2017

Tel Home: 647-921-9064
Tel Work:
Date: Mon-17-2017

Royal Bob Canadian Roofing agrees to supply all labour, materials, tools and equipment to perform the following work in a professional and workmanlike manner

## SHINGLE ROOF

- [✓] Strip off all existing roofing materials and remove all debris
- [✓] Supply either disposal container or truck to remove debris.
- [✓] Protection of customer's and neighbor's properties.
- [✓] Renail loose board or plywood.
- [ ] Prepare existing roof surface and install new shingles over the top.
- [✓] Apply 15lb tar felt paper 3 feet to the eaves of the entire roof. *(Excluding pitch of 8/12 and higher and non heated areas)*
- [✓] All new IKO or CRC ~~25~~ years warranty shingles. 30 years
- [✓] Install all new air vents to match colour of shingles.
- [✓] Install and seal all new C.S.A. approved black pipe flashings.
- [✓] Chimney to be re-caulked and painted with rust proof paint.
- [✓] Install ice and water shield membranes.
- [✓] Clean eaves trough when finished.
- [✓] All debris to be cleaned up and removed from job site upon comletion.
- [ ] Install drip edge to the edge of entire roof
- [✓] 10 years workmanship warranty.
- [ ] Down spouts _____ ft.
- [ ] Soffit _____ ft.
- [ ] Fascia _____ ft.
- [ ] Eavestroughing _____ ft.
- [ ] Hardwood
- [ ] Flooring

## FLAT ROOF

- [ ] Protection of customer's and neighbor's properties .
- [ ] Supply a disposal container or truck to haul away debris .
- [ ] Remove and disposal of existing flat roof (  ) metal flashings as required.
- [ ] Inspect and replace roof boards, only if necessary at an extra cost of $_____ per sq. ft.
- [ ] Install SBS OR APP modified bitumen membrane 2PLY torch down.

## CONTRACT

Amount $ 5700.00
HST $ 741.00
Total Amount $ 6441.00
Deposit $
Amount Owing $ 6441.00

[ ] CASH [ ] CHEQUE [ ] FINANCE

I (the customer) AGREE TO HAVE THIS WORK DONE TO THE ABOVE ADDRESS FOR THE SUM SHOWN ABOVE AND TAKE RESPONSIBILITY FOR PAYMENT UPON COMPLETION.

Seller's Signature

Purchaser's Signature

**Extract From**
**People Plan Task Force Meeting**
**PPTF#04-17 held October 11, 2017**

## Scheduled Business

### 2. Implementation Framework for the Community Improvement Plan Study – File Number D18-17001 – (Staff Report SRPRS.17.155)

Moved by: Councillor Chan

That the People Plan Task Force recommends to Council:

a) That staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, be endorsed;

b) That Town staff be directed to prepare a Draft Community Improvement Plan based on the information set out in staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, and that the following programs be included:

   i. Program 1: Façade, Landscape and Signage Improvement Grant;

   ii. Program 2: Building Renovation Grant Program; and

   iii. Program 3: Tax Increment Equivalent Grant (TIEG) Program;

c) That the Draft Community Improvement Plan be brought forward to a Council Public Meeting in late 2017 for Council's consideration in early 2018.

An amendment was:

Moved by: Regional and Local Councillor Spatafora

That the Main Motion be amended by adding the following additional clauses:

d) That subject to availability, $115,000 of the 2017 Operating Budget Surplus be allocated as follows:

   i. $15,000 for Program 1, allocated to the existing Village Core Façade Assistance Grant capital account; and

   ii. $100,000 for Program 2, allocated to a new capital account for this program;

e) That Council consider future surplus annual allocations as set out in Figure 4 of staff report SRPRS.17.155 as part of each year's year end Operating Budget reporting.

Motion to Amend Carried

Main Motion as amended:

Moved by: Councillor Chan

**Recommendation 1**

**That the People Plan Task Force recommends to Council:**

**a) That staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, be endorsed;**

**b) That Town staff be directed to prepare a Draft Community Improvement Plan based on the information set out in staff report SRPRS.17.155 and the Implementation Framework for the Community Improvement Plan Study, attached as Appendix 'A' to staff report SRPRS.17.155, and that the following programs be included:**

**i. Program 1: Façade, Landscape and Signage Improvement Grant;**

**ii. Program 2: Building Renovation Grant Program; and**

**iii. Program 3: Tax Increment Equivalent Grant (TIEG) Program;**

**c) That the Draft Community Improvement Plan be brought forward to a Council Public Meeting in late 2017 for Council's consideration in early 2018;**

**d) That subject to availability, $115,000 of the 2017 Operating Budget Surplus be allocated as follows:**

**i. $15,000 for Program 1, allocated to the existing Village Core Façade Assistance Grant capital account; and**

**ii. $100,000 for Program 2, allocated to a new capital account for this program;**

**e) That Council consider future surplus annual allocations as set out in Figure 4 of staff report SRPRS.17.155 as part of each year's year end Operating Budget reporting.**

Carried Unanimously

# Staff Report for People Plan Task Force Meeting

**Date of Meeting: October 11, 2017**
**Report Number: SRPRS.17.155**

**Department:** **Planning and Regulatory Services**
**Division:** **Policy Planning**

**Subject:** **Implementation Framework for the Community Improvement Plan Study – Town File # D18-17001 (SRPRS.17.155)**

## Purpose:

The purpose of this staff report is to present the proposed Implementation Framework that will inform the development of a Community Improvement Plan (CIP) for the Town.

## Recommendation(s):

a) That Staff Report SRPRS.17.155 and the attached Implementation Framework for the Community Improvement Plan Study (Appendix A) be endorsed;

b) That Town staff be directed to prepare a Draft Community Improvement Plan based on the information set out in Staff Report SRPRS.17.155 and the attached Implementation Framework for the Community Improvement Plan Study (Appendix A) and that the following programs be included:

   i. Program 1: Façade, Landscape and Signage Improvement Grant;
   ii. Program 2: Building Renovation Grant Program; and
   iii. Program 3: Tax Increment Equivalent Grant (TIEG) Program;

c) That subject to availability, $115,000 of the 2017 Operating Budget Surplus be allocated as follows:

   i. $15,000 for Program 1, allocated to the existing Village Core Façade Assistance Grant capital account; and
   ii. $100,000 for Program 2, allocated to a new capital account for this program;

d) That Council consider future surplus annual allocations as set out in Figure 4 of Staff Report SRPRS.17.155 as part of each year's year end Operating Budget reporting.

## Contact Person:

Michal Matyjewicz, Planner II – Policy, phone number 905-747-6428.

**Submitted by:**

"Original signed by P. Lee, Director, Policy Planning, on behalf of the Acting Commissioner of Planning and Regulatory Services, is on file in the Office of the Clerk"

Kelvin Kwan
Acting Commissioner of Planning and Regulatory Services

**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Introduction:

The Richmond Hill Official Plan (OP, 2010) provides direction to undertake a CIP. The CIP enables the Town to implement a range of financial incentives that support the Town as an attractive place to do business. A number of additional studies and plans undertaken by the Town recognize the importance of office employment to the local economy and the importance of a vibrant Downtown. The studies and plans include the Economic Development Strategy (2010, updated in 2017), the Office Incentives Study (2013) and the Downtown Local Centre Secondary Plan (2017). Together, these studies and plans identify that the use of a Community Improvement Plan (CIP) may assist in promoting and/or catalyzing forms of development, redevelopment and/or rehabilitation.

In response to the policy direction established in these studies and plans, Sierra Planning and Management (Sierra) was retained to prepare a CIP Background Report and Implementation Framework in order to assist Town staff in preparing a Draft CIP. The CIP Background Report was received by the People Plan Task Force (PPTF) on May 17, 2017 (SRPRS.17.074). This staff report (SRPRS.17.155) presents the CIP Implementation Framework as prepared by Sierra. The CIP Implementation Framework builds on the information contained in the CIP Background Report and identifies proposed CIP Areas, CIP Programs and implementation parameters, including administrative and resource requirements, marketing and monitoring. Based on the work provided by Sierra, Town staff will prepare a Draft CIP for consideration by Council in late 2017.

## Study Background:

The purpose of the CIP Study is to:

1. Provide Council and Town staff with a thorough understanding of Richmond Hill's community improvement needs and determine Community Improvement Plan (CIP) project area(s);

2. Determine, design and recommend CIP programs that address identified community needs within the project area(s); and
3. Provide an implementation strategy, program administration guide and monitoring framework for the recommended programs.

Sierra and Town staff have followed a four-stage process to complete the CIP Study as set out below:

Stage 1: Background Research and Issues Identification, as further set out in the Richmond Hill CIP Study Background Report (SRPRS.17.074);

Stage 2: Consultation, including consultation with local and regional stakeholders and identification of CIP Areas, based on the needs assessment set out in the Background Report;

Stage 3: Identification of a preferred program suite through an Implementation Framework for the CIP (as attached in Appendix A); and

Stage 4: Presentation of the Draft CIP and adoption of the CIP by by-law.

The CIP Implementation Framework (Appendix A) will complete Stage 3 of the study process.

## Recommendations of the Implementation Framework:

The Implementation Framework (as attached in Appendix A) outlines a range of financial incentive programs to be implemented through a CIP and identifies the geographic boundaries wherein these programs may be implemented. The Implementation Framework also identifies a range of resource requirements for the successful implementation of the CIP. These include, but are not limited to, marketing and administrative requirements.

The Implementation Framework is organized into 7 sections, which are intended to assist Town staff in preparing the CIP. The sections are as follows:

### 1: Introduction

This section describes the project process and the rationale and goals of the CIP, in keeping with municipal planning policies and studies. Generally speaking, the CIP is to support office development and downtown revitalization, including the achievement of the planned linked system of courtyards and mews.

### 2: Community Improvement Project Areas

This section sets out the recommended CIP Areas (CIPA) within which to establish CIP programs for property owners and/or tenants.

The recommended CIPAs in Richmond Hill are identified in Map 1 – Recommended Community Improvement Plan Areas and include the designated Centres and Corridors

along Yonge Street (from Highway 7 in the south to Bloomington Road in the north), Newkirk Business Park and Beaver Creek Business Park. In these areas, providing targeted programs in the forms of financial incentives may result in desired outcomes (such as additional office space development, adaptive reuse of structures for office use and downtown revitalization by way of façade, public realm and signage improvements).

## 3: Financial Incentive Programs

The financial incentive programs recommended in this section represent a refinement of the range of options presented in the CIP Background Report. The range of options was refined in consultation with staff and based on further analysis of each program. In general, the recommended programs are designed to encourage private sector investment in new and existing office development (standalone or as part of mixed use developments) within the CIP Areas, support downtown revitalization by enhancing the functionality and exteriors of the building stock/properties in the downtown and older Business Parks.

The recommended programs are designed either as matching grants (meaning, at minimum, every public dollar disbursed will be matched by equivalent and/or greater amount of private investment) or to require no public funding. The programs are recommended to be in effect for an initial five-year period of the CIP (2018-2022). As further set out in the Implementation Framework, Council has the ability to extend, revise or alter this CIP beyond the five-year period, subject to its objectives and the performance of the CIP.

The recommended programs to be offered under the CIP are summarized in Figure 1, below:

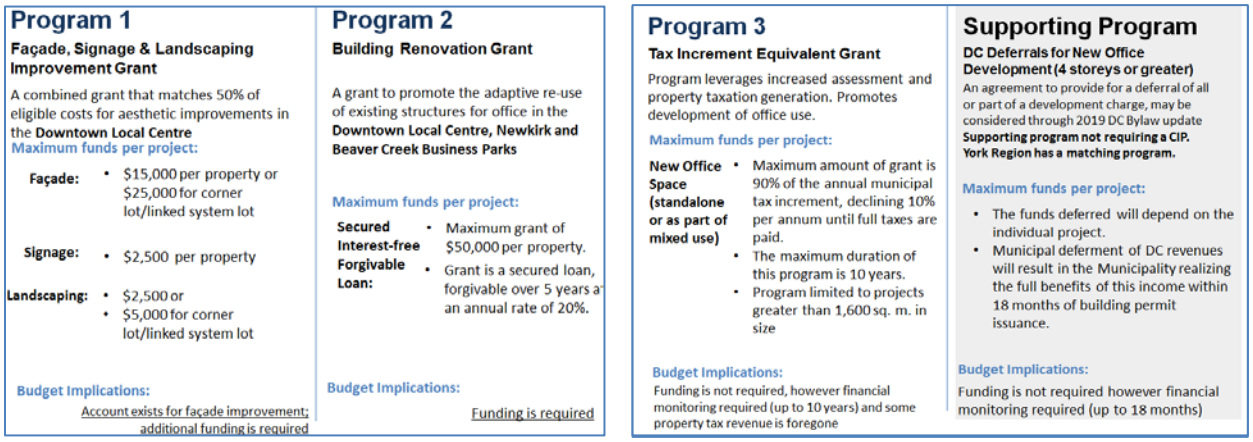



**Figure 1 - Summary of CIP programs**

### Program 1: Façade, Landscape and Signage Improvement Grant

Under the Façade, Landscape and Signage Improvement Grant Program, matching grants may be offered to eligible property owners within the Downtown Local Centre area of the CIPA for building façades, front, rear or side lot landscaping (i.e. publicly accessible parts of private properties), exterior signage improvements or any

combination of these 3 categories of property enhancement. The grant is proposed to be applied for improvements and upgrades to the street fronts of properties but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or elements of the planned linked system in the Downtown. An aim of the program is to visually enhance properties and incentivize the development of the linked system of courtyards and mews in the Downtown.

**Program 2: Building Renovation Grant Program**

This program is proposed to promote the adaptive re-use of existing structures (industrial, commercial or other) for office use in the Downtown Local Centre, Newkirk Business Park and Beaver Creek Business Park areas of the CIPA. This grant program has the potential to leverage significant private sector investment in interior building renovations and improvements, and may help address the costs involved with a range of matters, such as retrofitting space for office uses.

**Program 3: Tax Increment Equivalent Grant (TIEG) Program**

The Tax Increment Equivalent Grant (TIEG) program is proposed to support the development/intensification of office use (stand-alone or as part of mixed use developments) across the entire CIPA.

This program would be considered a “back end” incentive that leverages increased property tax assessment generated from development (i.e. office development over a certain size threshold). This type of grant would be funded by the share of municipal property tax collected and granted back to applicants in increments that will decline on an annual basis, for a maximum period of 10 years.

The total value of the grant is based on the tax increase (or increment) associated with development/redevelopment of new office space (see Figure 2). By granting back a portion of the tax increment that would be otherwise collected by the municipality, this program helps to reduce some of the risk associated with office construction. This type of grant would be considered foregone property tax revenue. However, such revenue may not have otherwise been available to the Town had the development/ redevelopment of the office use not occurred.

| Illustrative Annual Grant-Back Share/Amount | | | | |
|---|---|---|---|---|
| Duration/Period | Grant Share | Annual Tax Increment on Municipal Portion | Grant Value Payable | Taxes Retained by Town |
| Year 1 | 90% | $50,000 | $45,000 | $5,000 |
| Year 2 | 80% | $50,000 | $40,000 | $10,000 |
| Year 3 | 70% | $50,000 | $35,000 | $15,000 |
| Year 4 | 60% | $50,000 | $30,000 | $20,000 |
| Year 5 | 50% | $50,000 | $25,000 | $25,000 |
| Year 6 | 40% | $50,000 | $20,000 | $30,000 |
| Year 7 | 30% | $50,000 | $15,000 | $35,000 |
| Year 8 | 20% | $50,000 | $10,000 | $40,000 |
| Year 9 | 10% | $50,000 | $5,000 | $45,000 |
| Year 10 | 0% | $50,000 | $0 | $50,000 |
| Total | | $500,000 | $225,000 | $275,000 |

**Figure 2 - Illustrative annual grant back share / amount associated with a Tax Increment Equivalent Grant**

### Supporting Program: Development Charge Deferral Program

The Development Charge Deferral Program is a supporting program to the CIP and does not require approval under Section 28 of the *Planning Act.*

Section 27 (1) of the *Development Charges Act, S.O. 1997* provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. This program is proposed to support new office development (4 storeys and greater) by providing a deferral of local development charges. The program may be designed to match York Region's Development Charge Deferral for Office, which defers the payment of the regional portion of development charges for office for a period of 18 months.

By deferring development charges, this program may assist with offsetting upfront costs associated with office development. After the deferral period, development charges would be paid in full to the Town. This type of program will not require funding, however, some administrative costs would be absorbed by the Town.

## 4: Implementation

This section of the Implementation Framework outlines suggested resource requirements, including staffing and budget considerations for the CIP. This section also outlines areas of responsibility that will require the support of Town staff in the implementation of the CIP.

It is recommended that Town staff in Planning and Regulatory Services, Strategic Initiatives, Financial Services and the Legal Division assist with specific tasks to support the implementation of the CIP and its programs. Generally speaking, the task areas include marketing and promotion, application intake, monitoring and reporting, financial

administration and accounting, and preparation of legal agreements. Staff education on the CIP is also required.

As it relates to CIP program application assessment, it is recommended that a staff CIP Evaluation Committee be established to assess applications for funding under the recommended CIP programs and to make recommendations to Council in respect to such applications. It is anticipated that the existing staff compliment will be sufficient to accommodate the administration of the CIP and CIP programs. However, uptake of the CIP programs will be monitored to ensure that programs are administered in a timely fashion.

As part of the budget considerations set out in this section, an annual funding plan for the CIP programs is recommended by Sierra. In order to meet the goals and objectives of the CIP over the 5 year term, the funding plan includes recommended funding for the Façade, Landscape and Signage Improvement Grant (Program 1) and the Building and Renovation Grant (Program 2) over this period. As noted previously, no advanced funding is required to implement the Tax Increment Equivalent Grant (Program 3) or Development Charge Deferral (Supporting Program).

A contribution of $185,000 in Year 1 of the CIP, recognizing the time required for program start up, administration, marketing and implementation. This contribution would provide $85,000 for the Façade, Landscape and Signage Improvement Grant (Program 1) and $100,000 to the Building and Renovation Grant (Program 2). Contributions to capital accounts associated with Program 1 and Program 2 are recommended to be “topped up” annually, based on the level of uptake in the program by property owners. In addition, it is recommended that funding for the Façade, Landscape and Signage Improvement Grant (Program 1) and the Building Renovation Grant Program (Program 2) be stepped up from year to year, to provide an annual budget of $510,000 in Year 4 of the CIP to be disbursed to eligible applicants. The total annual contribution of $510,000 recommended by Sierra reflects full CIP program implementation and is based upon the experiences of other Greater Toronto Area municipalities operating similar programs. This annual allotment would provide $260,000 for Program 1 and $250,000 for Program 2.

It should be noted that the Façade, Landscape and Signage Improvement Grant (Program 1) and the Building and Renovation Grant (Program 2) programs are set up such that, at minimum, every public dollar allocated and disbursed through a program will be matched by equivalent and/or greater amount of private investment. The Tax Increment Equivalent Grant (Program 3) does not require funding and is designed to improve tax assessment over the long term, with certain foregone property tax revenue associated with the local tax increment at the outset of associated grants. The grant that may be given will be based on eligible project costs, to a maximum of the municipal tax increment. The Development Charge Deferral (Supporting Program) does not require funding and defers payment of development charges that are collected in full at the end of the program.

Additional information on this matter is set out in the Financial/Staffing/Other Implications section of this report.

### 5: Marketing the Plan

Linked to Part 4 of the Implementation Framework, this section of the document sets out the range of regional, provincial and local opportunities and/or strategies that Town staff may undertake to market the CIP within Richmond Hill.

### 6: Monitoring & Performance

This section outlines strategies which support ongoing monitoring and evaluation of the performance of the CIP and its programs. A number of metrics to assist Town staff with CIP performance have been identified. While these metrics vary by program, they generally include overall uptake of each program and ratios of public versus private investment in improvements.

It is recommended that Town staff report annually to Council in respect to individual program uptake, required updates to phased in funding and/or funding approach, grant disbursement and associated value of private sector investment supported.

It is further recommended that a comprehensive interim review of the CIP be undertaken in Year 3 of implementation, with a detailed review in Year 5, to assess the effectiveness of the plan and its programs.

### 7: Schedules

This section includes detailed CIP program protocols and eligibility requirements for programs as generally outlined in Section 3 of the Implementation Framework, a glossary of relevant terms for the CIP, draft text for required implementing by-laws to approve the CIPA and CIP (under Section 28 of the *Planning Act*), as well as a pro forma assessment of the financial impact of incentive programs described in the Implementation Framework.

## Next Steps:

This report, and the attached Implementation Framework (Appendix A), represent the completion of the third stage of the Richmond Hill CIP Study. Subject to Council's endorsement of this report, Town staff will utilize the Implementation Framework (Appendix A) to prepare a Draft CIP.

Town staff will consult with the Building Industry and Land Development Association (BILD) regarding the recommendations of the CIP Implementation Framework and the development of the CIP. Furthermore, in accordance with the *Planning Act,* Town staff will circulate the Draft CIP to the Ministry of Municipal Affairs for comment.

The Draft CIP will be presented at a joint Open House and Council Public Meeting in late 2017, which will set out the purpose and effect of the Draft CIP. Following the

Council Public Meeting, the Draft CIP will be brought forward for Council's consideration in early 2018.

## Financial/Staffing/Other Implications:

It is anticipated that the existing staff complement will be sufficient to accommodate the administration of the CIP and CIP programs. However, uptake of the CIP programs will be monitored to ensure that programs are administered in a timely fashion.

As previously noted, in consideration of the time required to operationalize the CIP in Year 1 and limited funding availability, a phased-in funding approach for the CIP is recommended.

As set out in Figure 3 below, Town staff recommend that the capital account for the existing Village Core Façade Improvement Grant Program be utilized to fund the Façade, Landscape and Signage Improvement Grant (Program 1) and that a contribution of $15,000 to this account be provided to bring the total account balance to $85,000 (with an existing account balance of approximately $70,000). Likewise, Town staff recommend that a new capital account be created and a contribution of $100,000 for the Building and Renovation Grant (Program 2) be provided. In total, Town staff recommend a combined allocation of $115,000 to fund Programs 1 and 2 in Year 1 of the CIP, with funding coming from the allocation of a portion of the 2017 Overall Town Operating Surplus, provided there is a sufficient amount in surplus.

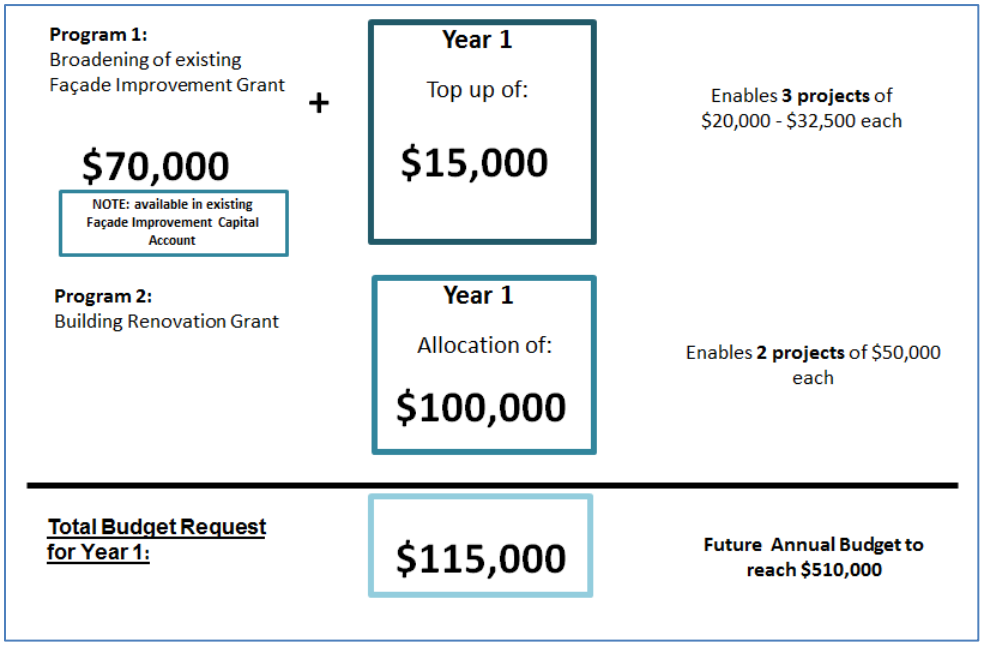



**Figure 3 – Recommended funding for Programs 1 & 2 in Year 1 of CIP**

Figure 4 (below) sets out the recommended funding approach for the CIP, which is phased in over its 5 year duration. Town staff recommend that Council consider future funding allocations to the CIP as set out in Figure 4. Town staff will monitor interest in

the CIP programs annually and report back to Council regarding additional funding needs as part of the year end Operating Budget reporting. Ultimately, the goal of the phased in funding approach is to reach mature program funding amounts in Year 4 and 5 of the CIP.

| Program | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|---|---|---|---|---|
| | NOTE: For Year 1, $70,000 is available through existing Façade Imp. Grant | | | | |
| Program 1: Façade, Landscape & Signage Improvement Grant | $15,000 | Phase-in TBD (based on monitoring) | Phase-in TBD (based on monitoring) | Phase-in TBD (based on monitoring) | $260,000 |
| Program 2: Building Renovation Grant | $100,000 | Phase-in TBD (based on monitoring) | Phase-in TBD (based on monitoring) | Phase-in TBD (based on monitoring) | $250,000 |
| Program 3: Tax Increment Equivalent Grant (TIEG) | Municipal tax increment collected fully after grant program is complete (approx. 10 years) | | | | |
| Program 4: Development Charge Deferral | Deferred DC revenue collected after 18 months, dependent on project | | | | |
| Suggested Annual Allocation of Funds | **$115,000** | **~275,000** | **~430,000** | **~$510,000** | **$510,000** |

**Figure 4 - Recommended funding approach for the CIP (5 year duration)**

As previously noted, the Façade, Landscape and Signage Improvement Grant (Program 1) and the Building and Renovation Grant (Program 2) programs are set up such that, at minimum, every public dollar allocated and disbursed through a program will be matched by equivalent and/or greater amount of private investment. The Tax Increment Equivalent Grant (Program 3) does not require funding and is designed to improve tax assessment over the long term, with certain foregone property tax revenue associated with the local tax increment at the outset of associated grants. The Development Charge Deferral (Supporting Program) does not require funding and defers payment of development charges that are collected in full at the end of the program.

## Relationship to the Strategic Plan:

One of the four goals outlined in the Strategic Plan calls for better choice in Richmond Hill; an anticipated outcome of this goal is better options for working and doing business. The Implementation Framework, as part of the CIP study, will help to establish the framework for a potential CIP, which will help to support vibrancy in Richmond Hill by supporting the attraction and retention of business development in the employment corridor between Leslie Street and Highway 404, the Downtown Local Centre and more broadly along the Yonge Street corridor. By specifically addressing the needs of the Downtown Local Centre, it will support the development of this area in keeping with the vision established by the secondary plan.

## Conclusion:

It is recommended that this staff report and the attached CIP Implementation Framework (Appendix A) be endorsed. This report represents the completion of Stage 3 of the CIP Study. Together with the Background Report that was received by the People Plan Task Force (PPTF) on May 17, 2017 (SRPRS.17.074), the Implementation Framework will provide Town staff with the basis to prepare a Draft CIP. Subject to Council's approval of this report, available funds from the 2017 Operating Budget Surplus will be allocated for Program 1 at $15,000 (in addition to the $70,000 currently in the Town's capital account for the existing Village Core Façade Improvement Grant Program) and for Program 2 at $100,000. Town staff will monitor interest in the CIP programs annually and report back to Council regarding additional funding needs as part of the year end Operating Budget reporting. The Draft CIP will be brought forward to a Council Public Meeting in late 2017 and for Council's consideration in early 2018.

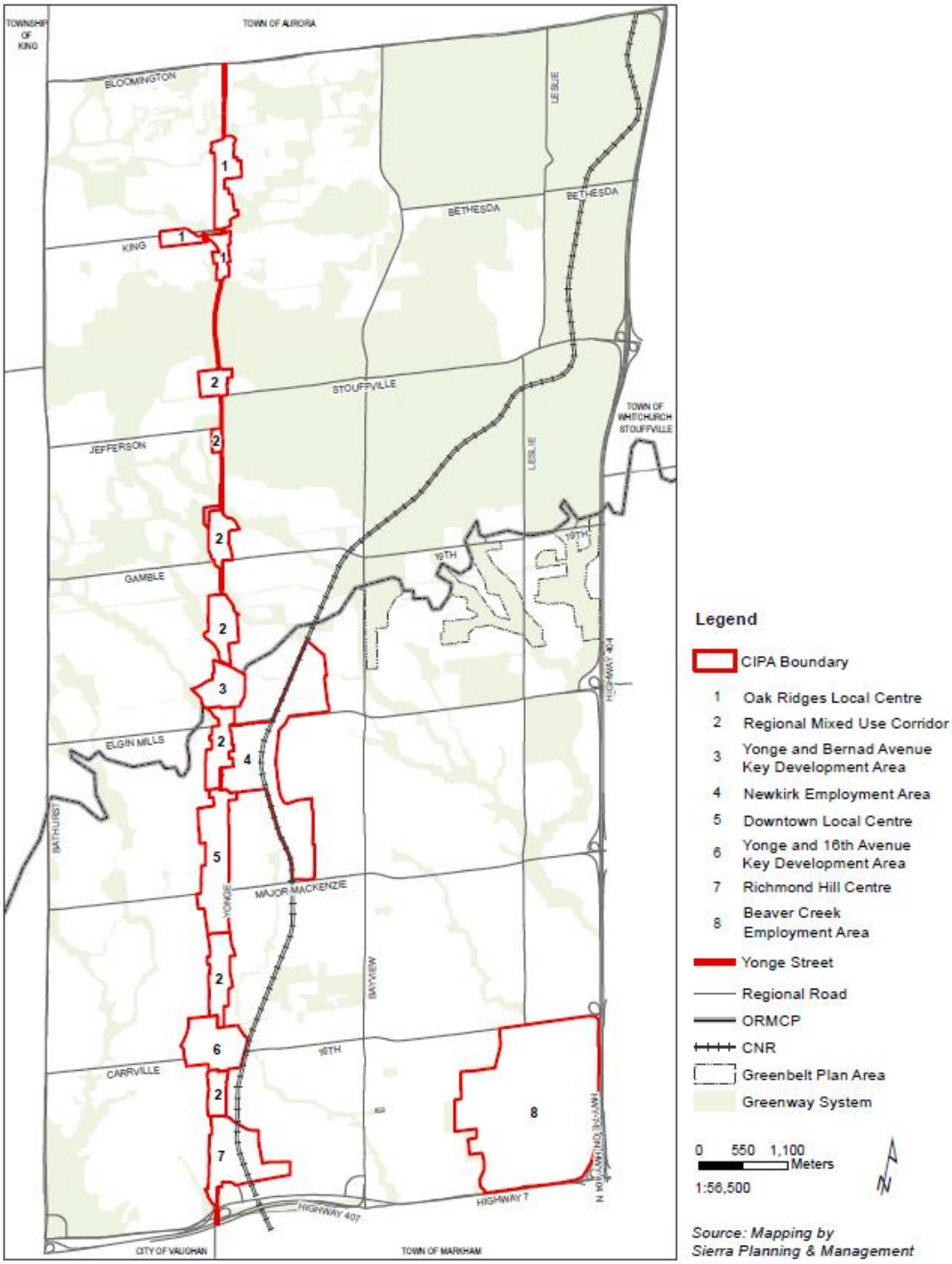
## Attachments:

The following attached documents may include scanned images of appendices, with maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- **Map 1** Recommended Community Improvement Plan Areas (CIPA) in Richmond Hill
- **Appendix A** Richmond Hill Community Improvement Plan Implementation Framework

## Recommended Community Improvement Plan Areas (CIPA) in Richmond Hill

Map 1
SRPRS.17.155
File #D18-17001




*Source: Mapping by Sierra Planning & Management*

Appendix A
SRPRS.17.155
File #D18-17001

# COMMUNITY IMPROVEMENT PLAN

## IMPLEMENTATION STRATEGY

TOWN OF RICHMOND HILL

August 2017

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# 1 INTRODUCTION

# 1 Introduction

## *1.1 The CIP Project Process*

The development of the Community Improvement Plan for the Town of Richmond Hill comprises the following phases:

- **Phase 1:** Background Research and Issues Identification – this included a range of analyses including trends in the historic development of office and related land absorption in Richmond Hill. A risks and benefits analysis which involved matching program options to area-specific needs based on development trends, challenges and policy priorities was also conducted as part of this phase of work and has been summarized in the form of a *Background Report*.

- **Phase 2:** Consultation with regional and local stakeholders as well as development and industry groups. This included discussions with representatives from York Region (Economic Development, Planning and Finance sections), local business association including the Richmond Hill Board of Trade and BILD Toronto – York Region Chapter.

- **Phase 2b:** The identification and delineation of the Community Improvement Project Area (CIPA) within which financial incentive programs will be directed. This was based on a needs-based assessment and area character analysis of a broader geographic study area.

- **Phase 3:** The development of an Implementation Framework for the CIP including the identification of the preferred program suite, program protocols and other specifics of implementation of the financial incentive programs (marketing, application in-take and evaluation etc.).

- **Phase 4:** Development and presentation of the Draft CIP and adoption by By-law.

This report is a culmination of work undertaken as part of Phases 2 and 3 of the project. The Phase 1 *Background Report* along with the *Implementation Framework* will inform the development of the Phase 4 *Draft Community Improvement Plan*.

## *1.2 Purpose of the Implementation Framework*

The Implementation Framework outlines the full scope of financial incentive programs provided under the Community Improvement Plan (CIP) for the Town of Richmond Hill and delineates the geographic boundaries within which these programs will operate. The Framework also identifies a range of resource requirements for the successful implementation of the CIP these include, but are not limited to, marketing and administrative requirements. [A proforma assessment of the likely financial impact of individual programs has been provided as an appendix (*See Schedule E: Proforma Assessment*).]

Specifically, the Implementation Framework is divided into 7 parts as follows:

- **Part 1: Introduction:** Describes the project process as well as the rationale and goals of the Community Improvement Plan.

- **Part 2: The Community Improvement Project Area (CIPA):** Defines the geographic boundaries within which programs of the CIP will operate.

- **Part 3: Financial Incentive Programs:** Summarizes the suite of programs offered under the CIP including eligible costs/projects, funding maximums and/or minimums (as well as the terms of disbursement of approved funds).

  More detailed program protocols are provided as an appendix (see *Schedule A: Program Details*) and include Municipal/applicant obligations and legal requirements under each program. Based on the nature of programs, and where warranted, financial risk mitigation measures have been prescribed. These include the use of legal agreements for projects involving larger sums of funding.

- **Part 4: Implementation:** This section of the framework outlines the application intake process, the roles and responsibilities of Municipal officials in the approval of applications, annual municipal funding requirements for programs as well as other implementation considerations.

- **Part 5: Marketing the Plan:** Linked to *Part 4: Implementation*, this portion of the document explores the range of regional, provincial and local opportunities/strategies to market the CIP to business/property owners and developers. Lead and support staff/departments required to action identified opportunities have also been acknowledged.

- **Part 6: Monitoring & Performance:** Outlines strategies which support ongoing monitoring and evaluation of the performance of the CIP and its programs. Metrics vary based on the nature of programs but generally include: overall take-up of each program and ratios of public versus private investment in improvements.

- **Part 7: Schedules:** including detailed protocols and eligibility requirements for programs outlined in *Part 3: Financial Incentive Programs*, a glossary of relevant terms, draft text

for required implementing by-laws to approve the CIPA and CIP, as well as a proforma assessment of the financial impact of incentive programs prescribed in this document.

## 1.3 Rationale & Goals of the Community Improvement Plan

### 1.3.1. Prioritizing the Need for Investment

York Region forecasts indicate that total employment in Richmond Hill is expected to grow from an estimated 69,300 in 2011 to 109,800 by 2041[1]. This represents a 58% increase over the 30-year period. The Town has a limited supply of non-residential lands to accommodate the projected additional 40,500 jobs by 2041. As such, the Town's 2010 Official Plan, in keeping with regional growth planning policy, prioritizes employment intensification along designated Centres and Corridors along Yonge Street.

As of 2011, the Town provided 62,210 jobs locally – of which 11,880 jobs (19%) were based in office-related sectors. A significant portion of the Town's labour force is employed in office-related sectors. Labour flow patterns show that the Town exported over 30,000 jobs to other jurisdictions in 2011 – office-related employment accounted for roughly 50% of jobs exported (approximately 15,470 jobs). Comparatively, Markham and Vaughan (combined) exported only 20,000 jobs[2]. A range of municipal economic development plans and planning policies prioritize growth in office to support employment targets as well as the live-work balance in the Town.

The Economic Development Strategy Update also identifies that most of the Town's future employment will likely occur in office development rather than warehousing or manufacturing facilities. This is in keeping with labour flow patterns that indicate demand for office-related employment may be supported through growth in office development locally. Professional, scientific, and technical services and other office-related sectors continue to be among the top five industries in the Town of Richmond Hill. Notwithstanding the outflow of office jobs, the 2013 office Incentives Study identified that the Town of Richmond Hill will require 125,000 – 150,000 square feet of office space on an annual basis to meet the demand and maintain supply between 2012 and 2022. One of the goals of the CIP will be to incentivize office development to maintain supply and match demand for office space in the Town. Specifically, the CIP and programs outlined within this *Implementation Framework* are geared to support the development and availability of a range of office space (both in terms of size and built form) to address industry needs recognizing that while the majority of enterprises (85%) in the Town are small businesses, the majority of new enterprises that located in Richmond Hill between June 2015 and June 2016 were mid-sized entities employing 50 persons or more (i.e. 40 new businesses). The 2017 Economic Development Strategy Update states that "in addition to supporting the provision of physical space, the Town needs to consider how it can best support the scaling up of its small and medium sized enterprises (SMEs), particularly as it relates to sectors with high growth potential (which can emerge from any sector)". As York Region promotes its major corporate centres and corridors for office development it will be important

[1] MDB Insight. Key Findings and Directions Report – Town of Richmond Hill Economic Development Strategy Update. 2016.

[2] Ibid

to leverage this as the Town of Richmond Hill initiates its office attraction program for its centres and corridors. The CIP will form part of this initiative.

A significant portion of growth in office space and supply is planned to be generated through development and intensification along the Yonge Street corridor due to the limited base of vacant employment lands in the Town. The *April 2017 Background Report* for the CIP identified several challenges to urban office development along Yonge Street in Richmond Hill. These include higher land and development costs and relatively low office rental rates which present a lower rate of return on investment for developers. Consequently, the suburban office market – specifically employment lands along Highway 404 - are deemed to be more attractive for new office investment (particularly in the absence of the implementation of the Yonge Subway extension to Highway 7 in Richmond Hill). Additional limitations to development along Yonge Street include the development market's recognition of the value of this area for high-density residential which impacts the cost of lands, a smaller parcel fabric places importance on land assembly, underground parking provision and higher densities to achieve space efficiencies, and fragmented land ownership further challenges or otherwise prolongs the process of land assembly along this corridor. Discussions with York Region and key developers identified some of these trends for Richmond Hill and other communities in York Region.

The above existing issues related to development along Yonge Street challenge municipal strategic plan and Official Plan policy priorities for the intensification of office along this key regional corridor. Portions of Yonge Street are planned to accommodate greater employment density. Section 4.2(8) of the OP identifies that Major office and office development shall be directed to and promoted in the Richmond Hill Centre to support the long-term employee-to-resident target ratio of 1:1 and to promote the Centre as a major business destination in the Town and York Region. This compares to 1 job for every 2 residents for the remainder of the Town. The Richmond Hill Centre is designated as an Urban Growth Centre in the Growth Plan. Urban office development will be important for the Town of Richmond Hill considering its limited base of employment lands which are nearing buildout and is a priority area of focus for the CIP and its programs.

With respect to existing employment lands, newer business parks along Highway 404 – Barker and Headford Business Parks – exhibit fewer developmental challenges. These lands show greater capacity to accommodate new Class A[3] office of varying scales and are uninhibited by surrounding development. In part due to the above, the market for these lands continue to be strong particularly when considering lower land costs in these areas compared to urban locations along Yonge Street. This is further validated by office market trends in the Region and GTA.

The Town's older business parks – Newkirk Business Park and Beaver Creek Business Park – exhibit a different range of complexities. These parks comprise the majority of the Town's older employment land-related office supply. The *April 2017 Background Report* identified that additional market-based factors influencing the location of office in the Town include limitations (i.e. the lack of adaptability) of the existing/older building stock (Class B & C office) to support

[3] *Class A office* space is generally defined as the most impressive structures competing for premier office users. These buildings typically have state of the art systems, high-quality finishes, a definite market presence and command rents above average for the area.

medium-sized enterprises. In order to protect, enhance and expand the office stock in these locations over the longer-term, opportunities to optimize older buildings via the adaptive reuse of structures for office should be supported. The 2017 Economic Development Strategy Update identifies that "Newkirk Business Park in particular represents a unique opportunity to work with existing landowners to repurpose industrial style buildings as unique and flexible office space close to the downtown, with connections to regional and provincial transit infrastructure". The nature of these improvements can be of greater complexity when compared to new build projects in the newer business parks and can result in significant development costs.

The development of a CIP and identified priority areas for support, as outlined within this *Implementation Framework,* align with the following key goals and recommendations of the *2017 Economic Development Strategy Update*:

- **Goal 2 (Action 7.D):** Promote the incentives from the Community Improvement Plan and advocate for a regional CIP to support office and industrial development along the Town's major corridors and in its business parks.

- **Goal 3 (Action 11.A):** Identify business parks, Richmond Hill Centre, and other centres and corridors as priority areas in the rollout of the Community Improvement Plan.

- **Goal 3 (Action 11.B):** Develop a strategy for the Newkirk Business Park that better positions the employment area for technology-based businesses including opportunities to repurpose the existing inventory of industrial buildings as flexible workspace options.

Linked to priorities for the Yonge Street Corridor, Section 10.5.1 of the *Downtown Local Centre Secondary Plan* identifies that "all lands within the Downtown Local Centre are identified as part of a Community Improvement Plan Area" and that the Town of Richmond Hill shall consider the development of a CIP to facilitate the public realm improvement objectives of the Secondary Plan. The existing Village Core Façade Assistance Program (VCFAP) for the downtown was enacted in the 1980s and amended in the early 2000s. The program provides financial support to downtown property owners in the form of matching funds. The development of the CIP for Richmond Hill is aimed at (re)aligning, enhancing and expanding financial incentive support to enable the redevelopment objectives of the Downtown Local Centre Secondary Plan. These include enhancing the viability of the existing building stock to support office uses as well as exterior building enhancements, landscaping and heritage sensitive building improvements to create a pedestrian-friendly environment, animated main street and incentivize the creation of a linked system of courtyards.

### *1.3.2. Narrowing the Geographic Focus for Financial Incentive Programs*

The Community Improvement Plan study area comprised a broader analysis of the office investment challenges across the Town to include newer employment lands along Highway 404. The results of this assessment are provided in the *Phase 1 Background Study* which accompanies this Implementation Framework. Areas considered were based on 2 priorities: 1) incentivizing

office development and 2) revitalizing the downtown. The geographic areas for the CIPA were further defined and are based on a need-based approach to matching community improvement needs to programs and areas:

*Exhibit 1: Matching Programs to Community Improvement Needs in the CIP*

| Issue(s) | Program Choice | Corresponding Area |
|---|---|---|
| **Downtown Revitalization**<br><br>- **Support for heritage sensitive building improvements, addressing the needs of an older building stock**<br><br>- **Support the creation of a linked system of courtyards**<br><br>- **Support for conversions/investment in office** | - Façade, Landscape and Signage Improvement Grant.<br><br>- Building Renovation Grant for interior renovations (code compliance; retrofitting etc.). | Downtown Local Centre<br><br>*Priorities for support: Properties facing Yonge Street and immediate shoulder areas along the linked system.* |
| **Incentivizing office**<br><br>- **Support development of office (stand-alone or mixed-use)**<br>- **Support employment land intensification by supporting appropriate, adaptive reuse of existing structures (industrial or commercial) for office.**<br>- **Support range of office space available in the employment lands.** | - Building Renovation Grant for interior renovations (code compliance; retrofitting etc.). | Beaver Creek & Newkirk Business Parks. |
| | - Development Charge Deferral.<br><br>- Tax Increment Equivalent Grant (TIEG). | All Areas within the CIPA for office development only.<br><br>*Priority area: Yonge Street (Regional) Corridor.* |

## 1.4 Goals for Community Improvement & Programs

The following goals of the CIP for the Town of Richmond Hill are in keeping with municipal planning and policy priorities:

- To provide targeted support for office development to address slow growth in this form of development in prioritized planning areas – specifically in the Official Plan's designated Centres and Corridors along Yonge Street and older employment areas – to help meet municipal employment targets and office space forecasts;

- To support the development of office (stand-alone or mixed-use) within designated Centres and Corridors along Yonge Street. Where appropriate, the adaptive reuse of buildings for office in the Downtown Local Centre is also encouraged;

- To facilitate office attraction, retention and development to provide more opportunities for local employment in a manner which supports a live/work balance in designated Centres and Corridors along Yonge Street including the Downtown Local Centre;

- To facilitate employment land intensification by supporting the appropriate adaptive reuse of existing structures (industrial or commercial) for office in the Newkirk and Beaver Creek business parks;

- To ensure the availability of a range of office space in designated Centres and Corridors along Yonge Street and older employment areas to support small to large enterprises;

- Support the planned transit-supportive densities, compact urban form and pedestrian activity via appropriate intensification, infill and redevelopment along Yonge Street;

- To support Downtown revitalization through façade, public realm and signage improvements, as well as street-front redevelopment and the creation of a linked system of courtyards;

- Promote investment in the private building stock in the Downtown Local Centre, to support a dynamic streetscape complete with civic gathering areas (e.g. via storefront patio development) and a linked system of courtyards.

# 2 THE COMMUNITY IMPROVEMENT PROJECT AREA (CIPA)

# 2 The Community Improvement Project Area (CIPA)

## *2.1 Geographic Boundaries of the CIPA*

Exhibit 1 delineates the geographic boundaries of the Richmond Hill Community Improvement Project Area (CIPA) wherein programs of financial support will operate as directed through this CIP.

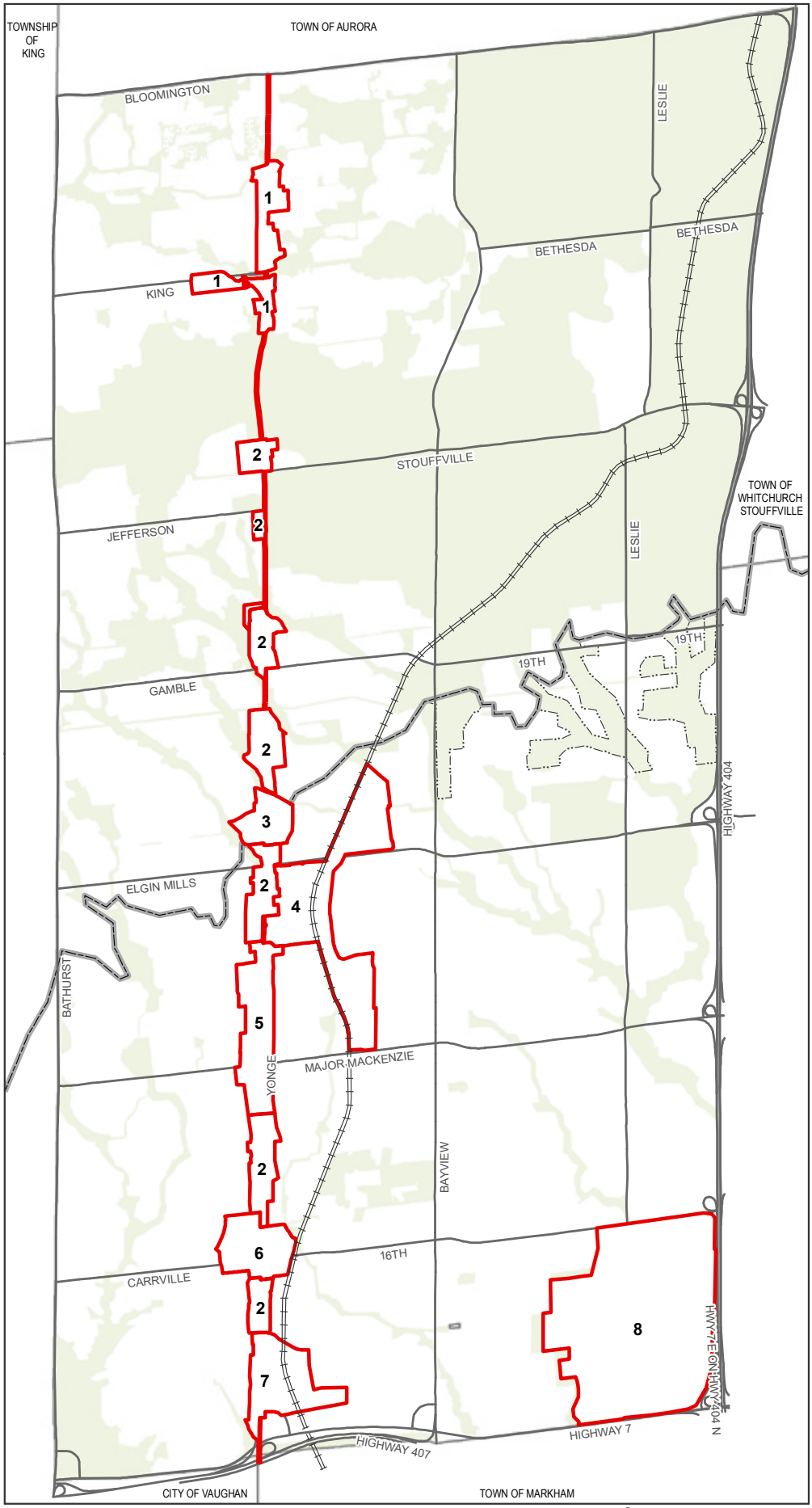
The Town of Richmond Hill will only accept applications for financial assistance for development or property enhancement projects for properties located in the CIPA for the five-year duration of this CIP. In general, the CIPA boundary is described to include the following designated areas per the *Town of Richmond Hill Official Plan, Land Use Schedule A2*:

- **Designated Centres and Corridors along Yonge Street (from Highway 7 in the south to Bloomington Road in the north)** to include: Richmond Hill Centre, Regional Mixed-Use Corridors, the Yonge and 16th Avenue Key Development Area (KDA), the Yonge and Bernard Avenue KDA, the Downtown Local Centre and Oak Ridges Local Centre.

- **Newkirk Employment Area;**

- **Beaver Creek Employment Area**.

*Exhibit 1: Community Improvement Project Area (CIPA)*




**Legend**

- CIPA Boundary
- 1 Oak Ridges Local Centre
- 2 Regional Mixed Use Corridor
- 3 Yonge and Bernad Avenue Key Development Area
- 4 Newkirk Employment Area
- 5 Downtown Local Centre
- 6 Yonge and 16th Avenue Key Development Area
- 7 Richmond Hill Centre
- 8 Beaver Creek Employment Area
- Yonge Street
- Regional Road
- ORMCP
- CNR
- Greenbelt Plan Area
- Greenway System

0 550 1,100 Meters

1:56,500

*Source: Mapping by Sierra Planning & Management*

# 3 FINANCIAL INCENTIVES PROGRAMS

# 3 Financial Incentive Programs

## *3.1 Overview of General Financial Incentive Programs*

In general, the following suite of programs is designed to encourage private sector investment in new and existing office buildings (standalone or as part of mixed use developments) within the CIPA and enhance the functionality and exteriors of the building stock/properties in the Downtown. The programs identified below are in effect for the initial five-year period of the CIP (2018-2022), however, Council has the ability to extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the Plan:

1. Façade, Landscape and Signage Improvement Grant;
2. Building Renovation Grant Program;
3. Tax Increment Equivalent Grant (TIEG) Program; and
4. Development Charge Deferral Program (supporting program).

Projects applications can be expected vary. Council may, at its discretion, determine an appropriate level of financial support for individual applications based on the merits of each project. Grant support is not guaranteed to be approved at the maximum values identified under each respective program. The amount of the grant is subject to and at the discretion of Council and is dependent on the list of "eligible costs".

Because of the specific nature of program support which ranges from small-scale capital grants to potentially more significant assistance in the form of tax-based financial assistance following the completion of development, the full suite of programs cannot be accessed by a development project at one time. For projects which clearly demonstrate merit, based on a detailed review of the planned development, type of use, level of private sector investment and other community benefits; the option exists to approve funding for these projects in-principle, under each program to which the project may become eligible as a result of investment in and re-assessment of the property. In this instance, final approval of support under each program is deferred until the detailed eligibility criteria and any other conditions of approval have been met as a result of the progress of the project from concept to construction and re-evaluation of the property. This should not be read as approval to access all programs at their maximum amounts.

### *Prohibition of Retroactive Financial Support*

At no time will financial support through the CIP be provided to projects retroactively.

At this time, the Regional Municipality of York is not a participant in the financial incentive programs of the CIP. Should the Regional Municipality of York become a participant during the operational period of the Town of Richmond Hill CIP, applications in progress at the time of such participation will be eligible for consideration under programs of regional municipal assistance. In no event shall approved applications under a particular program for which funds have already been dispersed to the successful applicant, be eligible for retroactive support under regional municipal assistance provisions.

## *3.2 Incentive Program Summaries*

### Program 1: Façade, Landscape & Signage Improvement Grant Program

| | | |
|---|---|---|
| **Description** | Under the Façade, Landscape and Signage Improvement Grant Program, matching grants may be offered to eligible property owners within the Downtown Local Centre area of the CIPA for building facing, rear and front lot landscaping (i.e. publicly accessible parts of private properties), exterior signage improvements, the creation of a linked system of courtyards, or any combination of these 3 categories of property enhancement.<br><br>The grant is meant to be applied for improvements and upgrades to the street fronts of properties but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.<br><br>Per *10.5.1 Community Improvement Plan* of the *Downtown Local Centre Secondary Plan*, properties with non-residential uses within the Downtown wishing to participate in this program must be located within the Richmond Hill Downtown Business Improvement Area. | |
| **Program Specifics** | Applicants may apply for one or any combination of the following: | |
| | **Façade** | • Matching grant of up to 50% of eligible costs or a maximum grant of $15,000 per property, whichever is less.<br>• Matching grant of up to 50% of eligible improvement costs or a maximum grant of $25,000 per property, whichever is less for façade improvement projects involving more than one façade. This includes buildings located on a corner lot (that is, a property with frontage on two municipal streets) or on a lot with access onto the linked system of courtyards.<br>• The minimum grant is $2,500 per property. Project applications including matching assistance of less than $2,500 will not be considered. |
| | **Signage** | • Matching grant of up to 50% of eligible costs or a maximum grant of $2,500 per property, whichever is less.<br>• The minimum grant is $1,000 per property. Project applications including matching assistance of less than $1,000 will not be considered. |

| | |
|---|---|
| | **Landscaping**<br>• Matching grant of up to 50% of eligible costs or a maximum grant of $2,500 per property, whichever is less.<br>• For combined street-front and side-lot landscaping improvements: Matching grant of up to 50% of eligible costs or a maximum grant of $5,000 per property, whichever is less. The minimum grant is $2,000 per property. Project applications including matching assistance of less than $2,000 will not be considered.<br><br>This program excludes owner-occupied residential dwellings. However, it does include multi-unit residential properties and former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade). Applications for Program 1 may also be eligible for support under the Town of Richmond Hill's *Heritage Grant Program*. |
| **Implementation Specifics** | Applications for façade, landscape and signage improvements should support principles of the Downtown Local Centre Secondary Plan and any Municipal Design Guidelines for this area.<br><br>Façade, Landscape and Signage Improvement Grants will be disbursed as follows:<br><br>a) 60% on Substantial Completion[4];<br>b) 40% on Final Completion[5].<br><br>Eligible costs include (but are not limited to): costs associated with the enhancement, replacement and rehabilitation of commercial/office doors, windows, street-front patio development, upgrading of paving materials along the linked system of courtyards, building exterior lighting and facings and signage replacement/enhancement. A detailed list of eligible costs is provided in *Schedule A: Program Details*. |
| **Recommended Annual Budget** | $260,000 |

[4] *Substantial Completion* refers to near completion of construction of a proposed building or other works as determined by the Town at its sole discretion

[5] *Final Completion* is defined to mean the conclusion of proposed building/construction work in its entirety as well as subsequent final payments (including hold-backs) for which proof of payment may be provided by the applicant to the Town

## Program 2: Building Renovation Grant Program

| | |
|---|---|
| **Description** | This program is designed to promote the adaptive re-use of existing structures (industrial, commercial or other) for office in the Downtown Local Centre, Newkirk Business Park and Beaver Creek Business Park areas of the CIPA.<br><br>This grant program has the potential to leverage significant private sector investment in interior building renovations and improvements, and may help address the costs involved with a range of matters, such as:<br>• Building, fire and other code compliance upgrades linked to the development of office space;<br>• Expansion/additions for office;<br>• Retrofitting space for office (upper and ground floors);<br>• Interior structural works and upgrades (including electrical, mechanical, HVAC and other building systems.)<br>• As it relates to the business parks eligible projects for support will be the conversion space for office (general tenant fit-up[6] and systems upgrades etc. will not be supported). |
| **Program Specifics** | The grant is equivalent to a proportion of the work value and provided on a matching funds basis to a maximum of 50% of eligible costs:<br><br>**Secured Interest-free Forgivable Loan[7]:**<br>• Maximum grant of $50,000 per property (minimum grant of $10,000 per property);<br>• Grant is a secured loan, forgivable over 5 years at an annual rate of 20%.<br><br>Program eligibility is limited to existing properties located in the following areas:<br><br>• Downtown Local Centre (priority will be given to projects/properties fronting onto Yonge Street); |

[6] This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing space and which are not part of a substantial building conversion project for office

[7] *Loan Forgiveness* is defined as the incremental accretion of grant status of funds dispersed to approved applicants under Program 2: Building Renovation Grant. This translation from interest free loan to grant status (and hence non-repayable to the Town) is earned on the basis of 20% at the end of each calendar year following the execution of the Agreement. In the event of sale or transfer of interest of the property within the 5-year period, loan forgiveness ceases to accumulate and the remaining loan repayment is calculated on a prorated basis

| | |
|---|---|
| | • Newkirk Business Park; and<br>• Beaver Creek Business Park.<br><br>Conditions of approval will be established by the Town and may extend to any reasonable consideration to ensure the interests of the Town as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of an approved building permit, and Final Completion within 18 months. Council may at its discretion adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies and/or delays in construction which are not in the control of the applicant to overcome.<br><br>Where the property is sold or interest in the property is transferred to another entity within the 5-year loan forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant in advance of program assistance. Year 1 of the repayment period commences upon Final Completion of the project.<br><br>Applicants will be required to enter into an agreement as to the above terms and conditions of the grant/loan elements of the program. |
| **Implementation Specifics** | Eligible Costs include (but are not limited to): costs associated with materials, labour, equipment, insurance, regulatory approvals and professional fees related to internal building works, including major fit-up for properties in the downtown. As it relates to the business parks eligible projects for support will be the conversion of space for office (general tenant fit-up and systems upgrades etc. will not be supported). In addition, the program includes the development of additional gross floor area for office where such development is a part of an office renovation/rehabilitation project.<br><br>Building Renovation Grants will be disbursed as follows:<br>a) 10% on approval;<br>b) 80% on Substantial Completion;<br>c) 10% on Final Completion. |
| **Recommended Annual Budget** | $250,000 |

## Program 3: Tax Increment Equivalent Grant (TIEG) Program

| | | |
|---|---|---|
| **Description** | The Tax Increment Equivalent Grant (TIEG) program is designed to support the development/intensification of office (stand-alone or as part of mixed-use developments) across the entire CIPA.<br><br>The TIEG program leverages the increased assessment and property taxation generated by site (re)development to reduce the financial costs of property rehabilitation and redevelopment for office by:<br><br>• Providing a grant equivalent to the Municipal portion of the property tax for a property; and<br>• Limiting such grants to annual payments for a maximum period of 10 years or equivalent to the maximum cost of rehabilitation, renovation and/or redevelopment.<br><br>This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum or 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the Town), the Town realizes the full extent of the property taxes.<br><br>The grant is based on the "Reimbursing Developer" approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. Thereafter, the Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established "base" assessment. | |
| **Program Specifics** | **New Office Space (standalone or as part of mixed use)** | • The maximum amount of the grant is 90% of the annual tax increment over the agreed base assessment and property tax liability in Year 1 declining by 10% per annum. The maximum duration of this program is 10 years.<br>• In the case of Mixed-use developments, the grant would only apply the tax increment applicable to the office portion of a development.<br><br>Program eligibility is limited to those projects/proposals that will result in a minimum of 1,600 square metres of new office space. |

| Illustrative Annual Grant-Back Share/Amount | | | | |
|---|---|---|---|---|
| **Duration/Period** | **Grant Share** | **Annual Tax Increment on Municipal Portion** | **Grant Value Payable** | **Taxes Retained by Town** |
| Year 1 | 90% | $50,000 | $45,000 | $5,000 |
| Year 2 | 80% | $50,000 | $40,000 | $10,000 |
| Year 3 | 70% | $50,000 | $35,000 | $15,000 |
| Year 4 | 60% | $50,000 | $30,000 | $20,000 |
| Year 5 | 50% | $50,000 | $25,000 | $25,000 |
| Year 6 | 40% | $50,000 | $20,000 | $30,000 |
| Year 7 | 30% | $50,000 | $15,000 | $35,000 |
| Year 8 | 20% | $50,000 | $10,000 | $40,000 |
| Year 9 | 10% | $50,000 | $5,000 | $45,000 |
| Year 10 | 0% | $50,000 | $0 | $50,000 |
| **Total** | | **$500,000** | **$225,000** | **$275,000** |

**Implementation Specifics**

The Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established "base" assessment value and Tax Liability[8]. This defined increment is calculated after:

- Any phase-in agreements to soften tax increases that may exist through existing policy or programs;
- Or any tax rebates granted to charitable organizations as owners or tenants; and
- Any other rebate which lessens the overall initial (pre-Program 3: Tax Increment Equivalent Grant) tax liability of the property.

Grant approval is required in principle prior to the commencement of construction/development.

Eligible project costs supported under this program include (but are not limited to) the following works related to new office construction:

- Site development and infrastructure work including demolition and disposal off-site, improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers, other);

[8] Tax Liability means the annual real property taxes levied by the Town of Richmond Hill including the Municipal and Education Portions of the taxes

| | |
|---|---|
| | • Major building rehabilitation, and significant renovation and rehabilitation;<br>• Costs associated with the assessment of environmental conditions and the remediation of environmental contamination, and environmental protection;<br>• Design, engineering, legal, insurance, and other professional fees (at the discretion of the Town of Richmond Hill) directly related to the design and development and commissioning of the completed building(s);<br>• Eligible costs exclude both construction financing and long-term debt financing principal and interest costs.<br><br>The Town of Richmond Hill will determine the existing "base" assessment for the property – this will normally be defined as being either at the time of approval of the application for Tax Increment Equivalent Grant support and is based on the assessment and tax class at that time. The Town may, at its discretion, establish an alternate date for purposes of establishing the base assessment and property tax liability. Where a project is phased over several years the grant will be based on the property re-assessment and taxable status of the project in each of the interim years before project completion. At project completion, the grant (as applicable) will be based on the assessed property value provided by the Municipal Property Assessment Corporation (MPAC). |
| **Recommended Annual Budget** | Tax assessment growth resulting from a project is forgone income for the Town over the duration of this program. As such, the Town, as part of the application evaluation process, will need to determine whether or not it is in the best interest of the Town to approve a grant based on the likely community improvement benefits of a given project. |

## Supplementary (Program 4): Development Charge Deferral Program

| | | |
|---|---|---|
| **Description** | **The authority to operate this program is not provided under Section 28(7) of the *Planning Act (R.S.O. 1990, c. P.13)*. This Development Charge Deferral is a supporting program to the CIP and is to be considered through the 2018/19 Development Charges Update.**<br><br>Section 27 (1) of the *Development Charges Act, S.O. 1997* provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge.<br><br>This Development Charge Deferral Program is designed to encourage new office development (stand-alone or mixed use) as part of High-rise developments.<br><br>Separately, standalone High-rise office Development projects may also be eligible for a Development Charge Deferral from York Region on the regional portion of the development charge for office. | |
| **Program Specifics** | **High-rise Office[9] (Standalone or Mixed-use):** | This program provides for the deferral of 75%[10] of Richmond Hill's Town-wide non-retail development charge levied on High-rise office developments within the CIPA for up to a maximum of 18 months after building permit issuance.<br><br>In the case of High-rise *mixed-use* developments, the deferral would apply to office portion of the development only.<br><br>Interest on the deferred fees will not accrue or be charged. |
| | Payment will be deducted from an Irrevocable Letter of Credit 18 months after the building permit is issued.<br><br>The deferral shall be dependent upon the applicant/developer providing an Irrevocable Letter of Credit to the Town of Richmond Hill (named as the beneficiary) at the time of the Building Permit issuance.<br><br>This Development Charge Deferral program (Program 4) does not apply to Development Charges as follows: | |

[9] High-rise office is defined to mean an office building that is 4 or more storeys above grade or a mixed-use building comprising 4 or more floors of office space above grade

[10] 25% of Town-wide non-retail development charge payable on High-rise office developments is required to be paid in cash up-front

| | |
|---|---|
| | • Town of Richmond Hill Residential and Retail Development Charges;<br>• Town of Richmond Hill Area-Specific Development Charges;<br>• Boards of Education Development Charge;<br>• Region of York Development Charges.<br><br>Separate and apart from this CIP, York Region provides and administers a Development Charge Deferral option for High-rise office development. At the point of application, the Town will notify York Region of applicant interest in the deferral of the regional portion of the DC where projects are deemed to be eligible based on the Region's criteria. |
| **Implementation Specifics** | Applicants for the Development Charge Deferral program (Program 4) will not be precluded from consideration for support under Program 3 (Tax Increment Equivalent Grant). |
| **Recommended Annual Budget** | Municipal deferment of Development Charge revenues will result in the Municipality realizing the full benefits of this income over time (i.e. within 18 months of building permit issuance) and does not warrant funding from a CIP Reserve. |

## 3.3 General Eligibility Requirements

The following are General Eligibility Requirements that must be met by all applications before being considered by the Evaluation Committee. **The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in *Schedule A*.** The decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Eligibility will be on a discretionary basis and based on the merits of each application. Screening criteria include:

- Only eligible properties located within the boundary of the CIPA, as defined in Section 2 of this Plan, are eligible for financial incentive programs offered under this CIP.

- Applications which are in default of any By-law of the Town of Richmond Hill as well as applicants with any property tax arrears, or who are involved in ongoing litigation with the Town will be screened from further consideration, until such time as these defaults are remedied.

- Applications must be in conformity with the Town's Official Plan and any relevant Secondary Plan.

- All applicants shall also be in good standing with regard to any other municipal fees and levies liable on the property. Applicants will be given the opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.

- Under Section 28(7) of the *Planning Act*, eligible applicants must be either a registered property owner, assessed property owner or a tenant of a property to whom the owner has assigned consent to receive assistance under the CIP.

- The decision to fund, and the amount of funding, will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Such criteria will be determined by the Evaluation Committee, based on this CIP, and adjusted from time to time as required. The development of these criteria and their use in evaluation of applications which have successfully passed the screening will be at the sole discretion of the Evaluation Committee in performing its mandate under this Plan.

- Recipients of program assistance from the Town of Richmond Hill who are deemed by the Town to be in default of the requirements of the program for ongoing program support, will, at the discretion of Council, receive notice of intention to terminate program assistance. At the discretion of Council, applicants will be provided with the opportunity to remedy the default. Should such remedy not be forthcoming within a period stipulated by Council, program assistance will be terminated.

The decision by Council to fund property (re)development through the instrument of this CIP is entirely at the discretion of the Town of Richmond Hill. The Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all or

in part, and what conditions, obligations and other requirements are attached to funding allocations.

Additionally, Council reserves the right to amend the process of application and evaluation, at any time and for any reason, without the requirement to amend the approved Community Improvement Plan. If during the course of construction, the applicant is in default of relevant By-laws or payments to the Town, and fails to remedy this within a reasonable period determined by the Town, the applicant will be required to repay any received grant assistance in part or in whole at the discretion of the Town. Such a requirement will be a condition of approval of funding, signed and acknowledged by the applicant.

In all cases of program funding assistance, the Town of Richmond Hill reserves the right to limit or refuse funding where applicants have successfully applied for and received funding for similar purposes from other sources of grants or preferential loan assistance – this includes, for example, any other building-related grant or loan incentive provided by upper levels of government and agencies of government.

Notwithstanding this provision, where Council determines that full access to Town funding sources in addition to funding from other public sources is merited by virtue of the particular circumstances, nature or scope of the project, Council may choose, in its sole discretion, to waive this provision.

# 4 IMPLEMENTATION

# 4 Implementation

## 4.1 Administration and Staff Resourcing

### 4.1.1. Establishing an Application Evaluation Committee

In implementing the CIP for the Town of Richmond Hill, an Evaluation Committee will be established to administer the application evaluation process and preparation of reports with recommendations to Council. The CIP Evaluation Committee should be comprised of staff from the following departments:

- Strategic Initiatives;
- Policy Planning;
- Development Planning;
- Financial Services; and
- Other sub-disciplines as may be required from time-to-time based on the nature of applications (Legal Services, By-law Enforcement Services, Building Review/Compliance, etc.)

### 4.1.2. Roles and Responsibilities for Program Implementation

Key tasks in implementing the CIP are as follows and will be shared among staff in Strategic Initiatives, Planning and Regulatory Services, Financial Services and Legal:

- *Staff education*: A number of municipal departments are expected to play a role in apprising developers and business/property owners of available program opportunities under the CIP and navigating persons to key sources of information in this regard. This includes Development Planning staff in receipt of site plan applications as well as Heritage Planning staff.

- *Marketing and promotion*: Section 5 of this document outlines the marketing plan for the CIP. Departments that are expected to play a key role in supporting the effective marketing of the CIP include Strategic Initiatives (via existing economic development channels) and Development Planning (at the time of application discussion (i.e. pre-submission meeting) and eventual take-in).

- *Organizing and hosting a pre-application consultation meeting:* with each potential applicant to clarify the nature of program options available to the interested party based on the nature of the development proposal.

- *Managing the operationalization of the CIP* as it relates to:

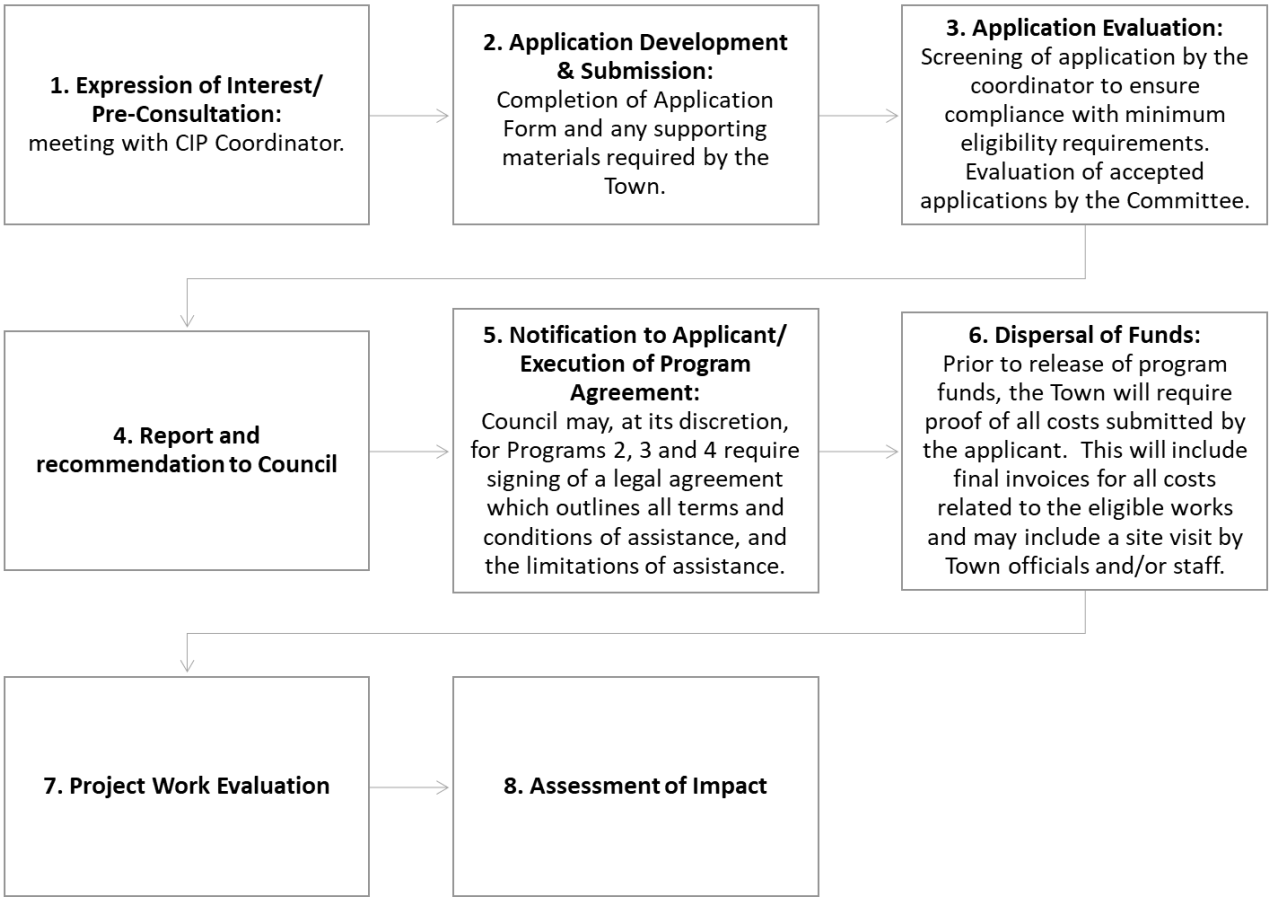
    - *Financial/Administrative:* including application intake and pre-screening as well as monitoring the dispersal of funds from a CIP Reserve.

    - *Co-ordination of the Evaluation Committee*: the timely issuance of pre-screened applications to the Evaluation Committee for review as well as the organization

of regular committee meetings to vet applications (that is, quarterly or as required based on the volume of applications).

- *Preparation of recommendation reports*: for Council consideration.
- The preparation and execution of *legal agreements*.
- *CIP performance monitoring*: Expected to involve site visits to photograph and review improvements to ensure that works completed are in keeping with the respective applications. This will also involve annual CIP performance reporting to Council via staff report (see *Section 6: Monitoring & Performance* for metrics of evaluation).

*Exhibit 3:The General Application and Approval Process for Financial Incentive Programs 1 (Façade, Landscape & Signage Grant) & 2(Building Renovation Grant)*



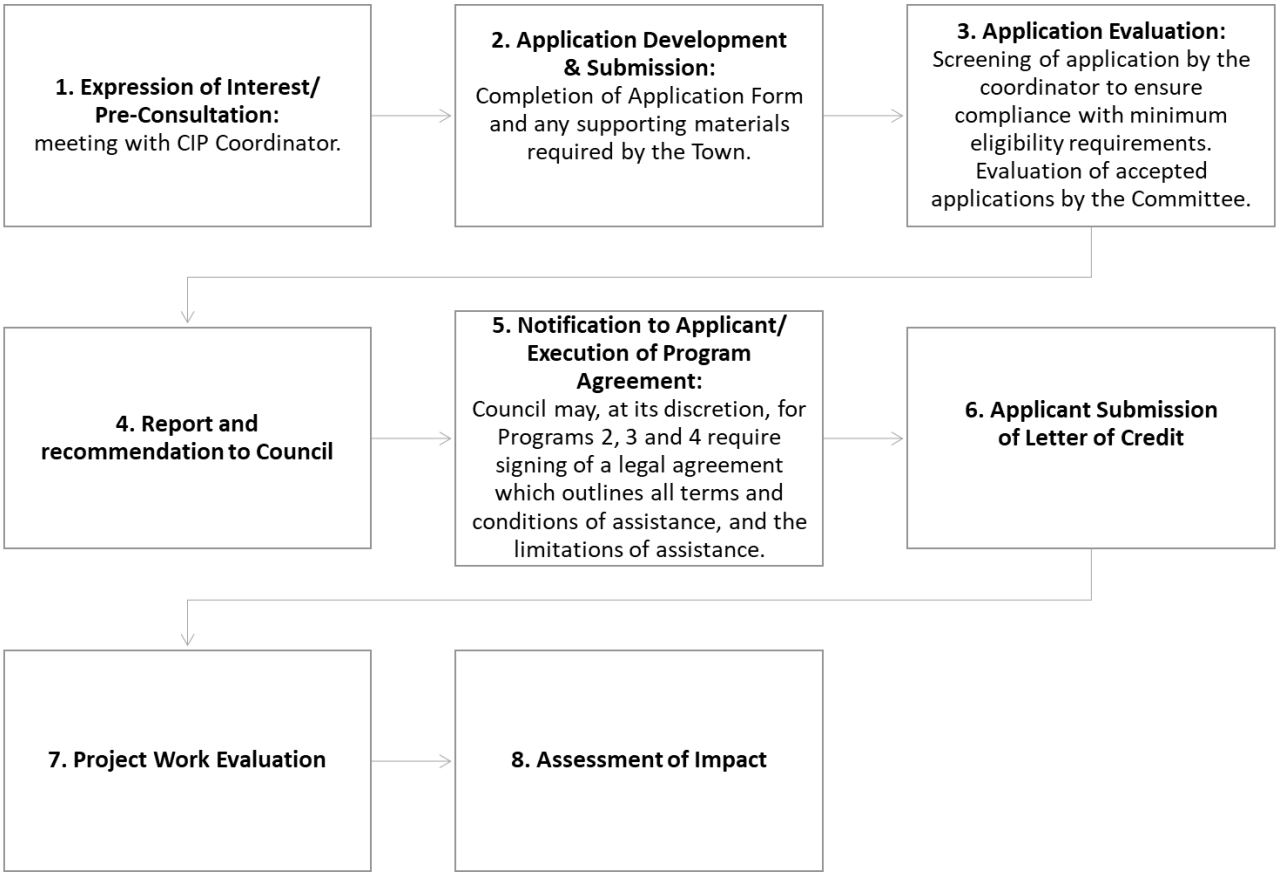
## 4.2 Application Intake & Approval Process

Application intake will occur on a scheduled-basis (e.g. quarterly) to encourage the timely submission of development and rehabilitation requests of property owners/developers. Applications will be prescreened by the Coordinator for completeness and further consideration by the Evaluation Committee. The Evaluation Committee will meet once per quarter and will forward recommendations to Council via a staff report. At this time, Council will make the final approval decisions on all applications.

All applications that require annual funding under Programs 1 and 2 will be accepted, evaluated and determined on a scheduled basis based on set submission deadlines.

Applications for façade improvement support and building renovation grants should be assessed separately from the other programs (i.e. these projects vary in scale and should not be compared to more substantive development proposals when considering approval for funding support under the CIP). Each program should have a funding cap in place as recommended in Section 4.4 of this document.

*Exhibit 4: The General Application and Approval Process for Financial Incentive Program 3 (Development Charge Deferral)*




All funds committed in any one year (based on calendar years) will be assumed to be drawn down from the annual funding limit each program (excluding tax-based programs which

represent foregone revenue and deferred Development Charge payments) during the year of approval for funding, even where funds are disbursed in the following calendar year. Applications are encouraged for projects which are eligible for funding under more than one program.

## *4.3 Rights and Discretion of Council*

The Council of the Town of Richmond Hill (or sub-delegate approval authority) reserves the right to limit access to funding from multiple CIP programs if, in its determination, there is a degree of overlap of funding that is not an appropriate use of scarce resources or the value of individual project funding is deemed to unduly limit the availability of community improvement funding to other projects in the CIPA. At all times, the principle of matched funding necessitates that Council will not fund more than 50% of eligible costs or stated funding caps, whichever is less (save and apart from tax-based programs which represent foregone revenue and deferred Development Charge payments).

Council also has the right to extend, revise or alter the CIP beyond the initial five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council.

Programs approved under the CIP may be offered at the discretion of Council and also rescinded by Council without an amendment to the CIP. These programs may apply, at the discretion of Council, to the whole or to part of the Community Improvement Project Area. The CIP does not limit the right of the Town of Richmond Hill and its Council to undertake any other initiatives provided for under the Town's Official Plan to facilitate community improvement.

Council also has the right to extend, revise or alter the CIP beyond the initial five-year horizon subject to the objectives of Council and the performance of the plan in the opinion of Council.

## *4.4 Annual Funding Plan for Incentive Programs*

The Town of Richmond Hill is to establish a Community Improvement Plan Reserve Fund into which capital account funds will be provided on an annual basis for the 5-year plan. Funding of the reserve will be on a top-up basis, such that annual contributions to the fund will be based on the level of unspent reserve at the end of each fiscal year and subject to annual allocations established by this Plan.

The maximum funding amounts are subject to annual review and approval by the Town and can be changed by the Town acting in its sole discretion. At maturity, the recommended funding allocation to implement Program 1 (Façade, Landscape and Signage Improvement Grant) and Program 2 (Building Renovation Grant Program) of the CIP would be $510,000 at the beginning of each fiscal year. This would provide $260,000 for Program 1 (Façade, Landscape and Signage Improvement Grant) and $250,000 for Program 2 (Building Renovation Grant Program). As previously noted, The Tax Increment Equivalent Grant (Program 3) does not require funding and is designed to improve tax assessment over the long term, with certain foregone property tax

revenue associated with the local tax increment at the outset of associated grants. The grant that may be given will be based on eligible project costs, to a maximum of the municipal tax increment. The Development Charge Deferral (Supporting Program) does not require funding and defers payment of development charges that are collected in full at the end of the program. The funding for these programs should be stepped up from year to year, recognizing the time required for program start up, administration, marketing and implementation.

The amount of funding for *Program 1: Facade, Landscape and Signage Grant* and *Program 2: Building Renovation Grant* represent a guideline, as does the recommended annual funding.

Annual funding allocations are subject to review and approval by Council in each year of the CIP. The CIP is subject to an annual funding allocation of 185,000 in year 1. Step up in the amount of funding in each year is contingent on demonstrated demand for program support as well as growth in CIP program awareness supported by estimates of likely take-up based on program inquiries (See *Section 5: Marketing Plan*). The maximum permissible funding for any application under each program is as previously described in *Section 3.2: Incentive Program Summaries* and is further detailed in *Schedule A: Program Details*.

Draws on the overall funding limit will be monitored annually. The Town of Richmond Hill may adjust the overall level of CIP funding, as well as the distribution of funding between programs, based on the annual performance of each program.

A formal evaluation of programs for public review will occur at the end of Year 3, and again in Year 5 prior to the termination or extension of the CIP and associated funding programs. The Council of the Corporation of the Town of Richmond Hill may alter the amount of annual funding to the Plan and its constituent programs.

# 5 MARKETING THE PLAN

# 5 Marketing the Plan

Marketing the CIP will warrant a series of approaches to effectively target what is expected to be two (2) primary audiences for programs:

- Mid to Large office Developers/Investors (provincial and national conglomerates, businesses, real estate developers, etc.).
- Small Businesses (regional/local community).

Core tools to facilitate marketing and implementation include the development of a web-based presence on the Town of Richmond Hill website, as well as print and electronic marketing brochures/booklets which provide an easy to read snapshot of available support under the CIP. Broader opportunities for engagement and marketing are outlined in the promotion and engagement framework on the subsequent pages of this document.

## *5.1 Evaluating the Impact of Marketing Initiatives*

The following are general metrics for evaluating the success of marketing efforts recommended in Exhibit 3:

- Total number of marketing initiatives undertaken/completed (annually);
- Total number of calls and/or expressions of interest received (annually) from potential applicants via varying media (via telephone, online submission requests etc.);
- Total number of pre-application consultation sessions completed (annually) and the nature of interest in programs (e.g. Façade Grant versus DC Deferral);
- Number of application forms downloaded from the Town's website (annually);
- Total number of applications received as a result of marketing initiatives/tools (this information may be gathered at the point of application/pre-consultation); and
- Webpage visits and downloads of CIP marketing and application materials.

*Exhibit 5: Marketing and Promotions Framework*

| Audience | | Outreach | | Suggested Departmental/ Other Support |
|---|---|---|---|---|
| **Larger Office Developers/ Investors** | **Small Businesses** | **Geography** | **Opportunity(ies)** | |
| ✔ | | **Broad/ International/ Provincial** | **Conference Exhibits/Presentations:**<br>• Example: Economic Development Council of Ontario (EDCO) conference.<br>**Web-based Marketing:**<br>• Example: EDCO Investors Guide/Marketing Package.<br>• Develop informational videos about vacant/potential sites and CIP (potential promotional collaboration with Real Estate agents/Municipal Real Estate division/staff for international/ national draw). | **Strategic Initiatives; Corporate Communications; Real Estate agents; Municipal Real Estate division/ staff** |
| ✔ | ✔ | **Broad/ International to Local** | **Point-of-Contact Engagement at:**<br>• Site selection/enquiry.<br>• Development/site planning application.<br>• Site tours could be organized for prospective developers. | **Strategic Initiatives; Development Planning** |
| ✔ | ✔ | **Scoped/Local** | **Promotional Mail-outs (of hardcopy/electronic CIP brochures and application interest forms):**<br>• With annual tax-bills.<br>• Economic Development E-Newsletter – Opportunity to highlight success stories and profile businesses/successful CIP-supported projects in the CIPA.<br>• Via partner communications: Board of Trade, local business associations etc. | **Strategic Initiatives; Corporate Communications; Revenue Services; Board of Trade and other Partners** |

| Audience | | Outreach | | Suggested Departmental/ Other Support |
|---|---|---|---|---|
| **Larger Office Developers/ Investors** | **Small Businesses** | **Geography** | **Opportunity(ies)** | |
| ✔ | ✔ | **Scoped/Local** | **Identifier on site where CIP program is offered:**<br>• Placing signs/plaques on properties where CIP is being implemented for community improvement | **Strategic Initiatives** |
| ✔ | ✔ | **Scoped/Local** | **Pre-submission meetings where CIP programs are identified based on preliminary discussions.** | **Strategic Initiatives; Development Planning** |
| ✔ | ✔ | **Broad/Local to Regional** | **Promotional Opportunities via Awards/Presentations:**<br>• Creativity Connected Awards.<br>• Presentations to BILD Toronto (York Region/GTA).<br>• Business Breakfasts/Education Session(s) with small businesses.<br>• Proactive measures: Zoning 101 sessions (potentially as part of Business Breakfast sessions) geared to small businesses to improve understanding of land development requirements. | **Strategic Initiatives; Policy/ Development Planning; Corporate Communications** |
| ✔ | ✔ | **Scoped/Local** | **Web-based Outreach:**<br>• CIP Video profile on Economic Development and Planning portals of Municipal website.<br>• Online availability of CIP brochure(s) and application(s).<br>• CIP Program 'Notification of Interest' Online Submission tool (with staff follow-up within 1-2 working days). | **Strategic Initiatives, Policy/Development Planning Corporate Communications; Information Technology** |
| | ✔ | **Scoped/Local** | **Promotional Partnerships:**<br>• Dissemination of marketing information via Board of Trade and other networks. | **Strategic Initiatives** |

# 6 MONITORING & PERFORMANCE

# 6 Monitoring & Performance

## 6.1 Establishing Performance Metrics

Effective monitoring of CIP warrants the establishment of performance metrics for the Plan as a whole as well as individual programs. In so doing it is important to develop baseline data against which progress may be measured. This includes inventorying the current conditions of the CIPA (as has been initiated in the *CIP Background Study*) to include:

- The development of an inventory of vacancies in the CIPA at the onset of implementation (building on baseline vacancy mapping completed by consultants). Shifts in vacancies may be monitored annually or at strategic plan review periods (See *Section 6.3: Evaluating and Updating the Plan*);

- A database of assessment values of the properties within the CIPA at the onset of implementation. Growth in property assessment in the CIPA may be evaluated in the later years of the Plan and should be tracked on a program/project basis for Programs 2, 3 and 4 through the CIP application process.

### 6.1.1. Employing Qualitative and Quantitative Measures

Post implementation the Town should employ a mix of qualitative and quantitative measures to assess the impact of the CIP and its programs. These should recognize both the measurable impacts of programs as well as the intangible benefits of community improvement programs (such as enhancements to aesthetic appeal of the public realm within the CIPA and improved built form). The following variables should be measured and recorded for each of the financial incentive programs:

- Total amount of committed funding annually;
- The number of applications submitted;
- The number of successful applications (overall take-up of each program);
- Total amount of private-sector investment that resulted; and
- Qualitative assessment as to the quality of improvements when work is completed (i.e. before and after photos).

Though not required, it is recommended that a post-development/post-program follow-up interview be held with each applicant to confirm levels of satisfaction with application process as well as provide insight on the effectiveness of communication channels, materials and protocols employed to market the CIP. Information gathered should form part of the qualitative assessment of the CIP and is expected to facilitate proactive marketing and implementation solutions as may be required to enhance areas of performance.

Additional program-specific performance measures include:

| CIP/Supplemental Program | Program-specific Variables |
|---|---|
| **Façade, Landscape and Signage Improvement Grant Program** | Total amount of funds disbursed by type of improvement (façade and/or signage); Total cost of façade and signage improvements. |
| **Building Renovation Grant Program** | Total amount of grant; Total value of work; Type of work (building code compliance, conversion, etc.). |
| **Tax Increment Equivalent Grant (TIG) Program** | Total amount of the tax increment; Total value of construction; Total square footage of office space constructed; Increase in assessed property value. |
| **Development Charge (DC) Deferral** | Total value of construction; Number of jobs created; Total square footage of office space constructed. |

## *6.2 Staff Reporting to Council*

Monitoring of the CIP will occur annually as a means of assessing (on an ongoing basis) individual program take-up and the scale of private sector investment leveraged by each approved funding allocation (that is, by application). A published estimate of private-sector investment (and/or ratio of private-public investment) is to be provided via an annual Staff Report to Council.

## *6.3 Evaluating and Updating the Plan*

A more comprehensive interim review of the CIP is to be undertaken in Year 3 of implementation (and a detailed review in Year 5) to determine whether each program has met the goals of the Community Improvement Plan, evaluating 1) the effectiveness of the funding and organizational structure of the CIP process 2) the composition and operation of the Evaluation Committee and 3) the effectiveness of staff other resources to administer, monitor and market the Plan.

Changes to the provisions of this CIP which are considered to represent a material change which necessitates a formal amendment to the Plan include the following:

1. A significant change to the boundary of the geographic area subject to the CIP;
2. The addition of new programs of financial assistance operationalized within this CIP;
3. An extension to the approved term (duration) of the CIP;
4. A significant, order of magnitude increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this plan; and
5. A significant change in the eligibility criteria for access to program support under this CIP.

# SCHEDULE A: PROGRAM DETAILS

# Schedule A: Schedule of Program Details

This schedule forms part of the Community Improvement Plan (CIP) Implementation Framework. Grant support is not guaranteed to be approved at the maximum values identified under each respective program. The amount of the grant is subject to and at the discretion of Council and is dependent on the list of "eligible costs".

## PROGRAM 1: FAÇADE, LANDSCAPE & SIGNAGE IMPROVEMENT GRANT PROGRAM

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| **Rationale and Objective(s)** | This is an "all-Inclusive" grant intended to support comprehensive improvements to properties in Richmond Hill's Downtown Local Centre in keeping with the design objectives of the Downtown local Centre Secondary Plan.<br><br>The grant is designed to promote façade, landscape and signage improvements and to encourage private sector property owners to implement aesthetic improvements to their property(ies) that otherwise may not occur due to cost-related issues.<br><br>Under the Façade, Landscape and Signage Improvement Grant Program, matching grants may be offered to eligible property owners within the Downtown Local Centre area of the CIPA for building facing, side and front lot landscaping (i.e., publicly accessible parts of private properties), exterior signage improvements, the creation of a linked system of courtyards, or any combination of these 3 categories of property enhancement. |
| **Benefits** | • Grant supports the enhance aesthetic appeal of downtown through façade, public realm and signage improvements, as well as street-front redevelopment. This is expected to result in visitation and economic impacts.<br>• Potential to leverage private sector investment in moderate building improvements which have a direct benefit to the architectural quality of the Downtown Local Centre (DLC) in Richmond Hill.<br>• Public and private space design improvements may contribute to job creation in the downtown.<br>• Potential to encourage the creation of a linked system of courtyards in keeping with priorities of the *Downtown Local Centre Secondary Plan*. |
| **Legislative Provision** | Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grant assistance "for the purpose of carrying out a municipality's community improvement plan." |

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| **Target Group** | Private sector property owners, with an emphasis on commercial retail, office, and mixed-use properties within the Downtown Local Centre in the Community Improvement Project Area (CIPA). |
| **Program Specifics and Limitations** | Applicant may apply for one or any combination of the following:<br>**Façade**<br>• Matching grant of up to 50% of eligible costs or a maximum grant of $15,000 per property, whichever is less.<br>• Matching grant of up to 50% of eligible improvement costs or a maximum grant of $25,000 per property, whichever is less for façade improvement projects involving more than one façade. This includes buildings located on a corner lot (that is, a property with frontage on two municipal streets) or on a lot with access onto the linked system of courtyards.<br>• The minimum grant is $2,500 per property. Project applications including matching assistance of less than $2,500 will not be considered.<br>**Signage**<br>• Matching grant of up to 50% of eligible costs or a maximum grant of $2,500 per property, whichever is less.<br>• The minimum grant is $1,000 per property. Project applications including matching assistance of less than $1,000 will not be considered.<br>**Landscaping**<br>• Matching grant of up to 50% of eligible costs or a maximum grant of $2,500 per property, whichever is less.<br>• For combined street-front and side-lot landscaping improvements: Matching grant of up to 50% of eligible costs or a maximum grant of $5,000 per property, whichever is less. The minimum grant is $2,000 per property. Project applications including matching assistance of less than $2,000 will not be considered.<br>The grant is meant to be applied for improvements and upgrades to the street fronts of properties but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public. |
| **Eligibility** | • Per *10.5.1 Community Improvement Plan* of the *Downtown Local Centre Secondary Plan*, properties with non-residential uses within the |

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|---|---|
| | Downtown wishing to participate in this program must be located within the Richmond Hill Downtown Business Improvement Area.<br>• All non-residential and mixed-use buildings (commercial/retail/office at-grade) within the Downtown Local Centre.<br>• This program excludes owner-occupied residential dwellings. However, it does include multi-unit residential properties and former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade).<br>• Private property owners for costs associated with materials, labour, equipment and professional fees related to external building works specifically for façade improvement or signage development and implementation of landscape improvements consistent with any applicable Municipal Design Guidelines for Richmond Hill (professional quotes from multiple contractors (minimum 2) operating at arm's length from the applicant will be required).<br>• Eligible façades include both the front and side façades (the latter only in cases where the side of a property is facing a street or public park or public gathering space). Rear façade improvement is included <u>only</u> in cases where the rear of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public. The same applies to rear landscape areas. In all cases, rear façades/landscapes are secondary for purposes of allocation of funding under this program.<br>• The General Eligibility Requirements outlined in Section 3.3 of the Implementation Framework also apply. |
| **Approval Process** | • The General Application Process outlined in Section 4.2 of the Implementation Framework applies.<br>• The applicant should demonstrate that the intended enhancements are in keeping with the design objectives of the *Downtown Local Centre Secondary Plan*, as well as any municipal design guidelines applicable to the DLC. It is anticipated that this will include the submission of plans, elevations and details of materials pertaining to each project under application. At the discretion of the Town of Richmond Hill, urban design expertise may be required to assess whether applications conform to guidelines.<br>• Façade, Landscape and Signage Improvement Grants disbursed as follows:<br>a) 60% on Substantial Completion;<br>b) 40% on Final Completion. |

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| **Duration** | • Program application duration – 5 years (2018-2022).<br>• The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan. |
| **Other Restrictions** | • The Town of Richmond Hill has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town.<br>• As necessary, the Town may amplify or adjust the application and approval protocols associated with this program.<br>• The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the sole discretion of the Town.<br>• If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to delay (pending correction of building work), withhold or cancel the disbursement of funds. |
| **Fiscal Implications** | Recommended budget: $260,000 annually |
| **Other Government/Non-Profit Organization Investment** | Applicants who identify other sources of financial assistance for exterior building renovations will be given preference in the allocation of funds. The Town of Richmond Hill retains the right to limit funds to reflect impacts of other sources of funding. |
| **Examples of Eligible Costs** | Examples of eligible costs:<br>• Enhancement, replacement and rehabilitation of commercial/retail/office doors, windows, and facades;<br>• Restoration of existing façade and surfaces (woods, tuck pointing, cleaning);<br>• New surface materials in conformity with any Municipal Design Guidelines for the Downtown Local Centre;<br>• Architectural design fees;<br>• Creation of approved patios;<br>• Enhancement or replacement of existing exterior lighting fixtures;<br>• Upgrading of paving materials that support the development and enhancement of a linked system of courtyards; |

- Improvements and enhancements to street front landscaping and signage; and
- Other similar enhancements and improvements that may be approved.

## PROGRAM 2: BUILDING RENOVATION GRANT PROGRAM

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| **Rationale and Objective(s)** | To encourage the adaptive re-use of existing structures (industrial, commercial or other uses) for office in the downtown and older business park areas of the CIPA through the provision of matching funding for interior building renovations.<br><br>To promote functional improvements, accessibility and upgrades to an older building stock as well as change of use as permitted under zoning (or as may be amended through Zoning By-Law Amendment application); and<br><br>Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up. |
| **Benefits** | Program will support building improvements resulting in higher property assessment(s) and supports the Town's objectives to create jobs and reduce out-commuting of residents who work within the office sectors.<br><br>This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as:<br><br>• Building, fire and other code compliance upgrades linked to the development of office space;<br>• Expansion/additions for office;<br>• Retrofitting space for office (upper and ground floors);<br>• Interior structural works and upgrades (including electrical, mechanical, HVAC and other building systems.).<br>• As it relates to the business parks eligible projects for support will be the conversion space for office (general tenant fit-up[1] and systems upgrades etc. will not be supported). |
| **Legislative Provision** | Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grants and loan assistance "for the purpose of carrying out a municipality's community improvement plan." |
| **Target Group** | Private sector property owners of properties within the following areas of the Community Improvement Project Area (CIPA):<br><br>• Downtown Local Centre (priority will be given to projects/properties fronting onto Yonge Street);<br><br>• Newkirk Business Park; and |

[1] This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing space and which are not part of a substantial building conversion project for office

| | |
|---|---|
| | • Beaver Creek Business Park. |
| **Program Specifics and Limitations** | The grant is equivalent to a proportion of the work value and provided on a matching funds basis to a maximum of 50% of eligible costs:<br><br>**Secured Interest-free Forgivable Loan**[2]:<br>• Maximum grant of $50,000 per property (minimum grant of $10,000 per property);<br>• Grant is a secured loan, forgivable over 5 years at an annual rate of 20%.<br><br>Conditions of approval will be established by the Town and may extend to any reasonable consideration to ensure the interests of the Town as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of an approved building permit, and Final Completion within 18 months. Council may at its discretion adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies and/or delays in construction which are not in the control of the applicant to overcome.<br><br>Where the property is sold or interest in the property is transferred to another entity within the 5-year Loan Forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant in advance of program assistance. Year 1 of the repayment period commences upon Final Completion of the project.<br><br>Applicants will be required to enter into an agreement as to the above terms and conditions of the grant/loan elements of the program. |
| **Eligibility** | • All office properties in the Downtown Local Centre are eligible for assistance under the program. Program eligibility also includes industrial, commercial and residential buildings in these areas that are subject to plans for conversion to office as permitted by the *Official Plan* or relevant Secondary Plan. |

[2] Loan Forgiveness is defined as the incremental accretion of grant status of funds dispersed to approved applicants under *Program 2: Building Renovation Grant*. This translation from interest free loan to grant status (and hence non-repayable to the Town) is earned on the basis of 20% at the end of each calendar year following the execution of the Agreement. In the event of sale or transfer of interest of the property within the 5-year period, Loan Forgiveness ceases to accumulate and the remaining loan repayment is calculated on a prorated basis

| | |
|---|---|
| | • As it relates to the Newkirk and Beaver Creek business parks, eligible projects for support will be the conversion space for office (general tenant fit-up[3] and systems upgrades etc. will not be supported).<br><br>• For those applications which pass the application screening process, eligibility will be determined through the application of criteria, developed and adjusted from time to time by the Evaluation Committee. These objectives will seek to relate each application to the downtown renewal and office development goals and objectives of the Town of Richmond Hill including maximizing the leverage of private investment from the use of public investment. In general terms, the following criteria will be used as a basis for determining the amount of funding:<br>  o Location and scale of the property;<br>  o Square footage of new office space proposed to be created;<br>  o Long-term viability of the property (long term use versus shorter term use);<br>  o Highest and Best use of the site;<br>  o Quality and extent of submitted plans, cost schedules, and, in the case of additional development, business case rationale, if any provided;<br>  o Existence or otherwise of professional quotes from multiple contractors (minimum 3) operating at arm's length from the applicant;<br>  o Estimated timing of works to be completed.<br>• Final criteria will be determined by the Evaluation Committee upon commencement of the CIP.<br><br>• The General Eligibility Requirements outlined in Section 3.3 of the Implementation framework also apply. |
| **Approval Process** | • The General Application Process outlined in Section 4.2 of the Implementation Framework applies.<br><br>• Building Renovation Grant will be disbursed as follows:<br>  a) 10% on approval;<br>  b) 80% on substantial completion;<br>  c) 10% on final completion. |
| **Duration** | • Program application duration – 5 years (2018-2022). |

[3] This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing space and which are not part of a substantial building conversion to office

| | |
|---|---|
| | • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan. |
| **Other Restrictions** | • The Town of Richmond Hill has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town.<br>• As necessary, the Town may amplify or adjust the application and approval protocols associated with this program.<br>• The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town.<br>• If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, then the Town has the right to delay (pending correction of the building works), withhold or cancel the disbursement of funds. |
| **Fiscal Implications** | Recommended budget: $250,000 annually |
| **Other Government/Non-Profit Organization Investment** | Applicants who identify other sources of financial assistance for interior building renovations will be given preference in the allocation of funds. The Town retains the right to limit funds to reflect impacts of other sources of funding. |
| **Examples of Eligible Costs** | Eligible Costs include (but are not limited to):<br>• Costs associated with materials, labour, equipment, insurance, regulatory approvals and professional fees related to internal building works, including major fit-up to meet the future needs of office tenants in the downtown.<br>• As it relates to the business parks eligible projects for support will be the conversion of space for office (general tenant fit-up[4] and systems upgrades etc. will not be supported).<br>• The development of additional gross floor area for office where such development is a part of an office renovation/rehabilitation project. |

[4] This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing space and which are not part of a substantial building conversion to office

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|---|---|
| | The program is intended to be a flexible interest free loan and forgivable loan program to assist primarily office property owners with undertaking long term investment in their properties to ensure their functionality and attractiveness as income producing properties. |

## PROGRAM 3: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM

| | |
|---|---|
| **Rationale and Objective(s)** | The Tax Increment Equivalent Grant (TIEG) program is designed to support the new development and intensification of office (stand-alone or as part of mixed-use developments) in designated Centres and Corridors along Yonge Street within the CIPA and in the Newkirk and Beaver Creek Business Parks.<br><br>This program leverages the increased assessment and property taxation generated by site (re)development to reduce the financial costs of property rehabilitation and redevelopment for office by:<br><br>• Providing a grant equivalent to the Municipal portion of the property tax for a property; and<br>• Limiting such grants to annual payments for a maximum period of 10 years or equivalent to the maximum cost of rehabilitation, renovation and/or redevelopment.<br><br>This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum or 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the Town), the Town realizes the full extent of the property taxes.<br><br>The grant is based on the "Reimbursing Developer" approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. Thereafter, the Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established "base" assessment. |
| **Benefits** | • Leverages increased property tax assessment and helps reduce financial costs of property redevelopment or major rehabilitation for office.<br>• The Town benefits by the resulting revaluation and increase in tax liable on the property over the long term.<br>• Supports the Town's objectives to create jobs and reduce out-commuting of residents who work within the office sectors. |
| **Legislative Provision** | Section 28(7) of the *Planning Act (R.S.O. 1990, c. P.13)*. |
| **Target Group** | Private sector landowners/developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties within the Community Improvement Project Area (CIPA) for office and provide:<br><br>(i) Site plan/floor plans for rehabilitation, renovation, or (re)development; and |

(ii) Estimated costs of renovation, rehabilitation or (re)development.
(iii) Given the nature of the grant program as achievable only on completion and revaluation of the property, the Town of Richmond Hill will enable the approval in principle for accessing this grant subject to necessary conditions. This approval in principle can be provided at the same time as approval for other programs of assistance is provided.

**Program Specifics and Limitations**

**Office Space (standalone or as part of Mixed-Use)**

- The maximum amount of the grant is 90% of the annual municipal tax increment over the agreed base assessment and property tax liability in Year 1 declining by 10% per annum. The maximum duration of this program is 10 years.
- In the case of Mixed-use developments, the grant would only apply the tax increment applicable to the office portion of a development.

| Illustrative Annual Grant-Back Share/Amount | | | | |
|---|---|---|---|---|
| **Duration/ Period** | **Grant Share** | **Annual Tax Increment on Municipal Portion** | **Grant Value Payable** | **Taxes Retained by Town** |
| Year 1 | 90% | $50,000 | $45,000 | $5,000 |
| Year 2 | 80% | $50,000 | $40,000 | $10,000 |
| Year 3 | 70% | $50,000 | $35,000 | $15,000 |
| Year 4 | 60% | $50,000 | $30,000 | $20,000 |
| Year 5 | 50% | $50,000 | $25,000 | $25,000 |
| Year 6 | 40% | $50,000 | $20,000 | $30,000 |
| Year 7 | 30% | $50,000 | $15,000 | $35,000 |
| Year 8 | 20% | $50,000 | $10,000 | $40,000 |
| Year 9 | 10% | $50,000 | $5,000 | $45,000 |
| Year 10 | 0% | $50,000 | $0 | $50,000 |
| **Total** | | **$500,000** | **$225,000** | **$275,000** |

- Program eligibility is limited to those projects/proposals that will result in a minimum of 1,600 square metres of new office space.
- This program does not apply to the portion of the tax rate levied by York Region.
- This program does not apply to the Education Portion of the tax rate.

| | |
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| **Eligibility** | • Grant available for all sites within the Community Improvement Project Area (CIPA) subject to office development.<br><br>• Eligible renovation and rehabilitation costs will be determined as final by the Town of Richmond Hill in reference to the submitted schedule of development-related costs.<br><br>• Final eligibility will be determined through the demonstrated success of the project through all stages of application (as required) for planning approval, building permit issuance and building code compliance, construction, occupancy, financial viability (as evidenced by the capacity of the owner to pay all required property taxes on the property) and finally revaluation by the Ontario Municipal Property Assessment Corporation (MPAC).<br><br>• The General Eligibility Requirements outlined in Section 3.3 of the Implementation Framework also apply. |
| **Approval Process** | The Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established "base" assessment value and Tax Liability[5]. This defined increment is calculated after the reduction of:<br><br>• Any phase-in agreements to soften tax increases that may exist through existing policy or programs;<br>• Or any tax rebates granted to charitable organizations as owners or tenants; and<br>• Any other rebate which lessens the overall initial (pre-Program 3: Tax Increment Equivalent Grant) Tax Liability of the property.<br><br>Grant approval is required in principle prior to the commencement of construction/development.<br><br>The Town of Richmond Hill will determine the existing "base" assessment for the property – this will normally be defined as being either at the time of approval of the application for Tax Increment Equivalent Grant support and is based on the assessment and tax class at that time. The Town may, at its discretion, establish an alternate date for purposes of establishing the base assessment and property Tax Liability. Where a project is phased over several years the grant will be based on the property re-assessment and taxable status of the project in each of the interim years before project completion. At project completion, the grant (as applicable) will be based on the assessed |

[5] Tax Liability means the annual real property taxes levied by the Town of Richmond Hill including the Municipal and Education Portions of the taxes

property value provided by the Municipal Property Assessment Corporation (MPAC).

Final approval of grant funding in each year occurs after:

a) Conditions as stated in the Tax Increment Equivalent Grant Agreement have been fulfilled;
b) Submission of eligible costs as required;
c) Receipt of assessed value of the property by MPAC in each year; and
d) Final approval of amount of grant by Council.

For multi-phase/multi-year projects, approval is based on completion and final costing of each phase, and revaluation in each year by MPAC.

The commencement date for Program 3 (for purposes of calculating the increment) will be at the discretion of the Town of Richmond Hill following discussions with the applicant based on the merits of the development project and resulting estimates of tax increment grant created by the development project over time.

The General Application Process outlined in Section 4.2 of the Implementation Framework also applies.

| | |
|---|---|
| **Duration** | • Program application duration – 5 years (2018-2022).<br>• The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan. |
| **Other Restrictions** | • The Town of Richmond Hill has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town;<br>• As necessary, the Town may amplify or adjust the application and approval protocols associated with this program.<br>• The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. |
| **Fiscal Implications** | The potential exists for fiscal impacts to the Town arising from what is effectively a deferment of a portion of tax revenues. As such, the Town, as part of the application evaluation process, will need to determine whether or not it is in the best interest of the Town to approve a grant based on the likely community improvement benefits of a given project. |

**Eligible Costs**

Eligible project costs supported under this program include (but are not limited to) the following works related to new office constructed:

- Site development and infrastructure work including demolition and disposal off-site, improvement or reconstruction of existing on-site public infrastructure (water services, sanitary and storm sewers, other);
- Major building rehabilitation, and significant renovation and rehabilitation;
- Costs associated with the assessment of environmental conditions and the remediation of environmental contamination, and environmental protection;
- Design, engineering, legal, insurance, and other professional fees (at the discretion of the Town of Richmond Hill) directly related to the design and development and commissioning of the completed building(s);
- Eligible costs exclude both construction financing and long-term debt financing principal and interest costs.

## SUPPLEMENTARY (PROGRAM 4): DEVELOPMENT CHARGE (DC) DEFERRAL PROGRAM

| | |
|---|---|
| **Rationale and Objective(s)** | **The authority to operate this program is not provided under Section 28(7) of the *Planning Act (R.S.O. 1990, c. P.13)*. This Development Charge Deferral is a supporting program to the CIP and is to be considered through the 2018/19 Development Charges Update.**<br><br>This Development Charge Deferral Program is designed to encourage new office development (standalone or Mixed-use) as part of High-rise developments in designated Centres and Corridors.<br><br>Applicants seeking assistance under Program 4 for a High-rise office Development project may also be eligible for a Development Charge Deferral on the regional portion of the development charge for office. |
| **Benefits** | • This program reduces the immediate capital outlay required for a project through a deferral of all of the municipal Development Charge applicable to new office space construction.<br>• Supports capital/cash flow associated with development of new office (stand-alone or mixed-use).<br>• The Municipality stands to benefit from development which raises assessment and brings vacant lands into new/productive uses. |
| **Legislative Provision** | Section 27 (1) of the *Development Charges Act*, 1997, S.O. 1997 provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. |
| **Target Group** | Private sector landowners or developers seeking development of properties for office within the Community Improvement Project Area (CIPA). |

| | | |
|---|---|---|
| **Program Specifics and Limitations** | **High-rise Office (Standalone or Mixed-use):** | This program provides for the deferral of 75% of Richmond Hill's Town-wide non-retail development charge levied on High-rise office development within the CIPA for up to a maximum of 18 months after building permit issuance.<br><br>In the case of High-rise *mixed-use* developments, the deferral would apply to office portion of the development only. |

Interest on the deferred fees will not accrue or be charged.

Payment of 75% of the Town-wide Non-Retail Development Charge for eligible office projects may be deferred up to a maximum of eighteen (18) months[6]. Payment will be deducted from and Irrevocable Letter of Credit 18 months after the building permit is issued.

This Development Charge Deferral program (Program 4) does not apply to Development Charges as follows:

- Town of Richmond Hill Residential and Retail Development Charges;
- Town of Richmond Hill Area-Specific Development Charges;
- Boards of Education Development Charge;
- Region of York Development Charges.

Separate and apart from this CIP, York Region provides and administers a Development Charge Deferral option for High-rise office development. This may be accessed in conjunction with the Program 4 of this CIP. At the point of application, the Town will notify York Region of applicant interest in the deferral of the regional portion of the DC where projects are deemed to be eligible based on the Region's criteria.

**Eligibility**

- Properties within the Community Improvement Project Area (CIPA) subject to office Development as part of High-rise buildings. High-rise office is defined to mean an office building that is 4 or more storeys above grade or a mixed-use building comprising 4 or more floors of office space above grade.

- This program does not absolve an applicant of the responsibility for funding studies and site technical reviews, or executing actions to remove other conditions of approval as may be required by the Municipality.

- The General Eligibility Requirements outlined in Section 3.3 of the Implementation Framework also apply.

- Eligibility/approval for a Development Charge deferral shall be at the sole discretion of the Council of the Town of Richmond Hill.

- Applications will be deemed ineligible for a deferral if the subject planning application is appealed by the applicant and becomes subject to evaluation by the Ontario Municipal Board (OMB).

[6] 25% of Town-wide non-retail development charge payable on High-rise office developments is required to be paid in cash up-front

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|---|---|
| **Approval Process** | • The General Application Process outlined in Section 4.2 of the Implementation Framework also applies.<br>• The deferral shall be dependent upon the applicant/developer providing an Irrevocable Letter of Credit to the Town of Richmond Hill (named as the beneficiary) at the time of the Building Permit issuance.<br>• Payment will be deducted from the Letter of Credit 18 months after building permit issuance. In the case of multi-phased projects, payment will be deducted from the Letter of Credit 18 months after the first building permit is issued.<br>• If, for any reason, a deferred DC payment is not received in accordance with the deferral period/schedule, interest will be charged/applied from the time that the charges/fees were originally payable. Interest will be charged based on the current interest rate applied to defaulted taxes (as applicable at the time of the failure to pay).<br>• This program does not absolve an applicant of the responsibility for funding studies and site technical reviews, or executing actions to remove other conditions of approval as may be required by the municipality.<br>• Applicants for the Development Charge Deferral program (Program 4) will not be precluded from consideration for support under Program 3 (Tax Increment Equivalent Grant). |
| **Duration** | • Program application duration – 5 years (2018-2022).<br>• The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan. |
| **Other Restrictions** | • The Town of Richmond Hill has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town.<br>• As necessary, the Town may amplify or adjust the application and approval protocols associated with this program.<br>• The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. |

| | |
|---|---|
| | • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to cancel the disbursement of funds. |
| **Fiscal Implications** | Municipal deferment of Development Charge revenues will result in the Municipality realizing the full benefits of this income over time (i.e. within 18 months of building permit issuance) and does not warrant funding from a CIP Reserve. |
| **Eligible Costs** | New office construction |

# SCHEDULE B: GLOSSARY

## Schedule B: Glossary of Terms

**Building Permits** are issued by the local body responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

**Community Improvement Plan (CIP)** is a planning tool under Section 28 of the *Ontario Planning Act* which permits planning and financial assistance programs involving lands, buildings, loans, grants and tax assistance for designated community improvement project areas.

**Community Improvement Project Area (CIPA)** "means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason (*Ontario Planning Act, Section 28*)."

**Development Charges** are fees levied on new development to help finance the infrastructure required to service new growth. Under the *Development Charges Act*, 1997, as amended, local municipal councils may pass a by-law imposing development charges

**Education Portion** means taxes arising from that element of the total tax rate set annually, which is collected by the Province of Ontario to support the provincial school By-Laws.

**Eligible Costs** includes all capital cost categories for which the Owner is entitled to Program Assistance from the Town of Richmond Hill as may be approved and as may be provided for in the CIP and further specified in any Agreement that may be required to execute funding. Eligible costs do not equate to the maximum levels of financial assistance under individual programs.

**Final Completion (i.e. project completion)** is defined to mean the conclusion of proposed building/construction work in its entirety as well as subsequent final payments (including hold-backs) for which proof of payment may be provided by the applicant to the Town.

**High-rise Office** is defined to mean an office building that is 4 or more storeys above grade or a mixed-use building comprising 4 or more floors of office space above grade.

**Loan Forgiveness** is defined as the incremental accretion of grant status of funds dispersed to approved applicants under *Program 2: Building Renovation Grant*. This translation from interest free loan to grant status (and hence non-repayable to the Town) is earned on the basis of 20% at the end of each calendar year following the execution of the Agreement. In the event of sale or transfer of interest of the property within the 5-year period, loan forgiveness ceases to accumulate and the remaining loan repayment is calculated on a prorated basis.

**Mixed-use** means buildings incorporating a mix of uses including residential with street-related retail, commercial and office at-grade or at street-level.

**MPAC** means the Municipal Property Assessment Corporation.

**Municipal Portion** means taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Town of Richmond Hill.

**Office** includes both 'Office' and 'Major Office' uses as defined under the Town of Richmond Hill's Official Plan as is allowable under Commercial and Industrial zoning classes per presiding parent Zoning Bylaws. The Town's 2010 Official Plan defines 'Office' and 'Major Office' uses as follows:

- "Office means any building or part thereof with a gross floor area less than 10,000 square metres used for the practice of a profession, the carrying on of a business such as the management or direction of an agency or organization, public administration, or administration of an industry including research and development."
- "Major Office means an office building that has a gross floor area of 10,000 square metres or greater used primarily for the practice of a profession or the carrying on of a business such as the management or direction of an agency, organization, public administration, or administration of an industry including research and development."

**Owner** means the registered Owner of the Lands and includes any successors, assigns, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered owner of the property irrespective of any assignment of those funds to another party by the owner under separate agreement between the owner and a third party.

**Program Assistance** means all or any of the programs contained in and provided for by the CIP.

**Tax Increment** means the difference between the property tax liability for the lands in any year of the Program and the existing "base" tax liability. The Tax Increment is limited to the Municipal Portion of the tax liability in those instances where program assistance is limited to the Municipal Portion of taxation as provided for in the CIP.

**Tax Increment Equivalent Grant Agreement** means an agreement, with the force of law, that establishes the terms of the tax assistance program and the obligations of both the applicant and the Town of Richmond Hill, as well as remedies for default by the applicant. At the discretion of the Town of Richmond Hill, these provisions can be made part of a broader funding agreement that can include involvement by the Region of York (if such support is approved). Any combined support by the Town of Richmond Hill and the Region of York will be based on agreed protocols and obligations of all parties that may take the form of a separate legal agreement(s) between the parties.

**Tax Liability** means the annual real property taxes levied by the Town of Richmond Hill including the Municipal and Education Portions of the taxes.

**TIEG** means Tax Increment Equivalent Grant as provided for under Section 28(7) of the *Ontario Planning Act*.

**Substantial Completion** refers to near completion of construction of a proposed building or other works as determined by the Town at its sole discretion.

# SCHEDULE C & D: IMPLEMENTING BY-LAWS

# Schedule C: By-law to Approve CIPA

## The Corporation of the Town of Richmond Hill

**By-law Number XXXX-XX**

**BEING A BY-LAW to Designate a Community Improvement Project Area for the Town of Richmond Hill**

**WHEREAS** Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13, empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area;

**AND WHEREAS** the Council of The Corporation of the Town of Richmond Hill has adopted an Official Plan which covers all the land within its boundaries and which contains provisions relating to community improvement;

**AND WHEREAS** Section 28(1) of the *Planning Act*, defines a "Community Improvement Project Area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason";

**AND WHEREAS** the Council of The Corporation of the Town of Richmond Hill deems it in the interest of the municipality to designate land hereinafter described as a Community Improvement Project Area;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL PURSUANT TO SECTION 28 OF THE *PLANNING ACT*, R.S.O. 1990, C. P.13, HEREBY ENACTS AS FOLLOWS:**

1. That pursuant to Section 28(2) of the *Planning Act*, the lands illustrated on Schedule "A" to this By-law attached hereto and forming part of this By-law are hereby designated as a Community Improvement Project Area.

2. This By-law shall come into force and take effect as of XXXX XX, 2018.

**READ A FIRST AND SECOND TIME THIS XX$^{XX}$ DAY OF XXXX 2018.**

**READ A THIRD TIME AND FINALLY PASSED THIS XX$^{XX}$ DAY OF XXXX 2018.**

| | |
|---|---|
| _____ | _____ |
| XXXXXXXX | XXXXXX |
| (Mayor) | (Town Clerk) |

# Schedule D: By-law to Approve CIP

## The Corporation of the Town of Richmond Hill

**BY-LAW XXXX-XXX**

**Being a By-law to adopt a Community Improvement Plan for the Town of Richmond Hill**

**WHEREAS** Section 28(2) of the *Planning Act*, R.S.O 1990, c. P.13, empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area;

**AND WHEREAS** Section 28(1) of the *Planning Act*, defines a "Community Improvement Project Area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason";

**AND WHEREAS** the Council of The Corporation of the Town of Richmond Hill has adopted an Official Plan which covers all the land within its boundaries and which contains provisions relating to community improvement;

**AND WHEREAS** By-law XXXX-XXX designates the boundaries of a Community Improvement Project Area for the Town of Richmond Hill per requirements of Section 28(1) of the Planning Act and in keeping with policies of the Official Plan of Town of Richmond Hill;

**AND WHEREAS** the Community Improvement Plan for the Town of Richmond Hill conforms to the Official Plan of Town of Richmond Hill;

Now therefore the Council of The Corporation of the Town of Richmond Hill pursuant to Section 28 of the *Planning Act*, R.S.O 1990, c. P.13, hereby enacts as follows:

1. That the Town of Richmond Hill Community Improvement Plan consisting of the attached explanatory text, tables, maps and schedules, is hereby adopted. The Community Improvement Plan is attached hereto as Schedule "A" to this By-law.

2. This By-law shall come into force and take effect on the date of enactment.

**ENACTED THIS XX$^{XX}$ DAY OF XXXX, 2018.**

| | |
|---|---|
| _____ | _____ |
| XXXXXXXXXX | XXXXXX |
| (Mayor) | (Town Clerk) |

# SCHEDULE E: PROFORMA ANALYSIS

**Richmond Hill Community Improvement Plan**
**Proforma/Impact Assessment**

## *Scenario #1: Annual DC Defferal Impact on Debt Servicing for New Office*

Assuming an annual rate of 150,000 sq. ft. of new Office development, the following illustrates the resulting Development Charges generated by the Town of Richmond Hill on an annual bas
The assessment below also illustrates the resulting benefit (i.e. reduction) on required debt financing on the part of a Developer due to the receipt of a deferral .

| | | | | |
|---|---|---|---|---|
| | New Office Constructed | | 150,000 | *Sq. Ft.* | *Projected annual requirement for the Town per 2013 Office Incentives Study)* |
| | Applicable Town DC rate | $ | 5.98 | *per Sq. Ft.* | *Based on 2017 Non-Residential, Non-Retail DC rate* |
| **A** | **DCs Deferred by the Town (@ 75%)** | **$** | **672,769** | *Deferred for 18 months under CIP Program 4* | |
| | **Debt Servicing Impact to Office Developer/Property Owner** | | | | |
| B1 | Indicative Financing Costs (Debt Servicing) | | 4% | *over 12 months* | |
| **B2** | **Total Financing Costs (A*(1+B1)^1.5)** | **$** | **713,536** | *prorated based on 18 months financing (i.e. 1.5 years)* | |
| **C** | **Net Savings to Developer (B2-A)** | **$** | **40,767** | *resulting from DC Deferral Program* | |

*Note: Based on a municipal rate of $64.37 per square metre of G.F.A as of July 1, 2017*

**Richmond Hill Community Improvement Plan**
**Proforma/Impact Assessment**

## *Scenario #2: Tax Increment Equivalent Grant Impacts (Standalone Mid-rise Office)*

*Assumption that development occurs on a vacant, non-contaminated site in Beaver Creek Business Park.*

| | | | |
|---|---|---|---|
| Site Area | | 1.7 | |
| Existing Site Assessment Class | | Industrial - IX Vacant Industrial land | |
| Existing Tax Rate (Municipal Component)* | | 0.00194787 | |
| Existing Base Assessment (est.) | $ | 1,870,000 | |
| **Existing Annual Tax** | **$** | **3,643** | |
| | | | |
| New Office Constructed | | 74,052 | *Sq. Ft. (equivalent to a 7 storey building with a 10,000+ Sq. Ft. floorplate.)* |
| Replacement Costs | $ | 20,459,324 | |
| Re-valued Assessment Adjusted to 85% = Likely Market Value | $ | 17,390,426 | |
| Post-Development Tax Rate (Municipal Component)* | | 0.00249848 | *Office Building (New Construction) YT* |
| **New Annual Tax** | **$** | **43,450** | |

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| Resulting Annual Taxes | Total Taxes Generated from Development | Annual Tax Increment (i.e. Less Base/Existing Assessment) | Value of Grant to Owners | % of Increment to Owners | Additional/New Taxes Retained by the Town |
|---|---|---|---|---|---|
| Year 1 | $ 43,450 | $ 39,807 | $ 35,826 | 90% | $ 3,981 |
| Year 2 | $ 43,450 | $ 39,807 | $ 31,846 | 80% | $ 7,961 |
| Year 3 | $ 43,450 | $ 39,807 | $ 27,865 | 70% | $ 11,942 |
| Year 4 | $ 43,450 | $ 39,807 | $ 23,884 | 60% | $ 15,923 |
| Year 5 | $ 43,450 | $ 39,807 | $ 19,904 | 50% | $ 19,904 |
| Year 6 | $ 43,450 | $ 39,807 | $ 15,923 | 40% | $ 23,884 |
| Year 7 | $ 43,450 | $ 39,807 | $ 11,942 | 30% | $ 27,865 |
| Year 8 | $ 43,450 | $ 39,807 | $ 7,961 | 20% | $ 31,846 |
| Year 9 | $ 43,450 | $ 39,807 | $ 3,981 | 10% | $ 35,826 |
| Year 10 | $ 43,450 | $ 39,807 | $ - | 0% | $ 39,807 |
| | | **Total** | **$ 179,132** | | **$ 218,939** |

| **Total Value of Property Taxes Retained by the Town of Richmond Hill** | | |
|---|---|---|
| Base Assessment Retained over 10 Years | $ | 36,425 |
| New Taxes Retained over 10 Years | $ | 218,939 |
| **Grand Total Taxes retained by the Town of Richmond Hill** | **$** | **255,364** |
| | | |
| **Retained % of Total Taxes Generated** | | **59%** |

** based on Municipal Tax Rates for 2017*

**Richmond Hill Community Improvement Plan**
**Proforma/Impact Assessment**

## *Scenario #3: Tax Increment Equivalent Grant Impacts (Small Office as part of Mixed-use or Standalone)*

*Assumption that development occurs on a vacant, non-contaminated site on Yonge Street.*

| | | |
|---|---|---|
| Site Area | | 1.7 |
| Existing Site Assessment Class | | Commercial - CX Vacant Land |
| Existing Tax Rate (Municipal Component)* | | 0.00174893 |
| Existing Base Assessment (est.) | $ | 5,100,000 |
| **Existing Annual Tax** | **$** | **8,919.54** |

| | | | |
|---|---|---|---|
| New Office Constructed | | 20,735 | *Sq. Ft. (equivalent to a 2 storey building or 2 floors of office as part of podium development with a 10,000+ Sq. Ft. floorplate* |
| Replacement Costs (for Office Portion Only) | $ | 5,598,357 | |
| Re-valued Assessment Adjusted to 85% = Likely Market Value | $ | 4,758,603 | |
| Post-Development Tax Rate (Municipal Component)* | | 0.00249848 | *Office Building (New Construction) YT* |
| **New Annual Tax** | **$** | **11,889.28** | |

| Resulting Annual Taxes | Total Taxes Generated by Office Portion of Development ONLY | Annual Tax Increment (i.e. Less Base/Existing Assessment) | Value of Grant to Owners | % of Increment to Owners | Additional/New Taxes Retained by the Town |
|---|---|---|---|---|---|
| Year 1 | $ 11,889 | $ 2,970 | $ 2,673 | 90% | $ 297 |
| Year 2 | $ 11,889 | $ 2,970 | $ 2,376 | 80% | $ 594 |
| Year 3 | $ 11,889 | $ 2,970 | $ 2,079 | 70% | $ 891 |
| Year 4 | $ 11,889 | $ 2,970 | $ 1,782 | 60% | $ 1,188 |
| Year 5 | $ 11,889 | $ 2,970 | $ 1,485 | 50% | $ 1,485 |
| Year 6 | $ 11,889 | $ 2,970 | $ 1,188 | 40% | $ 1,782 |
| Year 7 | $ 11,889 | $ 2,970 | $ 891 | 30% | $ 2,079 |
| Year 8 | $ 11,889 | $ 2,970 | $ 594 | 20% | $ 2,376 |
| Year 9 | $ 11,889 | $ 2,970 | $ 297 | 10% | $ 2,673 |
| Year 10 | $ 11,889 | $ 2,970 | $ - | 0% | $ 2,970 |
| | | **Total** | **$ 13,364** | | **$ 16,334** |

| **Total Value of Property Taxes Retained by the Town of Richmond Hill** | | |
|---|---|---|
| Base Assessment Retained over 10 Years | $ | 89,195 |
| New Taxes Retained over 10 Years (Office Only) | $ | 16,334 |
| **Grand Total Taxes retained by the Town of Richmond Hill** | **$** | **105,529** |
| **Retained % of Total Taxes Generated** | | **89%** |

** based on Municipal Tax Rates for 2017*

# Detailed Pro-forma (Scenario 2)

## Schematic Illustration of Community Improvement Plan Support Programs

### *Example: Standalone Mid-Size Office Development On Vacant Land*

| | | | |
|---|---|---|---|
| Site Area | | 1.7 | *Acres* |
| ***Site Acquisition and Development Costs*** | | | |
| **Land Costs** | | | |
| Land Cost per Acre | | $1,100,000 | |
| Total Land Cost | | $1,870,000 | |
| Environmental Remediation Costs incl. demolition/fill as required | | $0 | |
| (incl. Phase 1 and Phase 2 Environmental Site Assessment Confirming No Contamination) | | $0 | *Phase 1 and 2 ESA* |
| Site Development/Servicing Costs | | $289,000 | *$170,000 per acre* |
| Parking and Landscaping Costs | 615 spaces | $861,074 | *1 space per 28 sq. m. (301 sq. ft.)/$3500 per space* |
| **Construction Costs[1]** | | | |
| Site Coverage (F.S.I.) | | 1.0 | |
| GFA Constructed | | 74,052 | |
| Hard Cost per Sq. Ft. | | $200 | |
| Total Hard Construction Cost | | $14,810,468 | |
| **Soft Costs** | | | |
| Building Permit and other Permits | | $87,372 | |
| Planning and Development Fees[2] | | $23,631 | *Zoning By-Law Amendment and Site Plan Approvals* |
| | As % of hard costs | | |
| Architect and Engineering | | | |
| Design Phase | 1.50% | $222,157 | |
| Construction Phase | 4.50% | $666,471 | |
| Legal and Accounting/Overhead | 1.50% | $222,157 | |
| Construction Management | 4.00% | $592,419 | |
| Contingency for Cost Over-Run | 5.50% | $814,576 | |
| Total Soft Costs | | $2,628,783 | |
| **Total Development Costs** | | **$20,459,324** | |
| ***Financing Costs*** | | | |
| Invested Equity (14%) | | $2,864,305 | |
| Indicative Financing Costs (75%) over 12 months at 4% p.a. | | $351,900 | |
| **Total Costs (excl. tenant fit-up and lease commissions)** | | **$20,811,225** | |
| ***Revenues*** | | | |
| Return Based on 20 Year Amortization of Costs | | | |
| Class A Lease Rate (Triple Net)[3] | | $23.0 | |
| Present Value of Income Stream | | $17,274,420 | |
| Equity Invested | | $2,864,305 | |
| **Return on Investment** | | **20.6%** | |
| ***Impacts of Potential CIP Support Programs*** | | | |
| TIEG (municipal portion only) at 90% in Yr 1 | **see calc. below** | $179,132 | *Note: Over 10 years* |
| Development Charge Deferral | 100% | $443,006 | *$5.98 per Square ft GFA - Town portion only* |
| **Total Development Cost Savings** | | **$622,138** | |
| Prior to Development | | $0 | |
| Year 1 (at building permit) | | $443,006 | |
| Year 2 (at occupancy) | | $179,132 | |
| **Impact on Return on Investment** | | **21.5%** | **(equity investment unchanged)** |

## Detailed Pro-forma (Scenario 2)

## Schematic Illustration of Community Improvement Plan Support Programs

### *Example: Office Development on Non-Contaminated Site*

***Tax Increment Grant Calculation***

| | | |
|---|---|---|
| Existing Site Assessment Class | Industrial - IX Vacant Industrial land | |
| Existing Assessment | $1,870,000 | |
| Tax Rate (Richmond Hill Municipal Component), 2017 | 0.00194787 | |
| Existing Annual Tax | $3,643 | |
| Post-Redevelopment Assessment Class | Office Building (New Construction) YT | |
| Replacement Costs | $20,459,324 | |
| Re-valued Assessment Adjusted to 85% = Likely Market Value | $17,390,426 | |
| Applicable Tax Rate (Municipal Component), 2017 | 0.00249848 | |
| Annual Tax | $43,450 | Assumes 100% occupancy |
| Redevelopment-Based Increment (excl. escalation and increase arising from potential changes to tax rates) | $35,826 | [1] 90% of increment |
| Maximum Eligible Costs (excludes land) | $18,498,218 | |
| Max Years of Grant | 10.0 | |

[1] *Based on Altus Group Construction Cost Guide, 2017*
[2] *Based on Planning Fee and Building Permit Fee schedule, Town of Richmond Hill for 2017*
[3] *Analysis assumes generic tenant fit-up and lease commissions are recovered from gross rent. Lease revenue shown above is triple net.*

***Note:***
Proforma excludes annual inflation in costs/revenues which may occur.
Parking Requirement Per Town of Richmond Hill Zoning By-Law No.150-80, as amended does not provide parking rates for "General Office" uses, but rather for "Commercial and Other" uses at a rate of one (1) parking space for 28 square metres.

***Source:***
Sierra Planning and Management

Sierra Planning and Management
advice • strategy • implementation

**Extract From**
**Heritage Richmond Hill Meeting**
**HRH#06-17 held October 11, 2017**

**1. Application to Repeal Designation By-law 73-14 for 12370 Leslie Street (File Number D12-07280)**

Moved by: D. Lam

**Recommendation 1**

**That Heritage Richmond Hill recommends to Council:**

**a) That subject to the execution of a commemoration agreement including appropriate securities with the Town, the application to repeal the designating by-law for 12370 Leslie Street (By-law 73-14) be approved;**

**b) That notice of the repeal of Designation By-law 73-14 be provided to the owner and the Ontario Heritage Trust; and,**

**c) That upon repeal of Designation By-law 73-14, 12370 Leslie Street be removed from the Municipal Heritage Register.**

Carried Unanimously

# Staff Report for Heritage Richmond Hill Meeting

**Date of Meeting:** **October 11, 2017**
**Report Number:** **SRPRS.17.159**

**Department:** **Planning and Regulatory Services**
**Division:** **Policy Planning**

## Subject: Application to Repeal Designation By-law 73-14 for 12370 Leslie Street (File No. D12-07280)

## Purpose:

To seek Heritage Richmond Hill's consideration with regards to the owner's application under section 32(1) of the *Ontario Heritage Act* to repeal the designating by-law (By-law 73-14) for the property located at 12370 Leslie Street.

## Recommendation(s):

a) That Heritage Richmond Hill recommends to Council that, subject to the execution of a commemoration agreement including appropriate securities with the Town, the application to repeal the designating by-law for 12370 Leslie Street (By-law 73-14) be approved;

b) That Heritage Richmond Hill recommends to Council that notice of the repeal of Designation By-law 73-14 be provided to the owner and the Ontario Heritage Trust; and,

c) That Heritage Richmond Hill recommends to Council that upon repeal of Designation By-law 73-14, 12370 Leslie Street be removed from the Municipal Heritage Register.

## Contact Person:

Isa James, Heritage & Urban Design Planner, phone number 905-771-5529 and/or Joanne Leung, Manager of Heritage & Urban Design, phone number 905-771-5498.

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

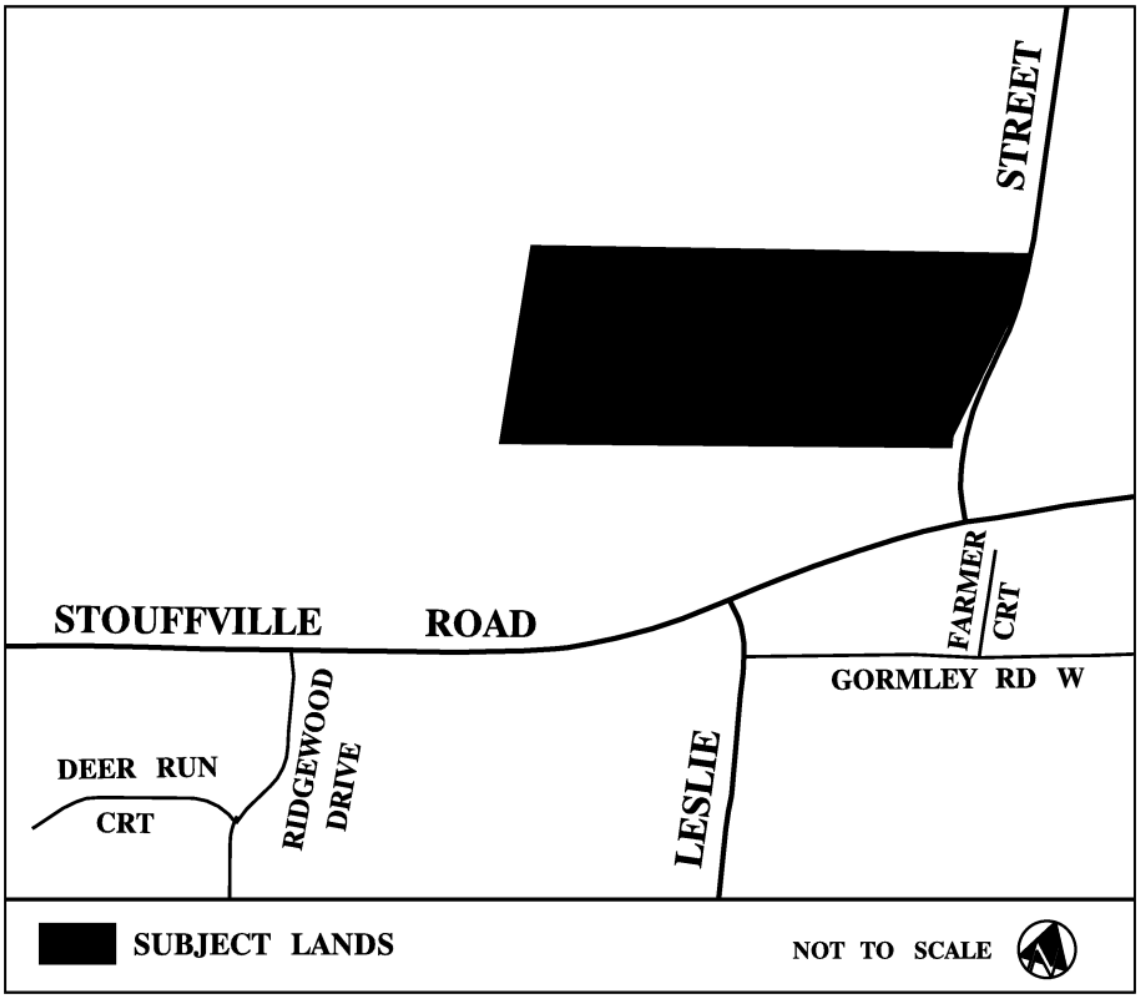
**Approved by:**

"Original, signed by S. Baker, Commissioner of Community Services, on behalf of the Chief Administrative Officer, is on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Location Map:

Below is a map displaying the property location. Should you require an alternative format, call the contact person listed in this document.




## Background:

The property at 12370 Leslie Street (formerly the site of the John Leary House) is located north of Stouffville Road on the west side of Leslie Street and has been the subject of a subdivision application (File No. D03-03020) dating back to November 27, 2003.

## 2015 Fire

On April 28, 2014, Council passed By-law No. 73-14 (see Appendix A) under part IV of the *Ontario Heritage Act*, designating the subject property as being of cultural heritage value or interest. The John Leary House was destroyed due to a fire in the early morning hours of July 3, 2015. Because of the remote location of the house and the over-growth and obstruction of the driveway, the fire department was not able to bring the fire under control until the house had been fully engulfed. As a safety measure, the fire department pushed the remaining walls into the basement after the fire was brought under control (see Appendix B).

On August 25, 2017 the Town received correspondence from the DG Group (agent on behalf of the owner Long Body Homes Inc.) requesting that the Town repeal Heritage Designation By-law 73-14, registered on title to 12370 Leslie Street. The repeal request was submitted on the basis that the heritage attributes identified in the designating by-law no longer exist.

## Heritage Designation By-law 73-14

Schedule A of the By-law includes the reasons for designation. The property was considered to meet the physical/design, historical/associative, and contextual value criteria as outlined in Ontario Regulation 9/06.

The building was constructed in circa1870 by John Leary. It was a representative example of a classic Ontario farmhouse designed in the Gothic Revival style with a T-shaped plan. This style was promoted by the architectural theorists J.C. Louden and A.J. Downing and included in publications such as the Canadian Farmer in 1865 as an efficient country residence that is in keeping with the then fashionable picturesque style (see Appendix C).

The associative value of the property was considered to be primarily in relation to the Leary family who had overseen the construction of the house and were important to the early community around Gormley. In 1873, John Leary donated land for the construction of the Union Church in Gormley, now the Missionary Church. George Leary, the son of John Leary, is also of historical significance as he served as a councillor (from 1923-24 and 1935-41), deputy-reeve (from 1924-26 and 1941-42) and later as reeve (from 1943-45) in Whitchurch Township.

The property was considered to contain contextual value because of the physical and historical links between the residence and its surroundings. The structure had been aligned with the north-looking vista from Leslie Street at Stouffville Road and was considered a landmark. The linear Norway Spruce plantings located to the west of the house related to the earlier laneway access and agricultural use of the property. The trees provided a divider between the residential and agricultural parts of the farmstead and were also a functional windbreak that provided shelter for the residents.

Heritage Designation By-law 73-14 identified the following key exterior and interior attributes that had contributed to the heritage value of the John Leary House:

- the two-storey massing with a T-shaped plan;
- symmetrical east and west gable elevations;
- centre south gable with finial;
- dichromatic brick cladding with red brick quoining and ribbon detailing along the first and second floors;
- gothic lancet window in centre gable;
- circular and chevron brick detailing in east and west gables;
- original two over two sash double hung windows;
- segmental transom over doors;
- segmental arched windows with brick voussoirs;
- the exterior east elevation of the rear wing of the house with its original window openings, porch and porch supports;
- original interior window casings, door casings and baseboards on the first and second floors;
- stone rubble foundation;
- linear Norway Spruce plantings to the west side of the residence;
- the building's location on its original site; and
- the building's landmark terminal views of Leslie Street.

### Tree Removal

The Town endorsed the Tree Canopy Compensation Plan submitted in support of the subdivision on March 28, 2017. Norway Spruce trees are a non-native species and are generally considered undesirable in the landscape. The trees were subsequently removed on March 30, 2017.

### Remaining Cultural Heritage Value of the Property

Only the historical/associative value of the property as identified in the Designation By-law remains. Commemoration of the history of the Leary family and farm in the Gormley area can no longer be linked to a physical heritage element in the new subdivision. To acknowledge the importance of the cultural history of the land, the design of a commemorative plaque should be commissioned, crafted and installed in the neighbourhood park in the future community (see Appendix D). A commemoration agreement between the owner and the Town incorporating appropriate securities would ensure the installation of the commemorative plaque.

## Financial/Staffing/Other Implications:

There are no financial or staffing implications.

## Relationship to the Strategic Plan:

A detailed consideration of the heritage merits of the subject property is in keeping with Goal 3 – Outcome 1 of the Strategic Plan which is to "Respect the past through promoting the awareness of the Town's heritage".

## Conclusion:

The destruction of the heritage attributes listed in the Designation By-law's Statement of Cultural Heritage Value or Interest seriously undermines the heritage value of 12370 Leslie Street. The remaining historic/associated value will no longer have a focus of physical attachment once redevelopment occurs. Therefore the property can no longer be regarded as a significant cultural heritage asset within the Town. Staff recommend that the historical/associative value of the lands be established through the installation of a commemorative plaque located in the neighbourhood park proposed on the subject lands and that, subject to the owner entering into a secured Commemoration Agreement with the Town, the request to repeal Designation By-law 73-14 be approved.

## Attachments:

The following attached documents may include scanned images, with maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- Appendix A – Heritage Designation By-law 73-14 for 12370 Leslie Street
- Appendix B – Fire Investigation #15-09 Report dated July 24, 2015
- Appendix C – Historic Photos of House
- Appendix D – Proposed Commemorative Plaque Location

## THE CORPORATION OF THE TOWN OF RICHMOND HILL

# BY-LAW NO. 73-14

A By-law to Authorize the Designation of
12370 Leslie Street *(John Leary House)*
under the *Ontario Heritage Act*

**WHEREAS** Section 29 of the *Ontario Heritage Act, R.S.O. 1990, c.0.18* authorizes the Council of a municipality to enact by-laws to designate real property to be of cultural heritage value or interest;

**AND WHEREAS** the Council of The Corporation of the Town of Richmond Hill has caused to be served on the owners of the lands and premises known as 12370 Leslie Street, Richmond Hill, and upon the Ontario Heritage Trust, notice of intention to so designate the aforesaid real property and has caused such Notice of Intention to Designate to be published in a newspaper having general circulation in the municipality;

**AND WHEREAS** the Statement of Cultural Heritage Value or Interest and the Description of Heritage Attributes are set out in Schedule "A" and attached to By-law No. 73-14;

**AND WHEREAS** no Notice of Objection to the proposed designation has been served on the Town Clerk within the period prescribed by the *Ontario Heritage Act*;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL ENACTS AS FOLLOWS:**

1. That the real property located at 12370 Leslie Street, being Part of Lot 1, Concession 2, more particularly described as being Part 1 on Plan 65R-30272, Town of Richmond Hill, Regional Municipality of York [PIN No. 03195-2429 (LT)], is hereby designated under Part IV of the *Ontario Heritage Act, R.S.O 1990, Chapter 0.18,* as being of cultural heritage value or interest.

2. That the Clerk is hereby authorized to cause a copy of the By-law, together with a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property to be served on the owner of the property and on the Trust, and publish a notice of the By-law in a newspaper having general circulation in the municipality.

3. That the Town Solicitor is hereby authorized to cause a copy of this By-law to be registered against the property in the Land Registry Office.

4. That Schedule "A" attached to By-law No. 73-14 is declared to form a part of this By-law.

PASSED THIS 28TH DAY OF APRIL, 2014.

**Mayor** Dave Barrow
Mayor

**Town Clerk**
Donna L. McLarty

## SCHEDULE "A" TO BY-LAW NO. 73-14

## REASONS FOR DESIGNATION
## John Leary House
## 12370 Leslie Street

**Statement of Cultural Heritage Value or Interest**

The Leary farmhouse located at 12370 Leslie Street is recommended for designation under Part IV of the *Ontario Heritage Act* for physical/design/historical/associative and contextual value.

The building was constructed in c.1870 by John Leary. It is a representative example of a classic Ontario farmhouse designed in the Gothic Revival style with a T-shaped plan. This style was promoted by the architectural theorists J.C. Louden and A.J. Downing and included in publications including the Canadian Farmer in 1865 as an efficient country residence that is in keeping with the then fashionable picturesque style.

The structure contains physical/design value including the understated detailing such as: simple finials in the south gable, a circular header of bricks with chevron patterns in the east and west, gables, and a lancet window in the south gable. The two-storey cross gable, symmetrical front façade, lancet window, segmental arched windows, brick voussoirs and decorative brickwork are classic elements of the Gothic Revival style. The brickwork of the house is dichromatic with buff and red brick quoining and ribbon detailing along the first and second floor (now concealed by white paint). The outline of the original bellcast roof porch on the south elevation is visible in earlier photos of the Leary House.

The associative value of the property is primarily in relation to the Leary family who oversaw the construction of the house and was an important part of the early community around Gormley. In 1873, John Leary donated land for the construction of the Union Church in Gormley, now the Missionary Church. George Leary, the son of John Leary is also of historical significance as he served as Councilor (1923-24 and 1935-41), Town Deputy-Reeve (1924-26 and 1941-42) and later as Town Reeve (1943-45) in Whitchurch Township.

The property contains contextual value because it is physically and historically linked to its surroundings. The subject structure is aligned with the end of Leslie Street at Stouffville Road and considered a landmark. The linear Norway spruce plantings located to the west of the house relate to the earlier laneway access and agricultural use of the property. The trees provided a divider between the residential and agricultural parts of the farmstead and were also a functional windbreak that provided shelter for the residents.

**Description of Heritage Attributes**

Key exterior and interior attributes that contribute to the heritage value of the Leary Farmhouse include the following:

- the two-storey massing with a T-shaped plan;
- symmetrical east and west gable elevations;
- centre south gable with finial;
- dichromatic brick cladding with red brick quoining and ribbon detailing along the first and second floors;
- gothic lancet window in centre gable;
- circular and chevron brick detailing in east and west gables;
- original two over two sash double hung windows;
- segmental transom over doors;
- segmental arched windows with brick voussoirs;
- the exterior east elevation of the rear wing of the house with its original window openings, porch and porch supports;
- original interior window casings, door casings and baseboards on the first and second floors;
- stone rubble foundation;
- linear Norway Spruce plantings to the west side of the residence;
- the building's location on its original site; and
- the building's landmark terminal views of Leslie Street.

DATE: July 24, 2015

MEMO TO: Fire Chief Steve Kraft

FROM: Fire Investigator Chris Milne, CFEI

**SUBJECT: Fire Investigation #15- 09**
**12370 Leslie Street**
**July 3, 2015**

---

## INTRODUCTION

The Fire Investigation Unit (FIU) was contacted by Platoon Chief Eric Taverner on Friday July 3, 2015 at approx. 7:00 a.m. and requested to attend an extinguished house fire, located at 12370 Leslie Street, to determine the origin and cause of the fire. The FIU (C. Milne) arrived on scene at approx. 7:30 a.m. PC Taverner, APC Hadwen and fire crews from Stations 8-4 and 8-6 were on scene, along with officers from YRP. Deputy Chief Burbidge arrived on scene shortly thereafter. Fire Investigator T. Tarquini came to assist with the investigation at approx. 9:30 a.m.

The alarm time of this fire occurred at 1:32 a.m. As the home was unoccupied, the fire was not reported until it was observed by a passing motorist. According to the firefighter statements, the fire was fully involved at the time of firefighter arrival. The remote location of the building combined with an overgrown and obstructed driveway entrance hampered response to the scene. Entry into the home was not possible and a defensive attack was mounted. Once the fire was brought under control heavy equipment was used to push the walls into the foundation as a safety measure.

## DESCRIPTION OF SCENE

The vacant two (2) storey structure was located on the West side of Leslie St., just North of Souffville Rd. The structure was set back from the roadway approx. 800 feet in a small clearing surrounded by trees and farmland. The old roadway leading to the structure was overgrown with tree/ bushes and inaccessible to vehicles. According to firefighter statements, there were two (2) large concrete blocks obstructing the driveway entrance. At the time of FIU arrival, these concrete blocks had been pushed aside by town owned heavy equipment. The area is not served by fire hydrants and water had to be shuttled in. High volume hose was run the length of the driveway to provide water to the building.

Records indicate that this structure was an old farm house constructed in 1870 and was designated as a heritage building. The wood frame structure contained a brick veneer. At the time of FIU arrival the structure had fully collapsed/ been knocked down, with the exception of a small wall section at the South- West corner.

## WITNESS STATEMENTS

No witness statements were obtained at the scene. The FIU did contact Peter Murphy of the "D G Group" (416-568-2855) who identified himself as the supervisor for this property. He was informed of the situation and stated that he would send someone to the site to begin assessing and securing it. Mr. Murphy did state that this fire was not going to reflect well on the ownership company as this building was a designated heritage home. The property is slated for development but because of the heritage designation they've been having a difficult time getting the Town of Richmond Hill to approve any development plans.

## SCENE EXAMINATION

Upon FIU arrival the vast majority of the structure had collapsed. Heavy equipment had been brought in by the Platoon Chief to push the structure into itself. Only a section of wall located at the South- West corner remained standing. The basement of the home was full of brick and other fire debris, making entry impossible. There appeared to be neither a natural gas supply to the home nor any electrical hookup. An old hydro meter was found discarded amongst the brush.

Photographs were taken from the perimeter of the building. The only portions of the structure still in-tact were the field stone foundation. The basement of the home was filled with brick and charred wood. Some appliances, such as a hot water tank, could be observed but for the most part the basement appeared empty.

## FIRE ALARM SYSTEM/DETECTION DATA

No information provided.

## SCENE RELEASE STATUS

The FIU left the scene at approx. 11:00 a.m. on July 3, 2015. At that time firefighters were still working to extinguish hot spots and begin clean up. APC Hadwen was in command.

## OTHERS INVOLVED IN INVESTIGATION

The Office of the Fire Marshal was contacted via telephone to make them aware of the situation. They advised that they would not be attending the scene and that my telephone conversations would be considered a consultation.

## EXHIBITS

None

## PHOTOGRAPHS

Digital photographs taken by Fire Investigator Chris Milne.

## FIRE CAUSE

Undetermined.

## CASE STATUS

Closed.

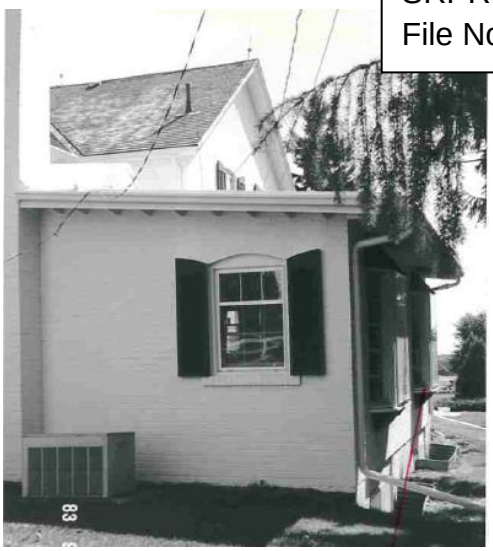
## INJURIES

None.

## FIRE FIGHTERS' STATEMENTS

☑ Yes (see attached) ☐ No

Chris Milne, CFEI



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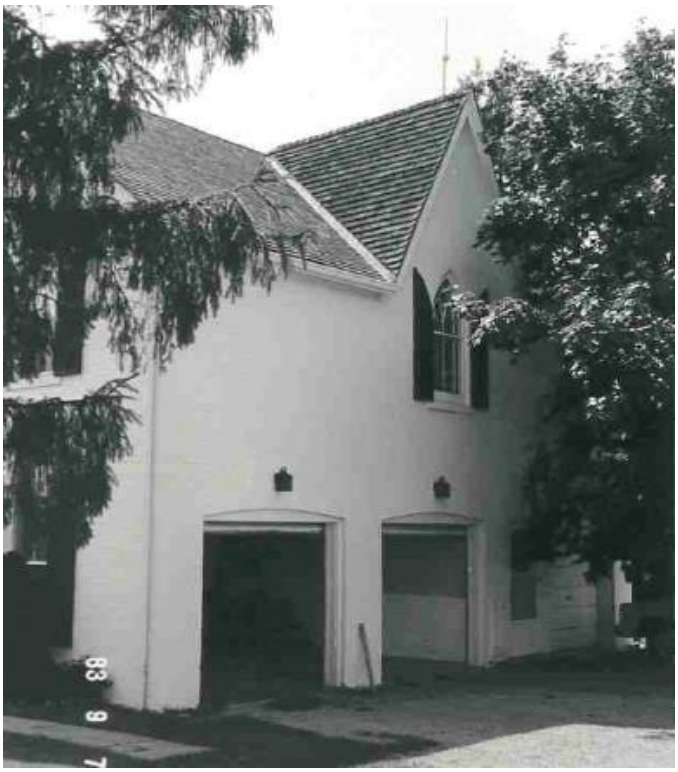

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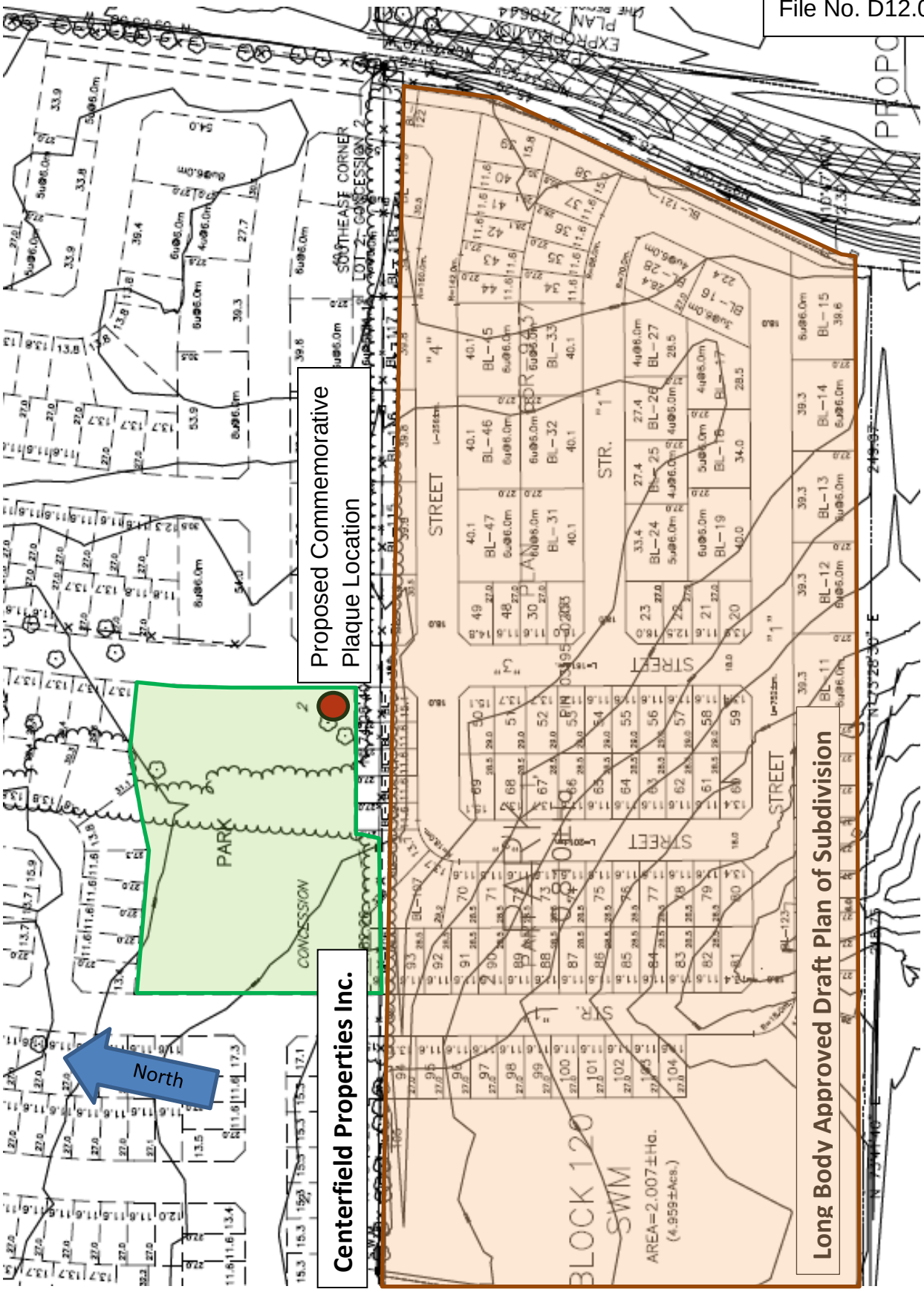
Appendix D
SRPRS 17.159
File No. D12.07280



**Extract from**
**David Dunlap Observatory Park Project**
**Steering Committee Meeting**
**DDOP#01-17 held October 24, 2017**

**4. David Dunlap Observatory Building Conditional Assessment – (Staff Report SREIS.17.021)**

Moved by: Mayor Barrow

That the David Dunlap Observatory Park Project Steering Committee recommends to Council:

**a) That the David Dunlap Observatory Building Condition Assessment prepared on behalf of the Town by the Ventin Group Ltd. be received;**

**b) That all the short term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building, Observatory Building and Radio Shack Building as outlined in SREIS.17.021 from year's 1 to 5 totaling $5,745,300 be included as part of the 2018 Capital Budget process, and that the funding source be Cash in Lieu of Parkland Reserve Funding;**

**c) That upon approval of the capital budget, staff be directed to retain the necessary project consultants to undertake the designs necessary to complete the rehabilitation work as outlined in staff report SREIS.17.012 from year's 1 to 5;**

**d) That the longer term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in SREIS.17.021 totaling $698,000 be placed in year 2028 of the 10 Year Capital Program;**

**e) That the ultimate occupancy work as identified in the Conditional Assessment report carried out by Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in staff report SREIS.17.021 totaling $5,262,500 be placed in year 2023 of the 10 Year Capital Program;**

**f) That staff be directed to report back on the next steps on the Radio Shack Building including options to decommission and or a restoration plan;**

**g) That staff be directed to seek alternative funding sources, including grant opportunities, for this project.**

Carried Unanimously

# DDO Park Project Steering Committee Meeting

**Date of Meeting: October 24, 2017**
**Report Number: SREIS.17.021**

**Department:** **Environment and Infrastructure Services**
**Division:** **Facility Design Construction & Maintenance Services**

## Subject: David Dunlap Observatory Building Conditional Assessment Report

## Purpose:

Report on the condition of the three Town facilities located within the David Dunlap Observatory (DDO) lands and associated capital repair cost.

## Recommendation(s):

a) That the David Dunlap Observatory Building Condition Assessment prepared on behalf of the Town by the Ventin Group Ltd. be received;
b) That all the short term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building, Observatory Building and Radio Shack Building as outlined in SREIS.17.021 from year's 1 to 5 totaling $5,745,300 be included as part of the 2018 Capital Budget process, and that the funding source be Cash in Lieu of Parkland Reserve Funding;
c) That upon approval of the capital budget, staff be directed to retain the necessary project consultants to undertake the designs necessary to complete the rehabilitation work as outlined in SREIS.17.012 from year's 1 to 5;
d) That the longer term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in SREIS.17.021 totaling $698,000 be placed in year 2028 of the 10 Year Capital Program;
e) That the ultimate occupancy work as identified in the Conditional Assessment report carried out by Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in SREIS.17.021 totaling $5,262,500 be placed in year 2023 of the 10 Year Capital Program.
f) That staff be directed to report back on the next steps on the Radio Shack Building including options to decommission and or a restoration plan.

## Contact Person:

J. Patrick Caron P.Eng., Director, Facility Design, Construction and Maintenance
Extension 2403

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Italo Brutto, P. Eng.
Commissioner of Environment and Infrastructure Services

**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

# Background:

The David Dunlap Observatory (DDO) lands which includes the Observatory, Administration and Radio Shack Buildings was transferred into the Town buildings portfolio on March 21, 2017.

In order to determine with a greater degree of accuracy the overall repair and maintenance requirements for the facilities, the Town commissioned “The Ventin Group Ltd” (VG Architects) to undertake a facility conditional assessment for each facility in May of 2017. The conditional assessment report was completed on September 13, 2017, a copy is appended to this report as Appendix 1. The Town also commissioned Arcadis Canada Inc. to undertake a designated substance and hazardous materials survey which was completed June 29, 2017.

The purpose of the conditional assessment was to understand the condition of the critical building elements that included all major architectural, structural, fire/life safety, mechanical, electrical, plumbing systems and exterior grounds adjacent to the facilities. All telescope and associated specialized equipment, all the domes operating equipment including rotation and shutter operation, parking lot and exterior lighting were excluded from the conditional assessment.

Understanding the need to initiate programing on the site, staff and the consultant have structured the conditional assessment report to capture a phased rehabilitation plan. Given that the buildings were constructed in the early 1930’s, there are significant challenges and limitations associated with the building uses and restoring them to be in

compliance with the current Building Code. The major Building Code issues are fire life and safety and accessibility.

In an attempt to move forward with programing and balancing the need to restore and rehabilitate all the critical elements of the building structure, the staff report has been structured to accommodate the various interests of each group.

In doing so, the background information contained in the staff report will be divided into three sections related to the DDO facilities:

- **Section 1** building conditional assessment
  - reports on the all the building elements and the cost to restore them to a reliable service level
- **Section 2** immediate facility use under a reduced occupant load
  - reports on how the building can be used in its current state and a reduced occupancy through a Fire Safety Plan
- **Section 3** future full building occupant load
  - reports on what is required to bring the building to full occupancy load and the associated costs to provide full accessibility

## Section 1 - David Dunlap Observatory Buildings Conditional Assessment

### What is the condition of the Administration Building and Observatory Building?

While the general structures of the Administration Building and Observatory Building are sound, approximately half of the building critical systems and components are considered to be in poor condition and at or exceeded their end of their service life.

### What is the condition of the Radio Shack?

The Radio Shack Building, as described in the conditional assessment report, appears not to have been maintained for many years. The report found this facility to be in very poor condition and in a state of disrepair. Given the disrepair, the report confirms that the floor, wall, and ceiling finishes are not salvageable. The designated substance and hazardous materials survey identified that the interior wall boards, vinyl floor tiles and caulking applied throughout contain asbestos.

From a conditional assessment point of view, given the significant disrepair, the consultant’s recommendation is to decommission the building. Before this recommendation is implemented, further consultation will be required with the Steering Committee and other regulatory agencies.

The deficiencies for each of the facilities existing systems were identified, along with recommendations for repairs, replacement, estimated costs and repair schedule. The schedule repair elements were grouped into the following classifications:

- Under 1 year (immediate repairs)
- Years 2 to 5
- Years 5 to 10

The conditional assessment estimates are based on a Class D estimate which is accurate to a level of +/- 25%. As summarized in Table 2 below, the total Class D estimated Project Cost to undertake all the recommended repairs and replacement in the time frames identified ( years 1 to 10) for the DDO Buildings is $6,443,300 ($5,745,300 + $698,000).

**Table 2**

**DDO Building Repair Project**

**Class D Estimate Cost Summary**

| Description | Repairs within 1 Year (immediate) | Repairs 2 to 5 Years (incl. 3% escalation per year) | Years 1 to 5 Total Recommended Repairs | Repairs 10 Years (incl. 3% escalation per year) | Total Repairs Over 10 Year Period |
|---|---|---|---|---|---|
| Administration Building | $3,085,800 | $887,500 | $3,973,300 | $561,000 | $4,534,300 |
| Observatory Building | $125,800 | $1,490,700 | $1,616,500 | $137,000 | $1,753,500 |
| Radio Shack Building | $0 | $155,500 | $155,500 | $0 | $155,500 |
| **Total Project Estimated Cost** | **$3,211,600** | **$2,533,700** | **$5,745,300** | **$698,000** | **$6,443,300** |

Given the strong desire to use the recently acquired buildings, it is staff's view that the buildings be brought to a reasonable service level standard which would ensure safety and reliability of the core building elements as identified in the Conditional Assessment report.

This includes undertaking the works associated with the **"immediate repairs within 1 year"** and **"repairs within years 2 to 5"** totaling $5,745,300 ($3,211,600 + $2,533,700). The estimated cost includes items such as designated substance allowance, consultant allowance and HST impact which are not reflected in the architect's estimate ($4,924,877).

It is staff's recommendation that including the 2 to 5 year work into the project is a reasonable approach which adds value and synergies of work flow and will improve cost efficiency. It would also reduce the construction period and minimize user group disruption.

The conditional assessment report will be used as the guiding document to move the project through the Town's budgeting process. Staff is recommending that $5,745,000 be budgeted in the 2018 Capital Budget to undertake the design in 2018 followed by construction work commencing in 2019 that covers the immediate repairs within 1 to 5 years. Staff will report back on the project status, programming impacts and the adequacy of the construction component of the budget once the design is refined and a higher level of project estimate is developed.

Staff is also recommending that the $698,000 associated with the repairs at year 10 be ear marked for repairs in year 2028 of the 10 Year Capital Program.

## Section 2 - David Dunlap Observatory Buildings Immediate Facility Use With Reduced Occupant Load

### Administration Building

The Administration Building which was built in 1933 has 2 stories plus a basement, 46 rooms and a Gross Floor Area (GFA) of approximately 14,080 sqft. (1308 sqm).

Under the current Building Code the Administration Building is classified as a Group A, Division 2 Assembly Occupancies intended for classrooms, lecture hall, museums, exhibition hall etc. The occupant load for the building is 278.

Although the maximum occupant load for the Administration Building is 278, which is based on the current Building Code, significant improvements covered in Section 3 of this report would need to be made to the facility in order to achieve this level of occupancy and to be in full compliance with the Building Code. Most notably is the lack of suitable emergency exits from the basement, first and second floor levels and the lack of washroom facilities.

Given the desire to occupy and program the building immediately in advance of the necessary building repairs that would bring the building to a reasonable level, staff are engaging an interim solution that includes the development of a Fire Safety Plan in compliance with the Ontario Fire Code. This would include but not limited to maintenance, testing and inspection of all life safety systems and the development of an

approved fire safety plan. Staff has engaged the services of VG Architects to prepare a fire safety plan.

The fire safety plan will outline the limitations of use such as maximum occupancy load in each of the rooms and floor area, the responsibility of the building operators while the building is open to the public and the mitigating measures that need to be implemented.

If the mitigating measures that are required as a result of the fire safety plan are minor in nature and can be absorbed in the existing operating budget, staff will proceed to implement the recommendations of the fire safety plan accordingly. If the mitigating measures of the fire safety plan are significant, and cannot be easily absorbed in the operating budget, staff will report back to the Steering Committee for further direction.

**Observatory Building**

The circular 61' (18.6m) diameter Observatory Building which houses the telescope was built in 1939 and is located to the north of the Administration Building. The structure is 2 stories with a deck and 10 rooms with a Gross Floor Area of 6500 sqft. (604 sqm).

The telescope itself is supported separately from the building by a concrete pier foundation that extends to more than 25'-0" (7.6m) below grade to minimize the risk of vibration.

The Observatory Building under the current Building code is classified as a Group F, Division 2 medium hazard industrial type of occupancy intended for laboratories, warehouses, television studios, hangers etc.

The occupant load is based on assumed capacity of existing spaces such as lab rooms and offices. Building services that includes, storage rooms, observatory decks, corridors etc. are assumed to be ancillary spaces to the prime program spaces and do not contribute to the overall occupant load. The occupant load for the building is 10.

Similar to the Administration Building, in order to safely occupy the building in its current state, to deliver specific programming requirements, the building must comply with the Ontario Fire Code. As previously mentioned, this would include but not limited to maintenance, testing and inspection of all life safety systems and the development of an approved fire safety plan.

The fire safety plan will outline the limitations of use such as maximum occupancy load of rooms and floor area, the responsibility of the building operators while the building is open to the public and the mitigating measures that need to be implemented.

As noted previously, VG Architects has been commissioned to prepare a Fire Safety Plan.

**Radio Shack Building**

The Radio Shack built in 1950 is a small single story 1 room wood frame structure with corrugated asbestos cement cladding that has a GFA of approximately 250 sqft. (23 sqm).

The Radio Shack Building under the current Building Code, similar to the Observatory Building, is classified as a Group F, Division 2 medium hazard industrial type of occupancy intended for laboratories, warehouses, television studios, hangers etc.

The occupant load is based on assumed capacity of existing spaces such as lab rooms and offices. Building services that includes storage rooms, observatory decks, corridors etc. are assumed to be ancillary spaces to the prime program spaces and do not contribute to the overall occupant load. The occupant load for the building is 4.

The Radio Shack Building, as described in the conditional assessment report, appears not to have been maintained for many years. The report has identified this facility to be in very poor condition and in a state of disrepair. The report confirms that there are no elements such as the floor, wall and ceiling finishes that would be salvageable. The designated substance and hazardous materials survey identified that the interior wall boards, vinyl floor tiles and caulking applied throughout contain asbestos.

The consultant's recommendation is to decommission the building. Further consultation with the Steering Committee and other regulatory agencies would be required prior to any decision regarding decommissioning of the building. Staff will report back on the various options available on decommissioning the building including any other options available

## Section 3 - David Dunlap Observatory Buildings Future Full Building Occupant Load to Current Building Code Compliance

VG Architects reviewed the April 2016 David Dunlap Park Master Plan and used it as a guide to demonstrate how program improvements, such as repurposing of the Observatory Building for community use and retrofitting the Administration Building to provide for maximum building occupancy could impact the buildings structure along with the associated order of magnitude Class D cost estimate. The major impacts are related to the buildings life safety and accessibility. Also included in the estimate is a cost to replicate the Radio Shack Building.

In order to provide the information, VG Architects undertook numerous audits that included:

- Ontario Building Code (OBC)
- Fire Life Safety Audit
- Accessibility Audit

The results of the above audits were used to identify the corrective measures that would be necessary to provide the ultimate building occupancy ensuring compliance with the OBC, Ontario Fire Code as well as making the buildings fully accessible.

The estimated Class D project costs to provide full building occupancy is $5,262,500 as shown in Table 3 below.

This cost includes for items such as designated substance allowance, consultant allowance escalation and HST impact which is not included in the architect's estimate ($2,869,700).

**Table 3**
**DDO Building Ultimate Occupancy**

**Class D Estimate Project Cost Summary**

| Description | Enhanced Program Improvements (incl. escalation) |
|---|---|
| Administration Building | $2,663,500 |
| Observatory Building | $2,306,100 |
| Radio Shack Building (replication) | $292,900 |
| **Total Project Estimated Cost** | **$5,262,500** |

Before the Ultimate Occupancy work described in Table 3 is undertaken, staff will report back to the Steering Committee with a request to undertake a feasibility study including a Heritage Impact Assessment.

It is staff's recommendation that the $5,262,500 be included in year 2023 of the 10 Year Capital Program.

## Financial/Staffing/Other Implications:

This report covers three primary areas of capital rehabilitation for the David Dunlap Observatory Buildings.

The primary short term focus is to invest in restoring the end of life components associated with the structural, fire/life and safety, mechanical, electrical and plumbing systems identified through the Conditional Assessment report from years 1 to 5 as shown on Table 2 of staff report SREIS.17.021. The total Class D project estimate cost is $ 5,745,300.

The second priority classified as secondary in the Conditional Assessment report and which are recommended to be done in year 10 to maintain a state of good repair, is shown on Table 2 of staff report SREIS.17.021. The total Class D project estimate cost is $698,000.

The improvements associated with the above will restore the core critical systems, including mechanical, electrical, fire/life and safety, and plumbing to use the building safely, albeit with a restriction on the number of occupants.

In order to achieve maximum occupancy of the buildings in accordance with the Building Code classification, additional life safety work is necessary. This work would include and not be limited to, adding appropriate accessible washrooms to each floor as opposed to only having one non accessible washrooms on the basement level, providing appropriate fire exits at either end of the building as opposed to one exit from the front, constructing an elevator to provide barrier free access to each floor and amongst other items building appropriate accessible ramps.

The total Class D project estimate cost of the above work as shown on Table 3 of staff report SREIS.17.021 is $5,262,500.

At this time staff are recommending that $5,745,000 be budgeted in the 2018 Capital Budget to undertake the design in 2018 and construction work commencing in 2019 that covers the repairs from years 1 to 5 and further that the $698,000 be ear marked for repairs in year 2028 of the 10 Year Capital Program.

The recommended funding source would be the source is Cash in Lieu of Parkland Reserve Funding.

## Relationship to the Strategic Plan:

Goal Three of the Strategic Plan “A More Vibrant Richmond Hill” is achieved by the receipt of the DDO Building Conditional Assessment and the approval of recommended funding to undertake the necessary building repairs that will promote the Towns heritage by showcasing this local history.

## Conclusion:

The transfer of the David Dunlap Observatory Buildings to the Town’s building portfolio will provide the Town with an opportunity to further serve the community. Unfortunately many of the buildings core elements have reached their end of life requiring significant investment to restore the buildings reliability. The desire to use the buildings in advance of the restoring the core building elements is a challenge that staff can overcome by limiting the building use through the implementation of a Fire Safety Plan. In order to ensure a safe, reliable building that will be free from unplanned breakdowns, the base core building elements will need to be replaced immediately.

Staff has developed a phased in approach that can be implemented over a period of time. The initial focus will be to begin programing the building with the limitations imposed by the Fire Safety Plan. The second phase which may impact the users will be to replace the core building elements identified in the Conditional Assessment. This phase will restore the reliability of the core systems; however, it will still limit the occupancy. The last phase which will require direction from the Steering Committee is to implement a full occupancy building that takes advantage of the existing floor area and that is fully accessible.

## Attachments:

- Appendix 1 - The David Dunlap Observatory Building Conditional Assessment September 13, 2017

  A copy of Appendix 1 - The David Dunlap Observatory Building Conditional Assessment September 13, 2017 can be found at the following link: https://calendar.richmondhill.ca/council/Detail/2017-10-24-David-Dunlap-Observatory-Park-Project-Steering-Com/SREIS.17.021%20-%20Appendix%201%20-%20David%20Dunlap%20Observatory%20Building%20Conditional%20Assessment.pdf

## Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.168**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Engineering**

**Subject:** **Establish Lands as Public Highway**
**Part of Block 285, Plan 65M-2078, Dunvegan Drive**
**Related File – B011/17 (SRPRS.17.168)**

## Purpose:

To establish certain lands as public highway.

## Recommendation(s):

That the following lands be established as public highway to form part of Dunvegan Drive:

Part of Block 285, Plan 65M-2078, designated as Part 1, 65R-37349.

## Contact Person:

Michael Ayers, Development Engineering Technologist, 905-747-6426 and/or Jeff Walters, Manager, Development Engineering, Subdivisions & Stormwater Management, 905-747-6380.

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Background:

Pursuant to condition of Consent Application B011/17, the owner of 10 Fairview Avenue was required to enter into a Grading and Drainage Agreement. The Notice of Decision required the owner to dedicate the existing reserve block adjacent to the Dunvegan Drive road allowance, as public highway.

Part 1, Plan 65R-37349 forms the reserve adjacent to Dunvegan Drive. This reserve should be established as a public highway to form part of Dunvegan Drive to allow access for the new lot fronting onto Dunvegan Drive.

## Financial/Staffing/Other Implications:

There are no financial or staffing implications arising from this report.

## Relationship to the Strategic Plan:

The recommendation in this report demonstrates the strategic objective of building stronger connections with the community and our responsibility to serve as a role model for municipal management of our resources.

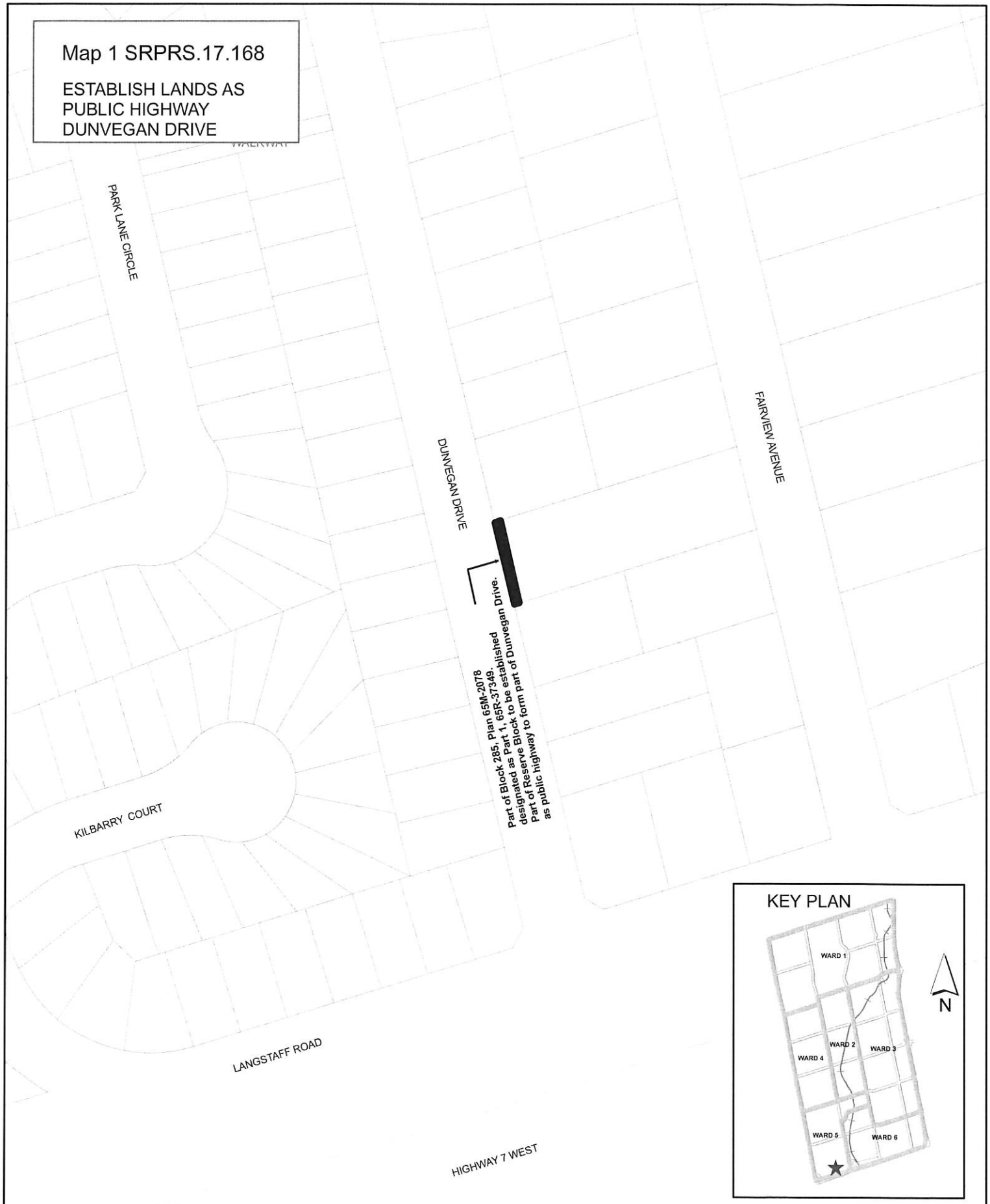
## Conclusion:

Based on the above, staff recommends that the lands indicated in the report be established as public highway.

## Attachment Contents and Maps:

The following attached documents may include scanned images, maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- Map 1, Location Map
- Map 2, Excerpt of 65R-37349

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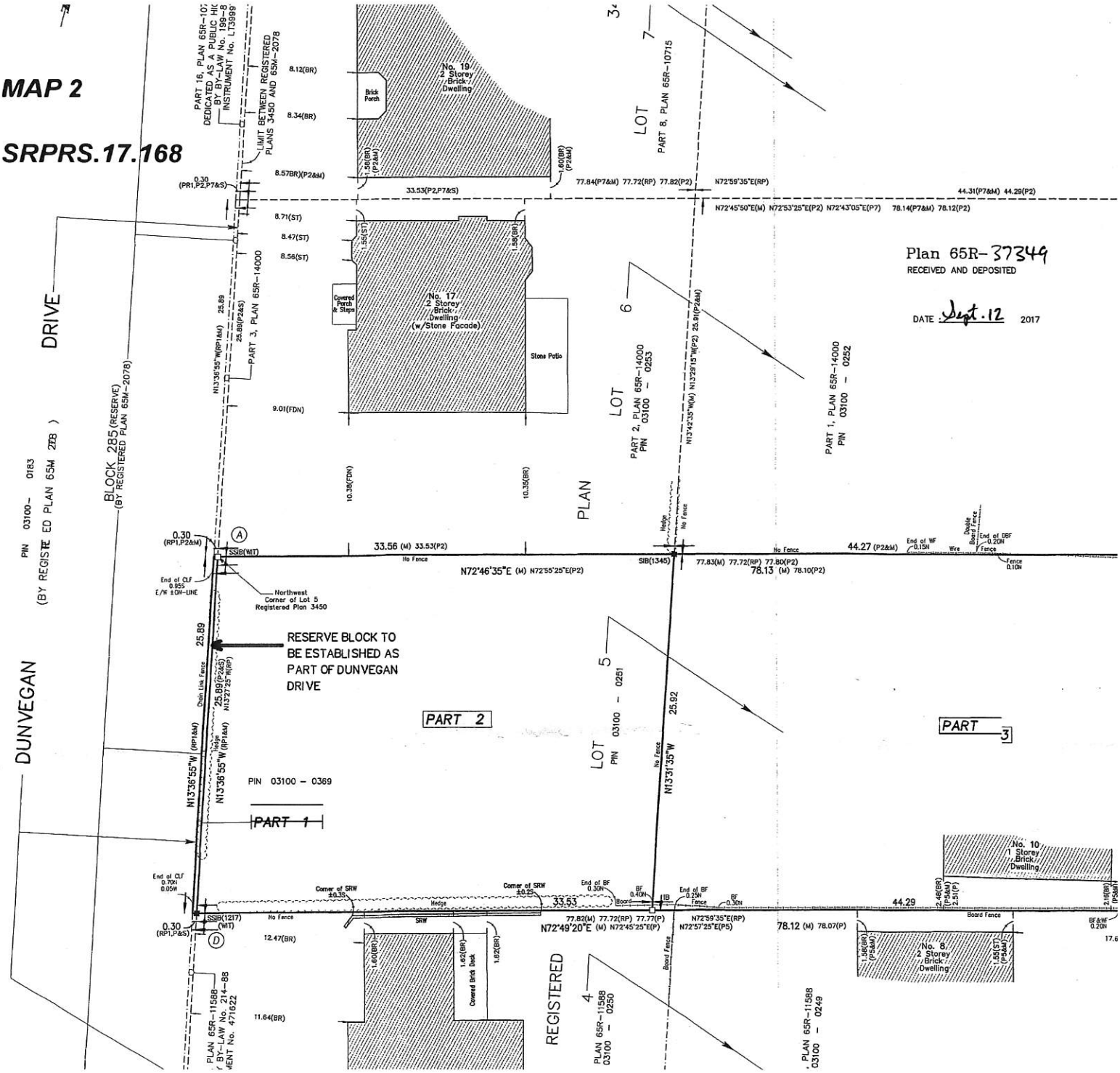
Date: 9/22/2017

**MAP 2**

**SRPRS.17.168**



## Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.170**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Engineering**

**Subject:** **Establish Lands as Public Highway**
**Part of Block 193 (0.30 Reserve), Plan 65M-2455**
**Cooperage Crescent**
**Related Files – B005/17 & B006/17 (SRPRS.17.170)**

## Purpose:

To establish certain lands as public highway.

## Recommendation(s):

That the following lands be established as public highway to form part of Cooperage Crescent:

Part of Block 193 (0.30 Reserve), Plan 65M-2455, designated as Parts 7 and 8, 65R-37101.

## Contact Person:

Michael Ayers, Development Engineering Technologist, 905-747-6426 and/or
Jeff Walters, Manager, Development Engineering, Subdivisions & Stormwater Management, 905-747-6380.

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Background:

Pursuant to condition of Consent Applications B005/17 and B006/17, the owner of 168 and 176 Elgin Mills Road West was required to enter into a Grading and Drainage Agreement. The Notice of Decision required the owner to dedicate the existing reserve block adjacent to the Cooperage Crescent road allowance, as public highway.

Parts 7 and 8, Plan 65R-37101 forms the reserve adjacent to Cooperage Crescent. This reserve should be established as a public highway to form part of Cooperage Crescent to allow access for the new lot fronting onto Cooperage Crescent.

## Financial/Staffing/Other Implications:

There are no financial or staffing implications arising from this report.

## Relationship to the Strategic Plan:

The recommendation in this report demonstrates the strategic objective of building stronger connections with the community and our responsibility to serve as a role model for municipal management of our resources.

## Conclusion:

Based on the above, staff recommends that the lands indicated in the report be established as public highway.

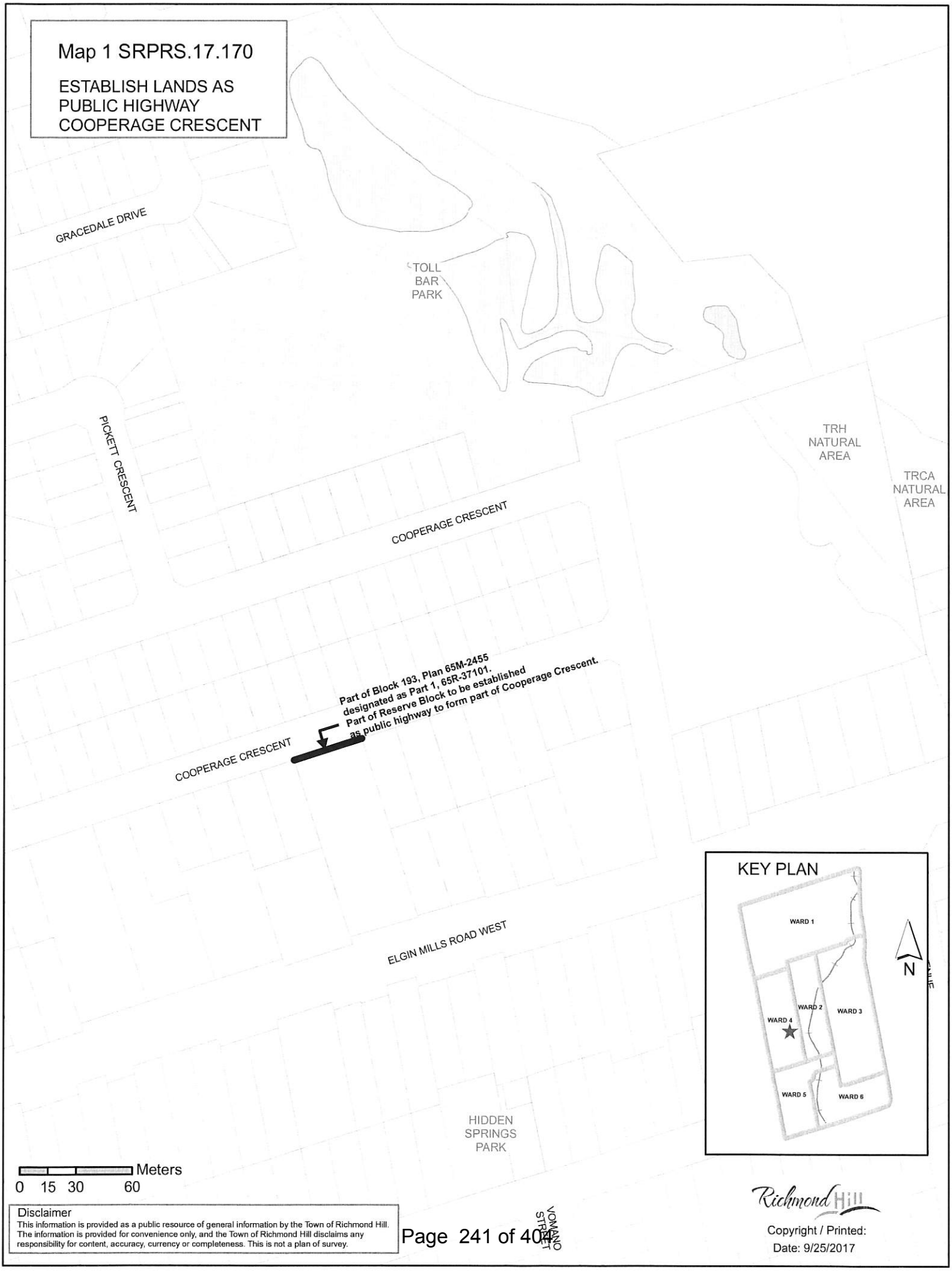
## Attachment Contents and Maps:

The following attached documents may include scanned images, maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- Map 1, Location Map
- Map 2, Excerpt of 65R-37101

# Map 1 SRPRS.17.170

ESTABLISH LANDS AS
PUBLIC HIGHWAY
COOPERAGE CRESCENT

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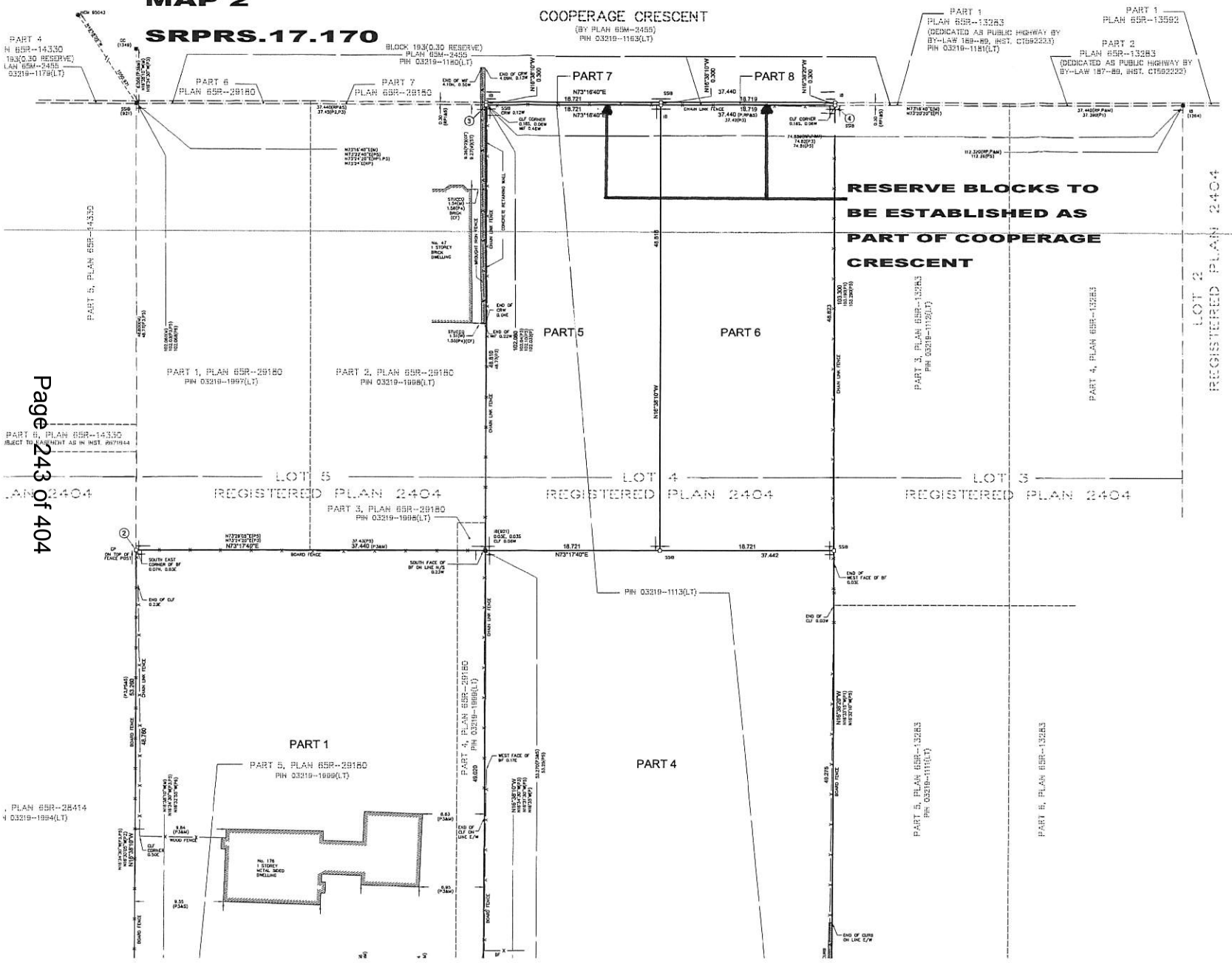
# MAP 2

# SRPRS.17.170




I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE APRIL 26, 2017

S.R. RAMSAMOOJ
ONTARIO LAND SURVEYOR

PLAN 65R-37101

RECEIVED AND DEPOSITED

DATE April 27, 2017

"L. Bavaro"

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF YORK REGION (No.65)

## SCHEDULE

| PART | LOT | REGISTERED PLAN | PIN | AREA ($m^2$) |
|---|---|---|---|---|
| 1 | PART OF LOT 5 | 2404 | ALL OF PIN 03219-1999(LT) | 1829.7 |
| 2 | | | | 164.5 |
| 3 | PART OF LOT 4 | | ALL OF PIN 03219-1113(LT) | 177.0 |
| 4 | | | | 1840.3 |
| 5 | | | | 913.8 |
| 6 | | | | 913.9 |
| 7 | PART OF BLOCK 193 (0.30 RESERVE) | PLAN 65M-2455 | PART OF PIN 03219-1180(LT) | 5.6 |
| 8 | | | | 5.6 |

PLAN OF SURVEY OF

# PART OF LOTS 4 AND 5 REGISTERED PLAN 2404 AND PART OF BLOCK 193 (0.30 RESERVE) PLAN 65M-2455 TOWN OF RICHMOND HILL

REGIONAL MUNICIPALITY OF YORK

SCALE 1:200

5 0 5 10 15 20m

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METRIC: DISTANCES AND COORDINATES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

## BEARING

BEARINGS SHOWN HEREON ARE GRID BEARINGS DERIVED FROM HORIZONTAL CONTROL MONUMENTS No. 95038 AND No. 95043, AND ARE REFERRED TO THE 6° UTM COORDINATE SYSTEM, ZONE 17, CENTRAL MERIDIAN 81°00' WEST LONGITUDE (6° UNIVERSAL TRANSVERSE MERCATOR PROJECTION, NAD 27, 1974 ADJUSTMENT).

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999887

## LEGEND

| | |
|---|---|
| ■ | DENOTES SURVEY MONUMENT FOUND |
| ○ | DENOTES SURVEY MONUMENT PLANTED |
| ⊕HCM | DENOTES HORIZONTAL CONTROL MONUMENT |
| SIB | DENOTES STANDARD IRON BAR |
| SSIB | DENOTES SHORT STANDARD IRON BAR |
| IB | DENOTES IRON BAR |
| CP | DENOTES CONCRETE PIN |
| CC | DENOTES CUT CROSS |
| (M) | DENOTES MEASURED |
| (S) | DENOTES SET |
| (OU) | DENOTES ORIGIN UNKNOWN |
| (WIT) | DENOTES WITNESS |
| (RP) | DENOTES REGISTERED PLAN 2404 |
| (RP1) | DENOTES PLAN 65M-2455 |
| (P) | DENOTES ABANDONMENT PLAN 8268 |
| (P1) | DENOTES PLAN 65R-13283 |
| (P2) | DENOTES PLAN 65R-28414 |
| (P3) | DENOTES PLAN 65R-29180 |
| (P4) | DENOTES SURVEYOR'S REAL PROPERTY REPORT BY SALNA SURVEYING O.L.S. DATED MAY 10, 2012 |
| (P5) | DENOTES UNDEPOSITED REFERENCE PLAN BY SCHAEFFER DZALDOV BENNETT LTD. O.L.S. DATED 2015 (JOB No. 13-081-02) |
| (P6) | DENOTES PLAN 65R-14330 |
| (1370) | DENOTES KRCMAR SURVEYORS LTD., O.L.S. |
| (1318) | DENOTES JOSEPH RADY-PENTEK LTD., O.L.S. |
| (1349) | DENOTES D. FAZIO, O.L.S. |
| (1264) | DENOTES G. RENTIS, O.L.S. |
| (921) | DENOTES P. SALNA, O.L.S. |
| BF | DENOTES BOARD FENCE |
| CLF | DENOTES CHAIN LINK FENCE |
| CRW | DENOTES CHAIN LINK FENCE |
| CF | DENOTES TIE TAKEN TO CONCRETE FOUNDATION |
| NF | DENOTES NO FENCE |

## INTEGRATION DATA

### 6° UTM ZONE 17 COORDINATES

NAD 27, 1974 ADJUSTMENT (CENTRAL MERIDIAN 81°00' WEST LONGITUDE)

THE UTM COORDINATES LISTED BELOW ARE TO URBAN ACCURACY AND COMPLY WITH SUBSECTION 14(2) OF ONTARIO REGULATION 216/10 FILED UNDER THE SURVEYORS ACT.

| SPECIFIED CONTROL POINTS | | |
|---|---|---|
| MONUMENT ID. | NORTHING | EASTING |
| HCM 95038 | 4 860 305.100 | 624 292.428 |
| HCM 95043 | 4 861 194.506 | 623 833.471 |

| REFERENCE POINTS | | |
|---|---|---|
| POINT | NORTHING | EASTING |
| 1 | 4 860 419.90 | 624 675.51 |
| 2 | 4 860 470.93 | 624 660.26 |
| 3 | 4 860 526.45 | 624 682.15 |
| 4 | 4 860 539.32 | 624 718.00 |
| 5 | 4 860 440.26 | 624 747.57 |
| 6 | 4 860 430.65 | 624 711.37 |

COORDINATE VALUES SHOWN ARE FOR GEOGRAPHIC INFORMATION SYSTEM INTEGRATION ONLY. COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.172**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Engineering**

**Subject:** **Richmond Hill Jefferson Forest Inc.**
**ASSUMPTION OF MUNICIPAL SERVICES**
**PLAN 65M-4168, 19T-99021 Phase 1**
**TOWN FILE NO: D03-99021 Phase 1 (SRPRS.17.172)**

## Purpose:

To assume the internal and external aboveground and belowground municipal services as well as the related right-of-way associated with Subdivision File 19T-99021 Phase 1, known as Richmond Hill Jefferson Forest Inc., and to establish lands as public highway.

## Recommendation(s):

a) That the assumption of the aboveground and belowground municipal services within Plan 65M-4168, (Subdivision File 19T-99021 Phase 1 ), be approved;

b) That Hunting Ridges Drive, Bush Ridges Drive and Shadow Falls Drive within Plan 65M-4168, be assumed as public highway;

c) That the assumption of the external aboveground municipal services within the Hunting Ridges Drive, Bush Ridges Drive and Shadow Falls Drive road allowances within Plan 65M-3602, be approved;

d) That the assumption of the external aboveground and belowground municipal services within the Glen Meadow Lane road allowance within Plan 65M-2217, be approved;

e) That the assumption of the external belowground municipal services within easements in Plan 65M-4192, being Parts 1 and 2 of Plan 65R-31836, be approved; and

f) That 0.3m reserve Blocks 514, 515 and 516 within Plan 65M-3602 be established as public highway, becoming part of Shadow Falls Drive, Bush Ridges Avenue and Hunting Ridges Drive; respectively.

## Contact Person:

Erik Loorand, Programs Coordinator Subdivisions, Extension 905-747-6357 and/or Jeff Walters, Manager of Storm Water and Subdivisions, Extension 905-747-6380.

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Background:

The subject lands are located within Subdivision File 19T-99021 Phase 1 and are known as Richmond Hill Jefferson Forest Inc. The subdivision is located north of 19th Avenue and east of Yonge Street as indicated on Map 1.

Internal aboveground and belowground services have been constructed within Plan 65M-4168 as part of this Subdivision. External municipal services have also been constructed within the adjoining Plan 65M-3602 within the Hunting Ridges Drive, Bush Ridges Avenue and Shadow Falls Drive; within Glen Meadows Drive on Plan 65M-2217; as well as within easements within the lands to the south being part of Plan 65M-4192.

The developer has requested that the internal aboveground and belowground services associated within Plan 65M-4168 for Subdivision File 19T-99021 Phase 1 and the related external aboveground and belowground services located within the Plan 65M-3602, Plan 65M-2217, and Plan 65M-4192 be assumed by the Town.

Based on fulfillment of the conditions from the subdivision agreement as summarized in Appendix A, staff recommends assumption of internal and external aboveground and belowground services and that the Hunting Ridges Drive, Bush Ridges Drive and Shadow Falls Drive right-of-ways within Plan 65M-4168 be assumed as public highways.

Town staff also recommends that the 0.3m reserve Blocks 514, 515 and 516 within Plan 65M-3602 be established as public highway.

## Financial/Staffing/Other Implications:

Upon assumption, the Town will be responsible for the maintenance and operation of above and belowground infrastructure within the subject lands. The annual maintenance cost is estimated to be $17,712.00.

It is recommended that the Public Works Operations operating budget be increased annually during the next budget process to reflect these additional costs.

## Relationship to the Strategic Plan:

Assumption of municipal services demonstrates our responsibility to provide wise management of our resources.

## Conclusion:

Based on the above, staff recommends assumption of the internal and external aboveground and belowground municipal services associated with 19T-99021 Phase 1 as outlined in this report and that the related reserve blocks within Plan 65M-3602 be established as public highway.

## Attachments: Appendix Contents and Maps:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A, List of Fulfilled Subdivision Agreement Sections
- Map 1, Location Map

# Appendix A

## Section A.23 – As-Built Drawings

Schaeffer & Associates Ltd., consulting engineers to the owner, has submitted a complete set of as-built engineering drawings for the services to be assumed. These drawings have been certified by the engineer who supervised the construction and have been reviewed by EIS - Design section on October 3, 2016.

## Section A.24 – Consulting Engineer's Certificate

Schaeffer & Associates Ltd. has provided a certificate stating that the services have been completed in general conformance with the approved drawings. Final inspection of the municipal services was carried out and completed as of January 4, 2017, with the Town's inspection staff. Accordingly, services have been constructed to Town's standards.

## Section A.26 – Letter from Ontario Land Surveyor

Schaeffer Dzaldov Bennett Ltd., Ontario Land Surveyors, has provided a letter certifying that all standard iron bars (SIB's) as shown on the registered plan have been reinstated.

## Section A.27 – Letter of Credit

| | |
|---|---|
| Current Servicing Letter of Credit: | $711,300.000 |
| Letter of Credit retained upon Assumption (15% cost of works) | $355,650.00 |

This letter of credit will remain in place for the duration of the maintenance period which is 24 months from the date of the assumption bylaw.

## Section A.28 – Statutory Declaration

Statutory Declarations have been received from Richmond Hill Jefferson Forest Inc., , their consultant Schaeffer & Associates Ltd., and their contractor Tacc Construction Ltd. These declarations state that all accounts relating to the installation of services within Plan 65M-4318 for subdivision file 19T-99021 Phase 1 has been paid in full.

## Section A.29 – House Construction

Houses have been constructed on 100% of the lots, satisfying the 80% minimum requirement allowing assumption to proceed.

MAP1 SRPRS.17.172.

ASSUMPTION OF MUNICIPAL SERVICES

PLAN 65M- 4168 19T-99021 PHASE 1

# PLAN 65M-4168

## 19T-99021 Phase 1

JEFFERSON FOREST

ROCKING HORSE RANCH

TRCA NATURAL AREA

TRH NATURAL AREA

SUMMIT TRAIL DRIVE

BAYVIEW AVENUE

BUSH RIDGES AVENUE

GLEN MEADOW LANE

JEFFERSON FOREST DRIVE

RIDING MOUNTAIN DRIVE

WOLF TRAIL CRESCENT

POPLAR FOREST PARKETTE

MARBLE BRIDGE DRIVE

MISTY WELL DRIVE

RAVINE EDGE DRIVE

LAUREN BETH DRIVE

SHADOW FALLS DRIVE

MAGDALAN CRESCENT

MANCINI CRESCENT

WALKWAY

SWMF 10-3

SWMF 10-4

SWMF 11-1

SNAKES & LADDERS PARK

KEY PLAN

WARD 1

WARD 2

WARD 3

WARD 4

WARD 5

WARD 6

N

0 25 50 100 Meters

Disclaimer

This information is provided as a public resource of general information by the Town of Richmond Hill. The information is provided for convenience only, and the Town of Richmond Hill disclaims any responsibility for content, accuracy, currency or completeness. This is not a plan of survey.

Richmond Hill

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Date: 10/12/2017

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.171**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Planning**

**Subject:** **Request for Approval – Zoning By-law Amendment and Draft Plan of Subdivision Applications – 2484508 Ontario Limited – Town File Nos. D02-16021 and D03-16007 (SRPRS.17.171)**

## Owner:

2484508 Ontario Limited
9-110 West Beaver Creek Road
Richmond Hill, Ontario
L4B 1J9

## Agent:

KLM Planning Partners Inc.
64 Jardin Drive, Suite 1B
Vaughan, Ontario
L4K 3P3

## Location:

Legal Description: Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133
Municipal Addresses: 13215 and 13223 Bathurst Street and 10 Portage Avenue

## Purpose:

A request for approval concerning proposed Zoning By-law Amendment and Draft Plan of Subdivision applications to facilitate the construction of a residential development comprised of five (5) single detached dwelling lots on the subject lands.

## Recommendations:

**That the Zoning By-law Amendment and draft Plan of Subdivision applications submitted by 2484508 Ontario Limited for lands known as Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133 (Municipal Addresses: 13215 and 13223 Bathurst Street and 10 Portage Avenue) Town File Nos. D02-16021 and D03-16007 (19T(R)-16007), be approved subject to the following:**

**a) That Council draft approve the Plan of Subdivision as depicted on Map 6 to Staff Report SRPRS.17.171, subject to the conditions as set out in Appendix "B";**

**b) That Council approve the draft Zoning By-law as set out in Appendix "C" to Staff Report SRPRS.17.171 and that said by-law be brought forward to a regular meeting of Council for consideration and enactment;**

**c) That Council resolve to accept cash-in-lieu of parkland dedication for the subject development proposal;**

**d) That Council approve the Site Plan Control By-law as set out in Appendix "D" to Staff Report SRPRS.17.171 to implement the applicant's sustainability commitments and that said by-law be brought forward to a regular meeting of Council for consideration and enactment; and,**

**e) That servicing capacity for a maximum of two (2) new single detached dwelling lots (7.02 persons population equivalent) be allocated to the subject lands.**

## Contact Person:

Katherine Faria, Planner II, Subdivisions, phone number 905-771-5543 and/or
Denis Beaulieu, Manager of Development, Subdivisions, phone number 905-771-2540

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

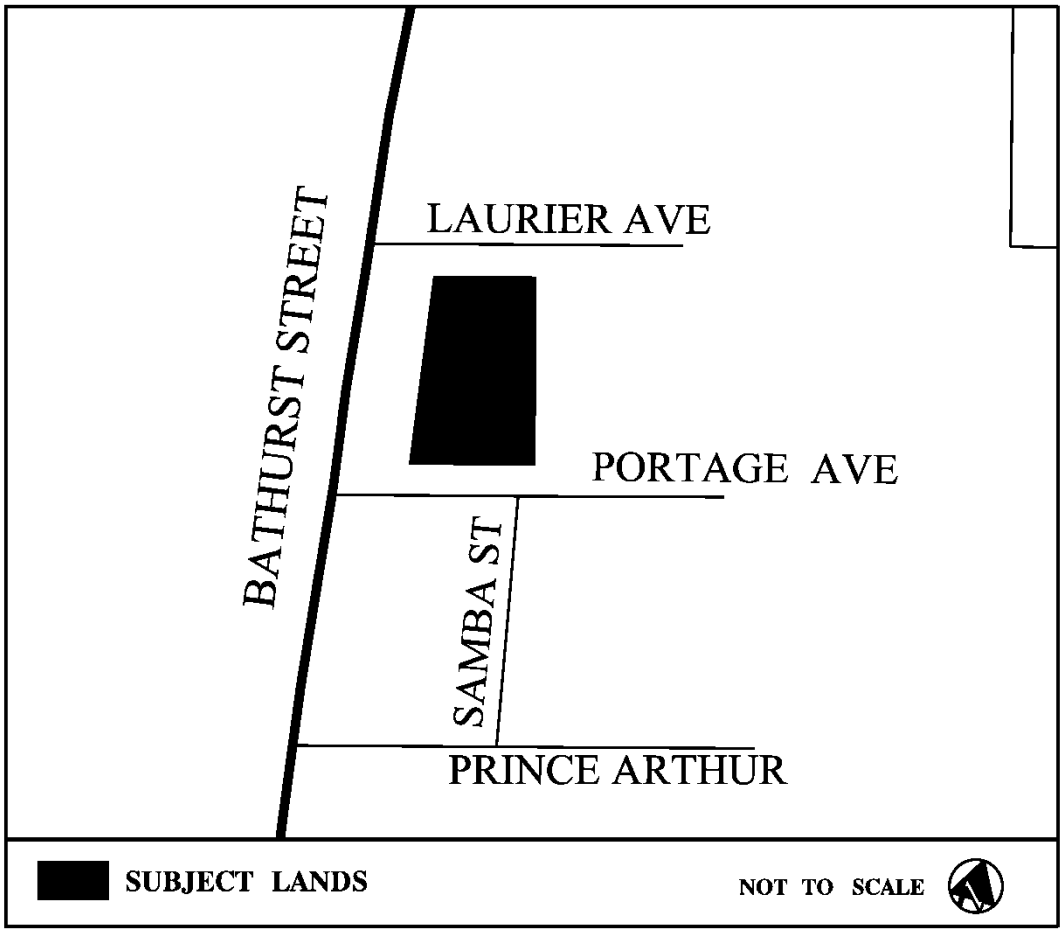
**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Location Map

Below is a map displaying the property location. Should you require an alternative format call person listed under “Contact” above.



## Background Information

The subject Zoning By-law Amendment and draft Plan of Subdivision applications were received on September 1, 2016 and deemed complete by the Town on September 19, 2016. The applications were subsequently circulated to relevant Town departments and external agencies for review and comment.

A Council Public Meeting was held on January 25, 2017 in accordance with the statutory Public Meeting requirements of the *Planning Act* (refer to Appendix "A"). Council received Staff Report SRPRS.17.009 for information purposes and directed that all comments be referred back to staff.

It should be noted that no concerns were raised by Council or members of the public at the statutory Council Public Meeting and all matters raised through the initial review of the applicant's development proposal have been addressed by the applicant to the satisfaction of Town staff. In this regard, the purpose of this report is to seek Council's approval of the applicant's Zoning By-law Amendment and draft Plan of Subdivision applications in accordance with the recommendations as set out in Staff Report SRPRS.17.171.

## Summary Analysis

Further information in regards to site location is as follows:

### Site Location and Adjacent Uses

The subject lands are located on the east side of Bathurst Street, north of King Road between Portage Avenue and Laurier Avenue. The lands have a total combined area of approximately 0.226 hectares (0.558 acres) and currently support three existing single detached dwellings. The lands abut low-density residential uses to the east, Laurier Avenue to the north, Bathurst Street to the west, and Portage Avenue to the south (refer to Maps 1 and 2).

## Development Proposal

The applicant is seeking Council's approval of its Zoning By-law Amendment and draft Plan of Subdivision applications to facilitate the creation of five (5) single detached dwelling lots on its land holdings. The following summary outlines the pertinent statistics of the applicant's development proposal based on the plans and drawings submitted to the Town:

- **Lot Area:** 0.226 hectares (0.558 acres)
- **Residential Lot Area:** 0.205 hectares (0.506 acres)
- **Road Widening/Daylighting Block Area:** 0.021 hectares (0.052 acres)
- **Number of Residential Lots:** 5 single detached dwelling lots
- **Building Heights:** 2 storeys
- **Site Density:** 22.12 units per hectare (8.96 units per acre)

## Planning Analysis

It should be noted that the proposal is in conformity with all relevant policies found in the following documents:

### Town of Richmond Hill Official Plan (2010)

The subject lands are designated **Neighbourhood** in accordance with Schedule A2-Land Use of the Town's Official Plan (refer to Map 3). Uses permitted within the **Neighbourhood** designation include primarily low-density residential uses and medium-density residential uses, neighbourhood commercial and community uses, parks and open spaces, and automotive service commercial uses subject to specific policy criteria as defined in Chapter 4 of the Town's Official Plan. Development within the **Neighbourhood** designation shall have a maximum building height of 4 storeys on an arterial street and a maximum of 3 storeys in all other areas. In accordance with Section 4.9.2, development shall be compatible with the character of the adjacent and surrounding areas with respect to the predominant building forms and types, massing, general pattern of streets, blocks, lots and lanes, landscaped areas and treatments, and the general pattern of yard setbacks.

The subject lands are situated within the boundaries of the Hughey West Infill Plan Study Area in accordance with Policy 4.9.1.1.1 (L) of the Town's Official Plan. In accordance with Section 4.9.1.1.3, development within a priority infill area shall be subject to the applicable Infill Study and shall be evaluated on the basis of conformity with the design and infill guidelines approved by Council for that area.

The subject lands are located on the Oak Ridges Moraine and are located within the **Settlement Area** of the *Oak Ridges Moraine Conservation Plan*. In accordance with Policy 3.2.1.1(18) of the Town's Official Plan, all uses including the creation of new lots which are otherwise permitted under the Town's Official Plan shall be permitted within the **Settlement Area**. It should be noted that no key natural heritage features or hydrologically sensitive features have been identified on or adjacent to the subject lands.

### Hughey West Infill Study (2007)

The subject lands are situated within the boundaries for the Hughey West Infill Study ("Study") endorsed by Council in 2007 (refer to Map 5). The Study was prepared as an update to the Bathurst Street Neighbourhood Infill Study ("Bathurst Study") approved in 1998. The primary objectives of the Study seek to build upon the recommendations of the Bathurst Study, while providing more comprehensive direction for the future development of the neighbourhood. Approved development within the neighbourhood reflects a range of housing typologies, including single detached dwellings, semi-detached dwellings, and both condominium and street townhouse units.

Among the recommendations of the Study is the closure of a number of existing Bathurst Street entrances, including Prince Arthur Avenue, Laurier Avenue, and Lowther Avenue ("interior" streets). Portage Avenue and Madison Avenue are to remain

open as “entrance” streets that in addition to the extension of Verdi Road to Bathurst Street, will serve as permanent access routes into the neighbourhood.

Infill development comprising single detached dwellings is generally supported by the Study for both entrance and interior streets. In this regard, the Study recommends minimum lot frontages of 12.0 metres (39.37 feet) and 10.5 metres (34.45 feet) for single lots on entrance streets and interior streets, respectively. The purpose of these guidelines is to restrict the number of driveways in proximity to the Bathurst Street entrances as it relates to street parking and streetscape considerations. In addition, the Study contains Urban Design Guidelines that provide direction for the architectural design and treatment of individual units.

The proposed development contemplates the establishment of five single detached dwelling lots, whereby Lots 1 and 2 are to have frontage on Laurier Avenue (an “interior” street) and Lots 3 to 5 are to have frontage on Portage Avenue (an “entrance” street). In this regard, the proposed Laurier Avenue building lots conform to the guidelines of the Study with respect to minimum lot frontage. Lot frontages of 11.6 metres (38.06 feet) are proposed with respect to Lots 3 and 4, which is less than the recommended minimum lot frontage of 12.0 metres (39.37 feet) for entrance streets.

It was noted through the review of the applicant’s initial submission that the proposed lot frontages of 11.6 metres (38.06 feet) do not meet the minimum lot frontages for lots on entrance streets as stipulated within the Study. Notwithstanding the above, a comprehensive review of the development proposal has been completed and Town staff is satisfied that the reduction in lot frontage to 11.6 metres (38.06 feet) is appropriate in consideration of the site location, number of proposed building lots, and established built form along Portage Avenue and within the larger area. In this regard, the proposed land use and lot fabric is considered to be generally in keeping with the objectives of the Study. It should be further noted that the specific design of the proposed dwellings will be addressed as part of the Architectural Design Control process, as per the recommended conditions of draft approval as set out in Appendix “B”.

**Proposed Zoning By-Law Amendment**

The subject lands are presently zoned under former Township of King By-law 986, as amended, which contains general land use provisions in the absence of specific land use categories (refer to Map 4). In this regard, the applicant is seeking Council’s approval to rezone the subject lands to **Single Detached Three (R3) Zone** and **Single Detached Four (R4) Zone** under By-law 313-96, as amended, to facilitate the proposed development on the subject lands. Site-specific development standards are proposed with respect to minimum lot area, minimum lot frontage, minimum yard to Bathurst Street, minimum rear yard, minimum yard to the daylighting triangle at Bathurst Street, and maximum lot coverage.

The following table provides a summary of the applicable development standards within the **Single Detached Three (R3) Zone** and **Single Detached Four (R4) Zone** under By-law 313-96, as amended, including site-specific provisions proposed by the

applicant. Where no site-specific provision has been proposed, the standard provisions of By-law 313-96, as amended will apply to the proposed development ("Standard"):

| Statistic | Permitted Standards (R3) Zone | Permitted Standards (R4) Zone | Proposed Site-Specific Provisions (R3) Zone | Proposed Site-Specific Provisions (R4) Zone |
|---|---|---|---|---|
| Minimum Lot Area (Corner) | 415.0 square metres (4,467.02 square feet) | 465.0 square metres (5,005.22 square feet) | Standard | Standard |
| Minimum Lot Area (Interior) | 350.0 square metres (3,767.37 square feet) | 400.0 square metres (4,305.56 square feet) | **345.0 square metres (3,713.55 square feet)** | **370.0 square metres (3,982.65 square feet)** |
| Minimum Lot Frontage (Corner) | 12.5 metres (41.01 feet) | 14.0 metres (45.93 feet) | Standard | Standard |
| Minimum Lot Frontage (Interior) | 10.5 metres (34.45 feet) | 12.0 metres (39.37 feet) | **11.6 metres (38.06 feet)** | Standard |
| Maximum Lot Coverage | 40% | 40% | **47% (Interior lots only)** | **41%** |
| Minimum Front Yard | 4.5 metres (14.76 feet) | 4.5 metres (14.76 feet) | Standard | Standard |
| Minimum Side Yard | 1.5 metres (4.92 feet)* | 1.5 metres (4.92 feet)* | Standard | Standard |
| Minimum Yard to Bathurst Street | 6.2 metres (20.34 feet) | 6.2 metres (20.34 feet) | **5.8 metres (19.03 feet)** | **5.8 metres (19.03 feet)** |
| Minimum Rear Yard | 7.5 metres (24.61 feet) | 7.5 metres (24.61 feet) | **6.0 metres (19.69 feet)** | **6.0 metres (19.69 feet)** |
| Minimum Yard to Daylighting Triangle | 0.6 metres (1.97 feet) | 0.6 metres (1.97 feet) | **1.75 metres (5.74 feet), at Bathurst Street** | Standard |
| Maximum Dwelling Height | 11.0 metres (36.09 feet) | 11.0 metres (36.09 feet) | Standard | Standard |
| ***Side yard may be reduced subject to additional criteria in accordance with By-law 313-96, as amended | | | | |

The applicant's initial request contemplated a rezoning of the subject lands to **Single Detached Two (R2) Zone** and **Single Detached Four (R4) Zone** under By-law 313-96, as amended. In addition, minimum yards of 4.4 metres (14.44 feet) and 3.5 metres (11.48 feet) were proposed to Bathurst Street for the proposed lots on Portage Avenue and Laurier Avenue, respectively.

In response to concerns raised on the initial submission with respect to the minimum setback to Bathurst Street, the applicant revised the development proposal to provide for a minimum setback to Bathurst Street of 5.8 metres (19.03 feet), a minimum rear yard of 6.0 metres (19.69 feet) and reduced lot areas for the proposed interior lots. The proposed zoning categories were also revised from **Single Detached Two (R2) Zone**

and **Single Detached Four (R4) Zone** to **Single Detached Three (R3) Zone** and **Single Detached Four (R4) Zone** under By-law 313-96, as amended to more closely align the proposed lot frontages on Portage Avenue with the standard provisions of By-law 313-96, as amended. Planning staff has reviewed the revised proposal and concludes that the proposed zoning categories and the site-specific provisions are appropriate and generally compatible with established development patterns in the neighbourhood.

### Draft Plan of Subdivision Application

The applicant's development proposal contemplates the creation of five (5) single detached dwelling lots on the subject lands (refer to Map 6). In this regard, Lots 1 and 2 are proposed on Laurier Avenue having lot frontages of 18.2 metres (59.71 feet) and 16.3 metres (53.48 feet), respectively. The proposed corner lot on Portage Avenue (Lot 5) reflects a lot frontage of 14.8 metres (48.56 feet) and lot frontages of 11.6 metres (38.06 feet) are proposed for the interior lots (Lots 3 and 4) on this street. A road widening block (Block 7) is proposed adjacent to Laurier Avenue in order to facilitate its future closure, as contemplated in the Hughey West Infill Study (2007). In addition, a 9.0 by 9.0 metre daylighting triangle block (Block 6) is depicted on the draft Plan of Subdivision at the intersection of Bathurst Street and Portage Avenue.

### Department and External Agency Comments

#### Development Planning Division

Following a comprehensive review of the applicant's request, Planning staff recommends approval of the proposed Zoning By-law Amendment and draft Plan of Subdivision applications on the basis of the following:

- the proposed low-density development is permitted within the **Neighbourhood** designation of the Town's Official Plan;
- the subject lands are situated within a Priority Infill Area identified pursuant to Section 4.9.1.1.1 (L) of the Town's Official Plan and are subject to the Hughey West Infill Study ("Study"). Planning staff is satisfied that the applicant's development proposal meets the general intent and objectives of the Study;
- the Study contemplates the closure of the Bathurst Street access to Laurier Avenue. In this regard, the proposed draft Plan of Subdivision incorporates a road widening block to facilitate the future access closure and construction of a cul-de-sac;
- the proposed site-specific development standards are considered appropriate for the orderly development of the subject lands and are compatible with the character of the area; and,
- the proposed lot pattern is generally in keeping with the established patterns of development occurring within the neighbourhood and represents good planning.

#### Development Engineering Division

Development Engineering staff has reviewed the applicant's development proposal and has provided conditions of approval for the proposed draft Plan of Subdivision. Development Engineering staff has also provided comments to be addressed at the

detailed design stage with respect to the urbanization of street frontages, storm drainage system, overland flow, and the future closure of the Laurier Avenue/Bathurst Street access.

### Parks and Natural Heritage Planning Section

Parks Planning and Natural Heritage staff has reviewed the applicant's development proposal and has provided comments with respect to tree preservation, landscape requirements, and minimum front yard landscaping. Parks staff has advised that there are no further comments on the proposal and has provided conditions of approval for the proposed draft Plan of Subdivision. It should be noted that cash-in-lieu of parkland dedication is recommended as the subject lands generate less than 500 square metres of parkland dedication in accordance with Town policies and are located within walking distance of the existing Temperanceville Park.

### Toronto and Region Conservation Authority

The Toronto and Region Conservation Authority (TRCA) has reviewed the applicant's request and has advised that the Credit Valley, Toronto and Region and Central Lake Ontario (CTC) Source Protection Plan applies to the proposed development. In this regard, TRCA staff has provided comments on the Functional Servicing and Stormwater Management Report with respect to water balance requirements. Following a review of subsequent submissions, TRCA staff has confirmed that there no further concerns with respect to the development proposal and, as such, has not provided any conditions of approval.

### Regional Municipality of York

York Region staff has reviewed the applicant's request and has provided general comments with respect to CTC Source Protection Plan requirements, existing transit infrastructure, and servicing. York Region has confirmed no objections to the proposal and has provided conditions of approval for the proposed draft Plan of Subdivision.

### Other Departments/External Agencies

Comments have been received from the Town's Community Services Department, the Finance Department, the Fire and Emergency Services Department, the Building Services Division (Zoning), the Urban Design and Heritage Section, Enbridge Gas Distribution, Hydro One, Powerstream, Rogers Cable, and York Catholic District School Board. These Town departments and external agencies have no objections to the applications and/or have provided conditions of approval.

## Interim Growth Management Strategy

Council has approved and implemented a comprehensive strategy comprised of eight growth management criteria as a means of assessing and prioritizing development applications for the receipt of servicing allocation. The criteria are as follows:

1. Providing community benefits and completion of required key infrastructure.
2. Developments that have a mix of uses to provide for live-work relationships.
3. Developments that enhance the vitality of the Downtown Core.

4. Higher-order transit supportive development.
5. Developments that represent sustainable and innovative community and building design.
6. Completion of communities.
7. Small scale infill development.
8. Opportunities to provide affordable housing.

As part of the review of the above noted Interim Growth Management Strategy (IGMS) Criteria Number 5 (Sustainable and Innovative Community and Building Design), the applicant has submitted the required Sustainability Metrics Tool in support of its development proposal. Individual scores are measured for both application-based and community-based metrics.

The Metrics Tool submitted in support of the draft Plan of Subdivision application demonstrates an Overall application-based score of 22 points, which meets the approved threshold score of 21 points for plans of subdivision and therefore achieves a "good" score for this type of development (refer to Appendix "E"). In support of the noted score, the applicant is committing to build homes that will achieve a minimum of 15% greater energy efficient than prescribed in the Ontario Building Code, or equivalent. In addition, the applicant is committing to install LED lighting on exterior fixtures and to shield all exterior lighting greater than 1,000 lumens to prevent night sky lighting. To secure implementation of the sustainability commitments at the Building Permit stage, staff recommends that Site Plan Approval be required for the subject lands.

It should be noted that the subject lands currently support three (3) single detached dwellings. In this regard, servicing allocation will be required for two (2) additional single detached dwelling lots and a servicing credit is recommended with respect to three (3) existing dwelling units. In consideration of the above applicant's sustainability commitments, it is recommended that servicing allocation for two (2) additional single detached dwelling lots (a population equivalent of 7.02 persons) be granted with respect to the proposed draft Plan of Subdivision.

## Financial/Staffing/Other Implications

The recommendations of this report do not have any financial, staffing or other implications.

## Relationship to Strategic Plan

The proposed development is generally aligned with **Goal Two of the Town's Strategic Plan – Better Choice in Richmond Hill** by providing additional housing options within the Town. The proposal would also align with **Goal Four of the Strategic Plan – Wise Management of Resources in Richmond Hill** by committing to efficient use of available land through infill development.

## Conclusions

The applicant is seeking Council's approval of its Zoning By-law Amendment and draft Plan of Subdivision applications to facilitate the creation of five (5) single detached building lots on its land holdings. In this regard, the proposed Zoning By-law Amendment would have the effect of rezoning the subject lands in accordance with By-law 313-96, as amended, and establishing site-specific provisions for the subject lands.

The applicant has satisfactorily addressed the issues and concerns raised by circulated departments and agencies through the initial circulation of the proposal. The submitted Zoning By-law Amendment application is consistent with the *Provincial Policy Statement* and conforms to the *Growth Plan* and the York Region Official Plan. In addition to the foregoing, the proposed development maintains the general intent of the goals, objectives and policies of the Hughey West Infill Study and conforms to the policies of the Town's Official Plan. In light of the preceding, it is recommended that the applicant's Zoning By-Law Amendment and draft Plan of Subdivision applications be approved as outlined and described within this report.

## Appendix Contents and Maps:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A, Council Public Meeting Extract, dated January 25, 2017
- Appendix B, Schedule of Conditions, Draft Plan of Subdivision
- Appendix C, Draft Zoning By-law Amendment 84-17
- Appendix D, Draft Site Plan Control By-law 99-17
- Appendix E, Sustainability Metrics Summary Table
- Map 1 Aerial Photograph
- Map 2 Neighbourhood Context
- Map 3 Official Plan Designation
- Map 4 Existing Zoning
- Map 5 Hughey West Infill Study – Figure 1
- Map 6 Draft Plan of Subdivision
- Map 7 Conceptual Site Plan

**Appendix A, Council Public Meeting Extract C#01-17, January 25, 2017**

## Scheduled Business

### 3.1 Request for Comments – Zoning By-law Amendment and Draft Plan of Subdivision Applications - 2484508 Ontario Limited - Part of Lots 17 to 19 and 501, and Lots 20 to 24 and 500, Plan 133 - 13215 and 13223 Bathurst Street and 10 Portage Avenue - File Numbers D02-16021 and D03-16007 – (Staff Report SRPRS.17.009)

Katherine Faria of the Planning and Regulatory Services Department provided an overview of the proposed Zoning By-law Amendment and draft Plan of Subdivision applications to facilitate the construction of a residential development comprised of five single detached dwelling lots on the subject lands. Ms. Faria advised that staff's recommendation was that the staff report be received for information purposes only and all comments be referred back to staff.

Jennifer Maestre, KLM Planning Partners Inc., representing the applicant, reviewed the context map and the proposed draft Plan of Subdivision noting the proposed development would consist of 2 single detached units fronting onto Laurier Avenue and 3 single detached units fronting onto Portage Avenue, and Block 8 would facilitate part of the installation of a cul-de-sac on Laurier Avenue for the future closure of Laurier Avenue at Bathurst Street. She reviewed the concept plan, and explained the zoning by-law amendment application request for the arterial road setbacks, noting it was generally consistent with the existing applications to the north and south of the Bathurst Street. She advised the subject lands were located within the Hughey West Infill Study and explained the frontage reduction and site constraints for the "entrance" street of Portage Avenue. Ms. Maestre reviewed the parking accommodations, noting the variations would be minor and maintained the intent of the guidelines and would continue to be consistent with the existing development approved for the area. Ms. Maestre concluded the presentation by reviewing the concept elevations for the proposed development and advised she would be available to answer any questions.

There were no members of the public who responded to the Chair's invitation to address Council on this matter.

Moved by: Councillor Beros
Seconded by: Regional and Local Councillor Spatafora

That Staff Report SRPRS.17.009 with respect to the Zoning By-law Amendment and draft Plan of Subdivision applications submitted by 2484508 Ontario Limited for lands known as Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133 (Municipal Addresses: 13215 and 13223 Bathurst Street and 10 Portage Avenue), Town Files D02-16021 and D03-16007 be received for information purposes only and that all comments be referred back to staff.

Carried Unanimously

**Appendix B, Schedule of Conditions, Draft Plan of Subdivision**

# The Corporation of The Town of Richmond Hill

# Schedule of Conditions

# Draft Plan of Subdivision

# File 19T(R)-16007

**2484508 Ontario Limited**

**Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133**

**Town of Richmond Hill**

## Town of Richmond Hill

### Development Planning Division

1. Approval shall relate to a draft Plan of Subdivision prepared by KLM Planning Partners Inc., having Project No. P-2599, having a signed Surveyor's Certificate date of April 14, 2016 and a revision date of April 11, 2017.

2. The lands within this draft Plan of Subdivision shall be appropriately zoned by a zoning by-law which has come into effect in accordance with the provisions of the *Planning Act*.

3. Prior to final approval of the Plan, the Owner shall provide the Town with evidence in the form of an Ontario Land Surveyor Certificate that:

   a) any existing buildings or structures on the lands as of the date of final approval, are situated so as to comply with applicable zoning by-laws after registration of the plan; and,

   b) all lot frontages and lot areas within the plan conform to the applicable zoning by-law.

4. a) The road allowances included within this draft Plan of Subdivision shall be named to the satisfaction of the Town and the York Region Planning and Development Services Department. The Owner shall agree in the Subdivision Agreement that all street names shall be identified to the satisfaction of the Town prior to construction of any buildings.

   b) The Owner shall agree in the Subdivision Agreement that no building permit application will be submitted for any individual lot or block until the

Owner has submitted architectural design plans of the building facades, for all lots and/or blocks within the plan and obtained the approval of the Town through the Architectural Design Control process. Such architectural design plans shall be in accordance with Town approved Architectural Design Control Guidelines. The Owner shall agree to build in accordance with the approved plans.

5. The Owner shall enter into a Sustainable Building Design Agreement, if required to do so by the Town, to implement the sustainability components approved as part of the allocation of municipal services for the proposed development on the subject lands.

**Development Engineering Division**

6. The road allowances and road widenings included within this draft Plan of Subdivision shall be dedicated as public highways to the Town without monetary consideration and free of all charges and encumbrances.

7. Any dead ends or open sides of road allowances created by this draft Plan of Subdivision shall be terminated in 0.3 metre reserves, to be conveyed to the Town without monetary consideration and free of all charges and encumbrances.

8. a) Prior to final approval of the draft plan or any portion thereof, the owner shall enter into one or more Subdivision Agreements with the Town in order to satisfy the financial, servicing and other requirements of the Town, including the construction and installation of municipal services (including, inter alia, roads, curbs, gutters, sidewalks, watermains, sanitary sewers, storm sewers, street lights, traffic lights, street name and regulatory signs) at the owner's expense, both upon the lands within the draft plan and upon lands external thereof, provision of insurance, payment of Development Charges and prepayment of Local Improvement charges as required by the Town.

   b) The owner shall agree in the Subdivision Agreement to pay all processing fees in accordance with the Town's Tariff of Fees By-Law with respect to the subdivision of lands, and shall pay any new or additional costs or fees imposed upon the Town by the Province of Ontario or The Regional Municipality of York which relate to the lands within the draft plan and which may arise prior to the final execution of the subdivision agreement. Payment of applicable Regional, Educational and Town-wide Development Charges will be required prior to the issuance of any building permit upon the subdivision lands.

9. Prior to final approval of the draft plan or in any portion thereof, the owner shall enter into an agreement with a distributor as that term is defined in the *Electricity Act, 1998*, respecting the provisions of electric service and streetlighting.

10. Such easements as may be required for utility, municipal servicing, drainage purposes or grading/alteration (including placement or removal of fill material and retaining wall structures), shall be granted to the Town or other appropriate authority in priority to all charges and encumbrances. Such easements to be conveyed to the Town, Region, the Province or the Toronto and Region Conservation Authority shall be conveyed without monetary consideration.

11. Prior to entering into any agreement with any telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, which is to be deeded or dedicated to the Town, the Region, Her Majesty the Queen in the Right of the Province of Ontario or any other public authority, including, inter alia, land which is to be dedicated to the Town the Region, Her Majesty the Queen in the Right of the Province of Ontario as public highways, the Owner shall obtain the approval of the Town of the location of any services permitted by such agreement and the wording of the agreement.

    Wherever any agreement with a telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, and any easement which has been transferred or is to be transferred to a telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, permits or will permit the installation of aboveground services or facilities, prior to entering into the agreement or transferring such easement, the Owner shall obtain the approval of the Town of the design of such services and facilities. The Owner shall agree in the Subdivision Agreement to not construct or permit to be constructed any aboveground services or facilities inconsistent with or not in accordance with approved design drawings.

    The Owner shall agree in the Subdivision Agreement to provide evidence satisfactory to the Town that the aforesaid restrictions have been complied with prior to registration of the Subdivision Agreement.

12. The Owner shall agree in the Subdivision Agreement to obtain the approval of the appropriate authority for the installation of electric, gas, telephone and telecommunication services and that the installation of those services shall be underground within the road allowances or within other appropriate easements.

13. The Owner shall permit any telephone or telecommunications service provider to locate its plant within the proposed subdivision prior to the registration provided the telephone or telecommunications services provider has executed a Municipal Access Agreement with the Town. The Owner shall ensure that any such provider will be permitted to install its plant so as to permit connection to individual dwelling units within the subdivision as and when each dwelling unit is

constructed. The Owner shall agree to the foregoing in the Subdivision Agreement.

14. Public highways shall be designed in accordance with the Town's standards for road and intersection design, temporary turning circles, daylighting triangles, and 0.3 metre reserves. For public highways designated as local roads, curb radii shall be designed to provide a 9.5 metre pavement width within the horizontal curve at all changes in horizontal alignment between 60 to 90 degrees.

15. The Owner shall agree in the Subdivision Agreement that construction access shall be provided only in a location approved by the Town and the Regional Transportation Department.

16. The Owner shall agree in the Subdivision Agreement that all portions of public highways which are not paved and all drainage swales on public or private property shall be graded and sodded in accordance with the standards of the Town.

17. The Owner shall agree in the Subdivision Agreement to grade and seed all undeveloped lands within the plan, other than conservation lands, and to maintain, to the satisfaction of the Town, all undeveloped lands within the plan.

18. The Owner shall agree in the Subdivision Agreement that maintenance of any retaining walls constructed within this draft Plan of Subdivision shall be the responsibility of the owner, and of subsequent owners. Retaining walls shall not be constructed upon lands to be transferred to the Town, unless otherwise approved by the Commissioner.

19. Prior to final approval, a soils report with respect to the sufficiency and adequacy of the soil within the draft plan to sustain the municipal services and buildings and other structures to be constructed within the draft plan shall be submitted to the Town for review and approval.

20. The Owner shall provide to the Town, engineering drawings for, and shall agree in the Subdivision Agreement to install, to the satisfaction of the Town, watermains, sanitary sewage works, storm sewage works, adequate pavement width for roadways, curbs, gutters, sidewalks, street lighting, traffic signals, regulatory signs, street name signs, and any other services or facilities as required. The Owner shall not connect any watermain or sewer to existing municipal systems without the written approval of the Town. All lands to be conveyed to the Town for open space purposes and all easements shall be shown on the engineering drawings. The Owner shall obtain the approval of the Region and/or the Ministry of the Environment, by way of certificate of approval, for the installation of watermains, sanitary sewage works, and storm sewage works.

Further, the Owner shall agree in the Subdivision Agreement that the plan or any portion thereof shall not be granted final approval and registered until:

a) adequate sanitary sewage is available as determined by the Town and has been allocated, by the Town, to the plan; and,

b) adequate water supply capacity is available, as determined by the Town, and has been allocated, by the Town, to the plan

And further, the Owner shall agree in the Subdivision Agreement that the Owner shall save harmless the Town and the Regional Municipality of York from any claim or action as a result of water or sanitary sewer service not being available when anticipated.

21. The Owner shall agree in the Subdivision Agreement that the sanitary and storm sewers shall be connected and drained to outlets approved by the Ministry of the Environment, the Region of York, the Town of Richmond Hill and where applicable, the Toronto and Region Conservation Authority.

22. The Owner shall agree in the Subdivision Agreement that the water distribution system for this draft Plan of Subdivision shall be looped within this draft Plan of Subdivision and with the existing watermain system on the periphery of this draft Plan of Subdivision as necessary, and that allowance shall be made for the future servicing of parcels of land abutting this draft Plan of Subdivision as required by the Town.

23. The Plan of Subdivision or any portion thereof shall not be given final approval for registration until such time as storm and sanitary sewer outlets, water distribution systems, and site access via local and collector road systems are available or other arrangements satisfactory to the Town have been made.

24. The Owner shall agree in the Subdivision Agreement that no building permits will be applied for or issued for any individual lot or block until the Owner has submitted an individual house siting and grading plan and obtained the approval of the Town for such individual lot or block plan showing inter alia, the driveway location(s) within the road allowance and the building(s) on the lot. The Owner shall agree to build in accordance with the approved plan.

25. The pattern of streets and the layout of reserve blocks within this draft Plan of Subdivision shall be designed to align precisely with the pattern and layout for existing plans or any adjoining proposed Plan of Subdivision.

26. The Owner shall agree in the Subdivision Agreement:

a) to be responsible for the proper drainage within this draft Plan of Subdivision and the effect of such drainage on all lands abutting this draft plan;

b) that all lot and block grading plans shall be prepared by the engineer for the owner in accordance with the Town's Design Criteria and Design Standards and to provide individual lot grading plans for each lot on the plan prior to the issuance of building permits;

c) that for the purpose of preparation of the overall lot and/or block grading plans and the individual lot grading plans, the owner shall comply with the Town policy with respect to usable yard criteria;

d) to develop the lands within the plan in accordance with the approved grading plans and individual lot grading plans; and,

e) that the overall lot and/or block grading plans and the individual lot grading plans shall reflect the Tree Inventory and Management Plan and shall minimize grade changes in areas of trees to be retained.

27. The Owner(s) shall agree in the Subdivision Agreement to provide the Town with digital copies of the draft and final Plan of Subdivision and all reference plans in accordance with the Town's digital submission requirements. These plans shall be tied to horizontal control at a minimum of three (3) locations at the extreme corners of the plan. The Owner(s) shall agree in the subdivision agreement to provide as built engineering drawings (including tributary areas drawings), in accordance with the digital and hard copy submission requirements specified in Town Standards and shall include the database required to satisfy the Town's Infrastructure Management System.

28. The Owner(s) shall contribute towards the cost of supplying and installing horizontal and vertical control and certification by an Ontario Land Surveyor as part of the Town's survey monumentation program.

29. Prior to final approval of the draft plan or any portion thereof, arrangements satisfactory to the Town shall be in place to provide for the following community services (at a time and with securities satisfactory to the Town and with the conveyance of the necessary lands or easements for the community services to the Town at a time satisfactory to it), which community services are in accordance with, or necessarily incidental to the Functional Servicing Plan (FSP) for Area D of OPA 129 and the Functional Servicing and Stormwater Management Report (FSSWMR):

a) Construction of the piped water supply system and appurtenances external to the draft plan, including upgrades to the existing system, for the pressure district servicing the draft plan (to the satisfaction of the Region as well as the Town) and construction of the piped water supply system to service the draft plan, all as outlined in the (FSP or FSSWMR);

b) Construction of the sanitary sewer system and appurtenances external to the draft plan to an established outlet and construction of sanitary sewers

and appurtenances to service the draft plan, all as outlined in the (FSP or FSSWMR);

c) Construction of the stormwater system to service the draft plan, including Storm Water Management (SWM) Facilities as shown in the (FSP or FSSWMR) together with required outlet(s) to the existing watercourse(s) for stormwater management and municipal servicing purposes; and,

d) Conveyance of all lands external to the draft plan required for municipal servicing purposes, all as outlined in the (FSP or FSSWMR).

30. Prior to final approval of the Plan of Subdivision or any portion thereof, the Owner shall enter into one or more agreements, satisfactory to the Town, pertaining to the provision of the community services referenced in Condition 29, which said agreement(s) shall address, among other things, credits under the Development Charges Act to the satisfaction of the Town.

31. Prior to final approval of the Plan of Subdivision or any portion thereof, one or more by-laws enacted by the Town under the Development Charges Act providing for development charges for the community services referenced in Condition 29 and other community services, shall have come into force as provided for under that Act and any appeals to the said by-laws shall have been disposed of by the OMB.

32. Prior to any grading, stripping or servicing of the lands included within the draft plan, the Owner shall provide a detailed Stormwater Management Report. This report shall be completed to the satisfaction of the Commissioner of Planning and Regulatory Services and shall address:

a) the selection of stormwater management source, conveyance, low impact development and end-of pipe practices to be implemented within and external to the draft plan to address water quantity, water quality, and erosion control;

b) the protection of groundwater quality and quantity including a water balance analysis and provision of low impact development measures to maintain predevelopment groundwater recharge;

c) the stormwater management design, inspection, operation and maintenance procedures and associated costs; and,

d) erosion and sediment control measures to be implemented before stripping and grading of the subject lands to protect downstream watercourses and environmental features.

Such report(s) shall utilize as guidelines the Ministry of the Environment Stormwater Management Planning and Design Manual, and the Town of

Richmond Hill Stormwater Management Design Criteria. The Owner shall incorporate the recommendations of this report into the applicable engineering plans to be prepared for approval by the Commissioner of Planning and Regulatory Services. The Owner shall agree in the Subdivision Agreement to implement the recommendations of the Stormwater Management Report.

33. The Owner shall engage the services of a certified noise consultant to complete a noise study recommending noise control features satisfactory to the Town, the Regional Transportation and Works Department and in accordance with Ministry of the Environment and Energy noise guidelines.

34. The Owner shall agree in the Subdivision Agreement that the noise control features recommended by the study referred to in Condition 33, shall be implemented as approved. Prior to final approval of the Plan of Subdivision, a copy of the fully executed Subdivision Agreement shall be forwarded to the Regional Transportation and Works Department.

35. Where the noise study has determined that a noise level of between 55 dBA to 60 dBA will remain, despite the implementation of the recommendations of that study, the following warning clause shall be included in the registered Subdivision Agreement with respect to the lots or blocks affected:

    "Purchasers are advised that despite the inclusion of noise control features within the development area and within the individual building units, noise levels may continue to be of concern, occasionally interfering with some activities of the building occupants."

    Such clause shall be required to be included in all offers of purchase and sale for the lots or blocks affected.

36. Where the noise study has determined that noise attenuation fences will be constructed onto lots or blocks within the plan, the following warning clause shall be included in the registered Subdivision Agreement with respect to the lots or blocks affected:

    "Purchasers are advised that where noise attenuation fences are shown on the plans attached to the Subdivision Agreement with the Town (Schedule B"), it is the requirement of the Town that such noise attenuation fences be constructed on private property and that they be maintained by the individual owner of the lot(s) or block(s) to the satisfaction of the Town."

    Such clause shall be required to be included in all offers of purchase and sale for the lots or blocks affected.

**Policy Planning Division – Parks Planning and Natural Heritage Section**

37. The Owner agrees that no trees, vegetation or environmentally significant features within the draft plan shall be removed or altered without the written consent of the Town. Further, in the event that any trees, vegetation or environmentally significant features within the draft plan are removed or altered without the written consent of the Town, the Owner shall restore the lands and/or provide compensation to the municipality as required by the Town.

38. Prior to any grading, development, pre-servicing or site alteration the Owner shall submit a Tree Inventory and Preservation Plan completed consistent with the Town's guidelines for the preparation of such reports and to the satisfaction of the Town. The Owner shall agree to implement the recommendations of Tree Inventory and Preservation Plan finally approved by the Town, to pay all costs associated with implementation, to replace the loss of tree cover either through replanting and/or cash-in-lieu of planting, and provide associated securities upon request to guarantee undertaking of the work.

39. Prior to execution of the Subdivision Agreement, the Owner shall prepare and submit for approval by the Town a Landscape Plans, which will provide for:

    a) Landscaping traffic islands and circles;

    b) Boulevard/street trees;

    c) Entrance features;

    d) Any landscaping indicated in the applicants IGMS/Sustainability Metrics proposal, specifically soil volume, soil quality and tree replacement;

    e) Tree cover replacement; and,

    f) Any other specific landscaping required.

    The Owner shall agree in the Subdivision Agreement to implement the Landscape Plans as finally approved by the Town, to pay all costs associated with implementation, and to provide associated securities as requested to guarantee undertaking of the work.

40. The Owner shall agree in the Subdivision Agreement that topsoil used throughout the Plan will be fertile and consistent with Town standards. Further, the Owner shall confirm that such is the case by submitting reports and soil test results as requested by the Town. If the results of the reports and soil tests indicate that the topsoil is not fertile and/or does not meet Town standards, reports must recommend how the topsoil should be amended to meet such requirements.

41. Prior to any grading, stripping or pre-servicing of the lands, the Owner shall prepare and submit for approval by the Town, grading and servicing plans, which provide for consistency with the recommendations of the approved Tree Inventory and Preservation Plan.

42. The Owner shall agree in the Subdivision Agreement that warning clauses will be included in all agreements of purchase and sale, and that information will be provided on all community information maps and promotional sales materials, providing notice as follows:

    a) that a nearby Park Block will be developed into an active park and uses may include sports facilities, courts, play equipment, and other facilities that will attract a range park users, sports groups and spectators. Purchasers are advised that properties in the vicinity of the park may be affected by increased traffic and parking on the streets, and ambient noise and lighting from park use.

## Regional Municipality of York

43. The road allowances included within this draft plan of subdivision shall be named to the satisfaction of the Town of Richmond Hill and York Region.

44. Prior to final approval, York Region shall confirm that adequate water supply and sewage servicing capacity are available and have been allocated by the Town of Richmond Hill for the development proposed within this draft plan of subdivision or any phase thereof. Registration of the plan of subdivision shall occur in phases based on the availability of water supply and sewage servicing allocation.

45. The Owner shall agree in the Subdivision Agreement that the Owner shall save harmless York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.

46. Prior to final approval, the engineering drawing showing the layout of the watermains and sewers shall be submitted to the Infrastructure Asset Management Branch for review.

47. The Owner shall agree that any direct connection(s) to and/or the crossing(s) of a York Region water or wastewater system requires Regional approval prior to construction. Engineering drawings showing details of the connection(s) and/or crossing(s) shall be submitted to the Infrastructure Asset Management Branch for approval.

48. Prior to final approval and concurrent with the submission of the subdivision servicing application (MOE) to the area municipality, the Owner shall provide a set of engineering drawings, for any works to be constructed on or adjacent to Bathurst Street, to Development Engineering, Attention: Manager, Development Engineering, that includes the following drawings:

a) Grading and Servicing;

b) Construction Access Design;

c) Utility and underground services Location plans;

d) Traffic Control/Management Plans;

e) Erosion and Siltation Control Plans;

f) Landscaping Plans, including tree preservation, relocation and removals;

g) Requirements of York Region Transit/Viva.

49. Prior to final approval, the Owner shall submit a detailed Development Charge Credit Application to York Region, if applicable, to claim any works proposed within the York Region right-of-way. Only those works located in their ultimate location based on the next planning upgrade for this Right-of-Way will be considered eligible for credit, and any work done prior to submission without prior approval will not be eligible for credit.

50. Prior to final approval, the location and design of the construction access for the subdivision work shall be completed to the satisfaction of Development Engineering and illustrated on the Engineering Drawings.

51. Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering, that all existing driveway(s) along the Regional road frontage of this subdivision will be removed as part of the subdivision work, at no cost to York Region.

52. Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering, that elevations along the streetline shall be 0.2 metres above the centreline elevations of the York Region roadway, unless otherwise specified by Development Engineering.

53. Prior to final approval, the Owner shall submit drawings depicting the following to the satisfaction of York Region staff:

a) All existing woody vegetation within the Bathurst Street right-of-way,

b) Tree protection measures to be implemented on and off the Bathurst Street right-of-way to protect right of way vegetation to be preserved.

c) Any woody vegetation within the Bathurst Street right-of-way that is proposed to be removed or relocated. However, it is to be noted that tree removal within a York Region road right-of-way shall be avoided to the extent possible/practical. Financial or other compensation may be sought based on the value of trees proposed for removal.

d) A planting plan for all new and relocated vegetation to be planted within the Bathurst Street right-of-way is based on the following general guideline:

> Tree planting shall be undertaken in accordance with York Region standards as articulated in the Streetscaping Policy and using species from the York Region Street Tree Planting List. These documents may be obtained from the Forestry Section. If any landscaping or features other than tree planting (e.g. flower beds, shrubs) are proposed in the York Region right-of-way by the Owner or the area municipality for aesthetic purposes they must be approved by Development Engineering and shall be maintained by the area municipality with the exception of the usual grass maintenance.

e) For landscape features not maintained to York Region's satisfaction, the area municipality will be responsible for the cost of maintenance or removal undertaken by the Region.

54. Prior to final approval, the Owner shall demonstrate all local underground services will be installed within the area of the development lands and not within the Bathurst Street right-of-way. If a buffer or easement is needed to accommodate the local services adjacent to the Bathurst Street right-of-way, then the Owner shall provide a satisfactory buffer or easement to the local municipality, at no cost to the Region.

55. Prior to final approval, the Owner shall engage the services of a consultant to prepare and submit for review and approval, a noise study to the satisfaction of Development Engineering recommending noise attenuation features.

56. The Owner shall satisfy the Development Engineering Department, to implement the noise attenuation features as recommended by the noise study and to the satisfaction of Development Engineering.

57. The Owner shall satisfy the Development Engineering Department, that where berm, noise wall, window and/or oversized forced air mechanical systems are required, these features shall be certified by a professional engineer to have been installed as specified by the approved Noise Study and in conformance with the Ministry of Environment guidelines and the York Region Noise Policy.

58. The following warning clause shall be included in a registered portion of the Subdivision Agreement with respect to the lots or blocks affected:

"Purchasers are advised that despite the inclusion of noise attenuation features within the development area and within the individual building units, noise levels will continue to increase, occasionally interfering with some activities of the building's occupants."

59. Where noise attenuation features will abut a York Region right-of-way, the Owner shall agree in the Subdivision Agreement, in wording satisfactory to York Region's Development Engineering, as follows:

    a) That no part of any noise attenuation feature shall be constructed on or within the Bathurst Street right-of-way;

    b) That noise fences adjacent to York Region roads may be constructed on the private side of the ultimate right-of-way and may be a maximum 2.5 metres in height, subject to the area municipality's concurrence;

    c) That maintenance of the noise barriers and fences bordering on a York Region right-of-way shall not be the responsibility of York Region.

60. Prior to final approval, the Owner shall agree that the following lands will be conveyed to York Region for public highway purposes, free of all costs and encumbrances, to the satisfaction of York Region Solicitor:

    a) A widening across the full frontage of the site where it abuts Bathurst Street of sufficient width to provide a minimum of 18.0 metres from the centreline of construction of Bathurst Street; and,

    b) A 9.0 metre by 9.0 metre daylight triangle at the northeast corner of Bathurst Street and Portage Avenue, as measured from the ultimate widening of Bathurst Street and Portage Avenue.

61. Prior to final approval, the Owner shall provide a solicitor's certificate of title in a form satisfactory to York Region Solicitor, at no cost to York Region with respect to the conveyance of the above noted lands to York Region.

62. The Region requires the Owner to submit, in general accordance with the requirements of the Environmental Protection Act and O. Reg. 153/04 Records of Site Condition Part XV.1 of the Act (as amended) ("O. Reg. 153/04"), a Phase 1 environmental site assessment ("Phase 1 ESA") of the Owner's lands that are the subject of the application, including the lands to be conveyed to the Region (the "Conveyance Lands"). The Phase 1 ESA cannot be more than 2 years old as of the actual date title to the Conveyance Lands is transferred to the Region. If the Phase 1 ESA is linked to different phases of development and there will be multiple conveyances of lands, the Phase 1 ESA prepared in respect of a specific conveyance and phase of development cannot be more than two years old as of the actual date of transfer of title to the Region. If a Phase 1 ESA is or would be more than two years old as of the actual date of transfer of title to the Region, the Phase 1 ESA will need to be either updated or a new Phase 1 ESA obtained by the Owner in accordance with the requirements of this section. The Region, at its discretion, may require further study, investigation, assessment and delineation to determine whether any remedial or other action is required regardless of the findings or conclusions of the Phase 1 ESA. Any Phase II environmental site

assessment required by or submitted to the Region must be prepared in general accordance with the requirements of O. Reg. 153/04 (as noted above). Reliance on the Phase 1 ESA and any subsequent environmental reports or other documentation prepared in respect of the environmental condition of the lands must be provided to the Region and: (i) will be addressed to "The Regional Municipality of York"; (ii) contain wording to the effect that the Region is entitled to rely on such reports or documentation in their entirety; and (iii) the terms and conditions of the reliance extended (including any wording seeking to limit liability) must be satisfactory to the Region.

63. The Owner shall also provide the Region's Development Engineering with a certified written statement from the Owner or the Owner's authorized representative that no contaminant, pollutant, waste of any nature, hazardous substance, toxic substance, dangerous goods, or other substance or material defined or regulated under applicable environmental laws is present at, on, in or under lands to be conveyed to the Region (including soils, substrata, surface water and groundwater, as applicable): (i) at the time of conveyance, at a level or concentration that exceeds the Environmental Protection Act O. Reg. 153/04 (as amended) full depth generic site condition standards applicable to the intended use of such lands by the Region or any other remediation standards published or administered by governmental authorities applicable to the intended land use; and (ii) in such a manner, condition or state, or is emanating or migrating from such lands in a way, that would contravene applicable environmental laws.

    The preparation and delivery of the Phase 1 ESA, any subsequent environmental reports, other documentation, reliance and the Owner's certified written statement shall be provided at no cost to the Region.

64. The Owner shall satisfy the Development Engineering Department that it will be responsible for decommissioning any existing wells on the owner's lands in accordance with all applicable provincial legislation and guidelines and to the satisfaction of the area municipality.

65. Prior to final approval, the Owner shall demonstrate that no direct private access is permitted onto Bathurst Street. All accesses shall be provided through local roads.

66. The Owner shall submit plans and satisfy the Regional Transportation Services Department that sidewalks will be provided, including illumination in accordance with the local municipality's or the Region's design standards, as applicable. The sidewalks shall meet the local municipality's standards, and be provided by the Owner along the subject lands' frontage onto roadways that have transit services.

    Existing YRT/Viva transit services operate on the following roadways in the vicinity of the subject lands:

- Bathurst Street

67. The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable.

## Ministry Of Culture

68. Prior to final approval, and prior to the initiation of any grading, the Owner shall carry out an archaeological assessment of the entire area within this draft plan of subdivision and shall prepare a report which will identify significant archaeological sites to the satisfaction of the Town of Richmond Hill and the Archaeology and Heritage Planning Unit of the Ministry of Culture.

69. The Owner shall agree in the Subdivision Agreement that no development or grading shall occur on any site identified as being archaeologically significant by the assessment referred to in Condition 68, until archaeological excavations of all significant sites within any phase for which final approval is sought has been carried out to the satisfaction of the Town of Richmond Hill and the Archaeology and Heritage Planning Unit of the Ministry of Culture.

## Clearance Conditions

70. The Town of Richmond Hill shall advise that Conditions 1 to 42 inclusive have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

71. The Regional Corporate Services Department shall advise that Conditions 43 to 67 inclusive have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

72. The Ministry of Culture shall advise that Conditions 68 and 69 have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

**NOTE: Where final approval for registration has not been given within three (3) years after the date upon which approval to the proposed Plan of Subdivision was given, The Town of Richmond Hill may, in its discretion, and pursuant to the *Planning Act*, R.S.O. 1990, withdraw its approval to this proposed Plan of Subdivision, unless approval has been sooner withdrawn, but The Town of Richmond Hill may from time to time extend the duration of the approval.**

In accordance with Section 51(41) of the *Planning Act*, R.S.O. 1990, the decision to approve the draft Plan of Subdivision, subject to the above conditions, is deemed to have been made on _____.

**Appendix C, Draft Zoning By-law Amendment 84-17**

# The Corporation of the Town of Richmond Hill

# By-law 84-17

A By-law to Amend By-law 313-96, as amended, of

The Corporation of the Town of Richmond Hill and

By-law 986, as amended, of the former Township of King

Whereas the Council of The Corporation of the Town of Richmond Hill (the "Corporation") at its Meeting of ******, 2017, directed that this by-law be brought forward to Council for its consideration;

The Council of The Corporation of the Town of Richmond Hill enacts as follows:

1. That By-law 986 as amended of the former Township of King ("By-Law 986"), be and hereby is further amended by:

   a) removing those lands shown on Schedule "A" to this By-law 84-17 (the "Lands") and any provisions of By-law 986 that previously applied to the Lands shall no longer apply to the Lands.

2. That By-law 313-96 as amended of The Corporation of the Town of Richmond Hill ("By-law 313-96") be and is hereby further amended as follows:

   a) by expanding the area of By-law 313-96 to include the Lands;

   b) by rezoning the Lands to "Single Detached Four (R4) Zone" and "Single Detached Three (R3) Zone" under By-law 313-96 as shown on Schedule "A" of this By-law 84-17; and,

   c) by adding the following to Section 7 - Exceptions

      "7.178

      Notwithstanding any inconsistent or conflicting provisions of By-Law 313-96 of the Corporation, as amended, the following special provisions shall apply to the lands zoned "Single Detached Three (R3) Zone" and more particularly shown as "R3" on Schedule "A" to By-law 84-17:

      i) Minimum Lot Area (Interior Lot): 345.0 square metres (3,713.55 square feet)

      ii) Minimum Lot Frontage (Interior Lot): 11.6 metres (38.06 feet)

| | | |
|---|---|---|
| iii) | Maximum Lot Coverage (Interior Lot): | 47% |
| iv) | Minimum Required Rear Yard: | 6.0 metres (19.69 feet) |
| v) | Minimum Required Yard to Bathurst Street: | 5.8 metres (19.03 feet) |
| vi) | Minimum Required Yard to Daylighting Triangle at Bathurst Street | 1.75 metres (5.74 feet). |

d) by adding the following to Section 7 - Exceptions

"7.179

Notwithstanding any inconsistent or conflicting provisions of By-Law 313-96 of the Corporation, as amended, the following special provisions shall apply to the lands zoned "Single Detached Four (R4) Zone" and more particularly shown as "R4" on Schedule "A" to By-law 84-17:

| | | |
|---|---|---|
| i) | Minimum Lot Area (Interior Lot): (3,982.65 square feet) | 370.0 square metres |
| ii) | Maximum Lot Coverage: | 41% |
| iii) | Minimum Required Rear Yard: | 6.0 metres (19.69 feet) |
| iv) | Minimum Required Yard to Bathurst Street: | 5.8 metres (19.03 feet) |

3. All other provisions of By-law 313-96 not inconsistent with the foregoing, shall continue to apply to the Lands shown on Schedule "A" attached hereto.

4. The imperial measurements found in this by-law in brackets are provided for information purposes only and are intended to be an approximate conversion of the metric measurements. The metric or SI measurements shall be deemed to be the standards established by this by-law and, wherever there is a variance between the metric or SI measurements and the imperial measurements, the metric or SI measurement shall apply.

5. Schedule "A" attached to By-law 84-17 is declared to form a part of this by-law.

Passed this *** day of ****, 2017.

_____

Dave Barrow
Mayor

_____

Stephen M.A. Huycke
Town Clerk

File: D02-16021 (KF)

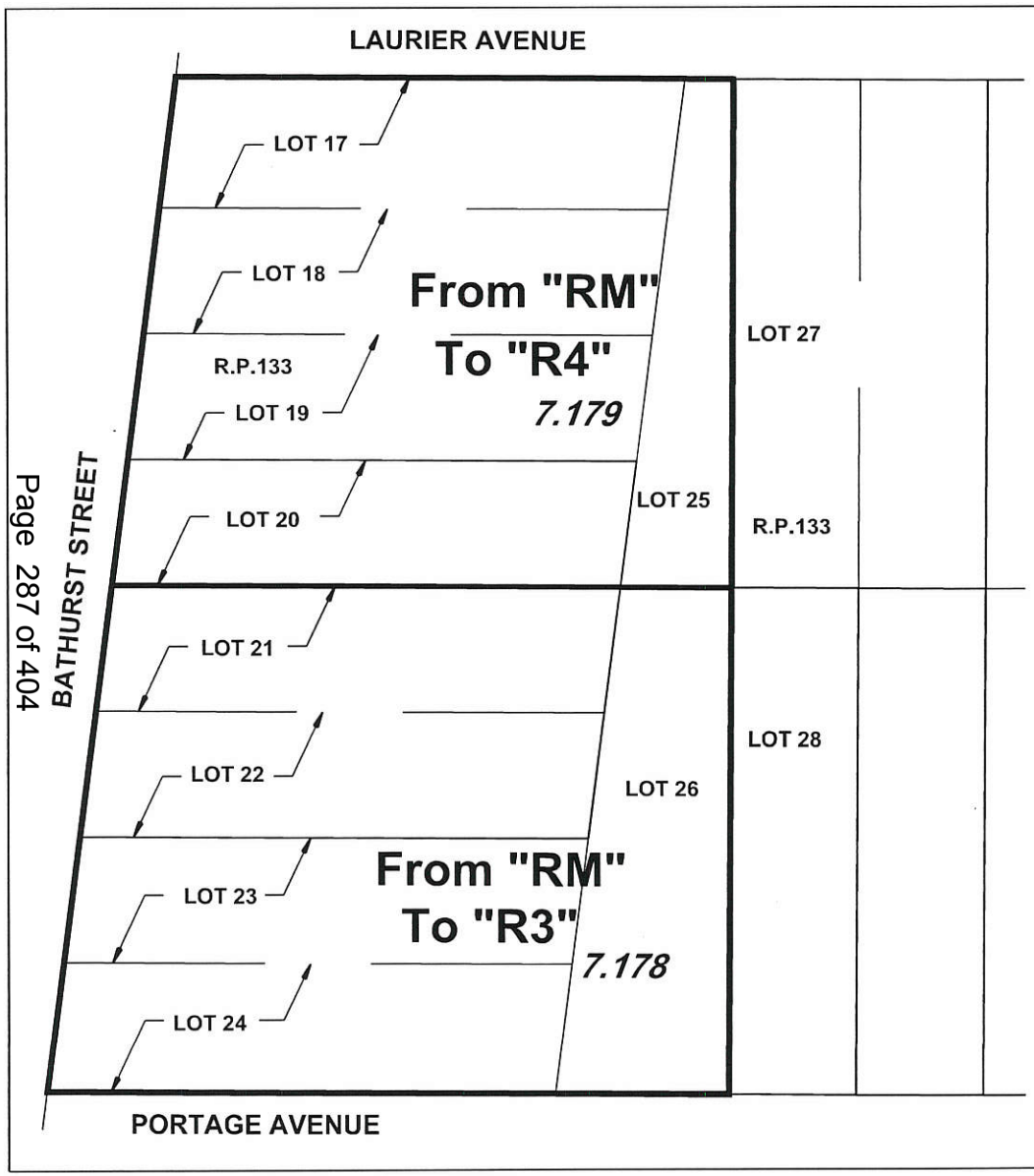
# The Corporation of The Town Of Richmond Hill

## Explanatory Note to By-Law 84-17

By-law 84-17 affects the lands described as Part of Lots 17 to 19 and 501 and Lots 20 to 24 and 500, Plan 133, municipally known as 10 Portage Avenue and 13215 and 13223 Bathurst Street.

By-law 986, as amended of the former Township of King contains general land use provisions in the absence of specific zoning categories.

By-law 84-17 will have the effect of rezoning the subject lands to "Single Detached Three (R3) Zone" and "Single Detached Four (R4) Zone" under By-law 313-96, as amended, in order to facilitate the subdivision of the subject lands for residential purposes. Site-specific development standards are proposed with respect to minimum lot area, minimum lot frontage, maximum lot coverage, minimum rear yard and minimum frontage yard.




# SCHEDULE "A"

## TO BY-LAW NO. 84-17

This is Schedule "A" to By-Law No. 84-17 passed by the Council of The Corporation of the Town of Richmond Hill on the Day of 2017

Dave Barrow
Mayor

Stephen M.A.Huycke
Town Clerk

AREA SUBJECT TO THIS BY-LAW

2_16021A.DGN
DF/KF/SS

**Appendix D, Draft Site Plan Control By-law 99-17**

# The Corporation of the Town of Richmond Hill

# By-law 99-17

A By-law to Amend By-law 137-09, as amended, of

The Corporation of the Town of Richmond Hill

Whereas the Corporation of the Town of Richmond Hill has adopted By-law 137-09, being a by-law to, among other things, establish a Site Plan Control Area pursuant to Section 41 of the *Planning Act,* R.S.O., 1990, within the Town;

And Whereas the Council of The Corporation of the Town of Richmond Hill at its Meeting of **********, 2017 directed that this by-law be brought forward to Council for its consideration to prohibit certain development on the lands shown in Schedule "A" to this by-law without Site Plan approval being granted as set out in By-law 137-09, as amended;

The Council of The Corporation of the Town of Richmond Hill enacts as follows:

6. That Section 2.3 (g) of By-law 137-09, as amended, be deleted and replaced with the following:
   "(g) development on lands within the areas depicted on Schedules "B1" to "B56" consisting of the erection or placing of one or more buildings or structures, but excluding the making of any addition, alteration to, or demolition of, a building or structure."

7. That Section 4.2 of By-law 137-09, as amended, shall be deleted and replaced with the following:
   "4.2 Attachments

   Schedules "A", "A1" to "A9", and "B1" to "B56" attached hereto form a part of this By-law."

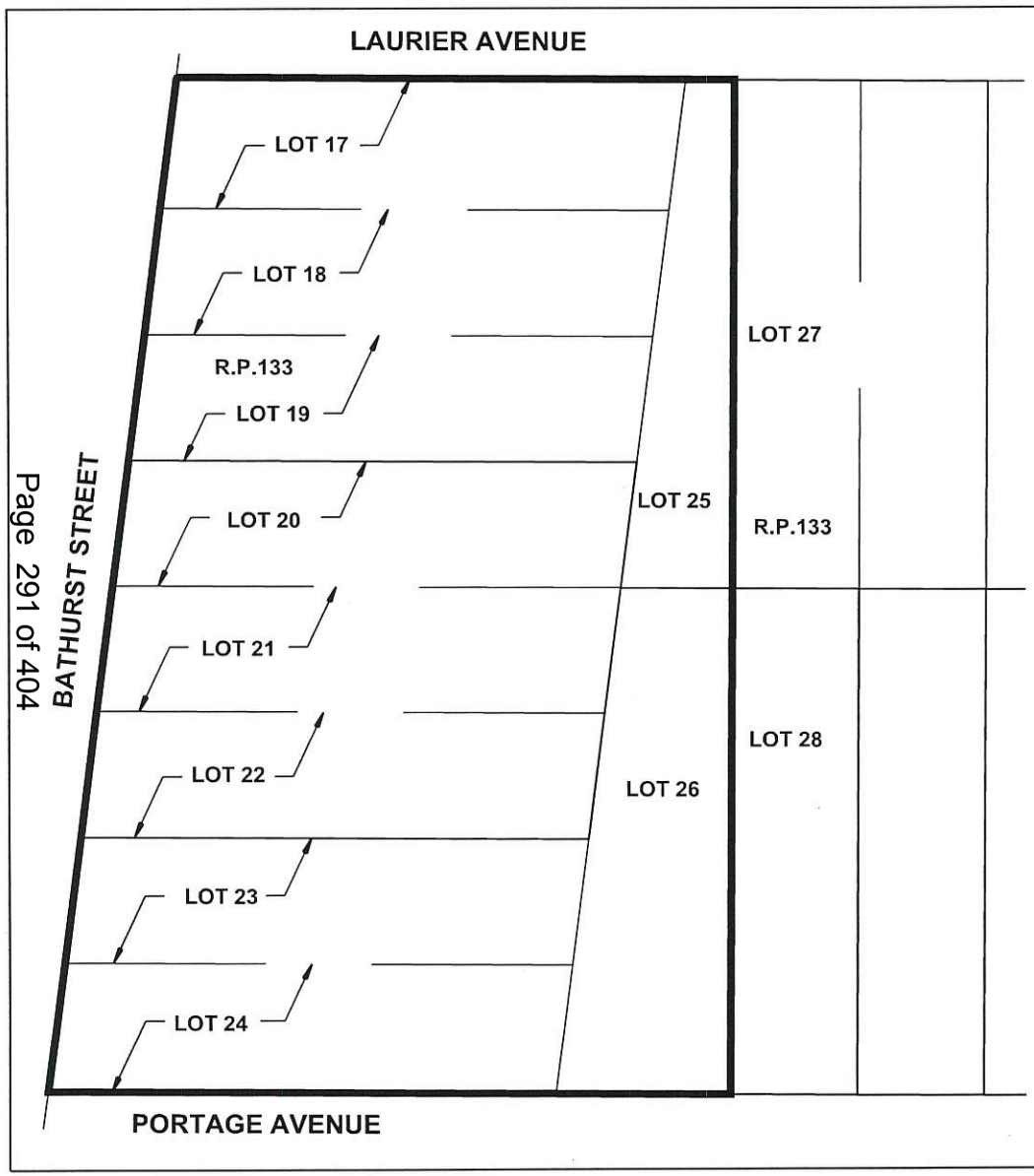
8. That Schedule "A" attached to By-law 99-17 shall form Schedule "B56" to By-law 137-09, as amended.

Passed this **** day of ******, 2017.

_____
Dave Barrow
Mayor

_____
Stephen M.A. Huycke
Town Clerk

File: D03-16007 (KF)




# SCHEDULE "A"

## TO BY-LAW NO. 99-17

This is Schedule "A" to By-Law No. 99-17 passed by the Council of The Corporation of the Town of Richmond Hill on the th Day of 2017

Dave Barrow
Mayor

Stephen M.A.Huycke
Town Clerk

AREA SUBJECT TO THIS BY-LAW

2_16021A_BY_LAW_NO_99_17.DGN
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# Appendix E, Applicant's Sustainability Metrics Summary Table

**Sustainability Metrics Summary Table**

**13215, 13223 Bathurst Street and 10 Portage Avenue**

| Metric ID | Description | Shown On: | Summary | Application Points Achieved |
|---|---|---|---|---|
| 1.B.1 | Land Use Diversity Mix: Proximity to Basic Amenities | Planning Justification Proximity Map | Development is not within 800m of any of the listed amenities. | 0 |
| 1.B.2 | Land Use Diversity Mix: Proximity to Lifestyle Amenities | Planning Justification Proximity Map | Within 800m of Convenience Store, Coffee Store, Daycare, Dentist. Within 400m of a public park. | 3 |
| 1.C.2 | Landscape and Street Tree Planting/Preservation - Maintain Existing Healthy Trees | Arborist Report | New trees will be provided on site as per the Arborist Report | 2 |
| 1.C.3 | Landscape and Street Tree Planting/Preservation - Soil Quantity and Quality | To be identified on Detailed Design | All pits, trenches and planting beds within the application will have a topsoil layer greater than 60cm with an organic matter content of 10%-15% and pH of 6.0-8.0 | 2 |
| 1.F.1 | Housing Unit Mix - Design for Life Cycle Housing - Draft Plan | Draft Plan of Subdivision | Draft Plan features 100% Single Detached units which are Market priced units for Single families | 0 |
| 1.I.2 | Pedestrian Connections - School Proximity to Transit Routes and Bikeways | Planning Justification Proximity Map | No schools are within proximity of the proposed development | 0 |
| 2.B.1 | Street Networks/Blocks - Block Perimeter/Length | Draft Plan of Subdivision | 100% of block perimeters will not exceed 550m and 100% of block lengths will not exceed 250m | 4 |
| 2.C.1 | Transit Supportive - Distance to Public Transit - Draft Plans | Proximity Map | 75% of residents are within 200m walking distance to existing or planned bus stops with frequent service. | 3 |
| 2.E.1 | Walkability - Promote Walkable Streets | Planning Justification | 100% of streets will provide continuous sidewalks with pedestrian oriented lighting. | 4 |
| 3.B.1 | Storm water - Storm water Quantity | Functional Servicing Report | The site will be able to retain up to a 5mm rainwater event, as per municipal and conservation authority requirements. | 0 |
| 3.E.1 | Soils and Topography - Restore and Enhance Soils | Landscape Plan | A Topsoil Fertility test will be completed in accordance with Town standards and recommendations will be implemented for the entire site | 1 |
| 4.A.2 | Energy Conservation - Building Energy Efficiency | Letter of Intent | 15% Better than Code will be achieved for the dwellings | 2 |
| 4.C.2 | Lighting - Reduce Light Pollution | To be identified on Detailed Design | Up lighting will not be used on fixtures exposed to the exterior, all exterior lighting > 1,000 lumens will be shielded to prevent night sky lighiting in accordance with Town standards | 1 |
| 4.C.3 | Lighting - Energy Conserving Lighting | To be identified on Detailed Design | LEDs will be used on exterior fixtures | 2 |
| 4.E.3 | Materials and Solid Waste Management - Recycled/Reclaimed Materials | To be identified on Detailed Design | Materials & Solid Waste Management will be provided in accordance with Town standards | 0 |
| | | OVERALL (Application) Total | | 22 |

# MAP 1 - AERIAL PHOTOGRAPH

Copyright J.D.Barnes Limited 2016 Orthophotography

BLOCK 01

FILE Nos. D02-16021
D03-16007

## Legend

SUBJECT AREAS

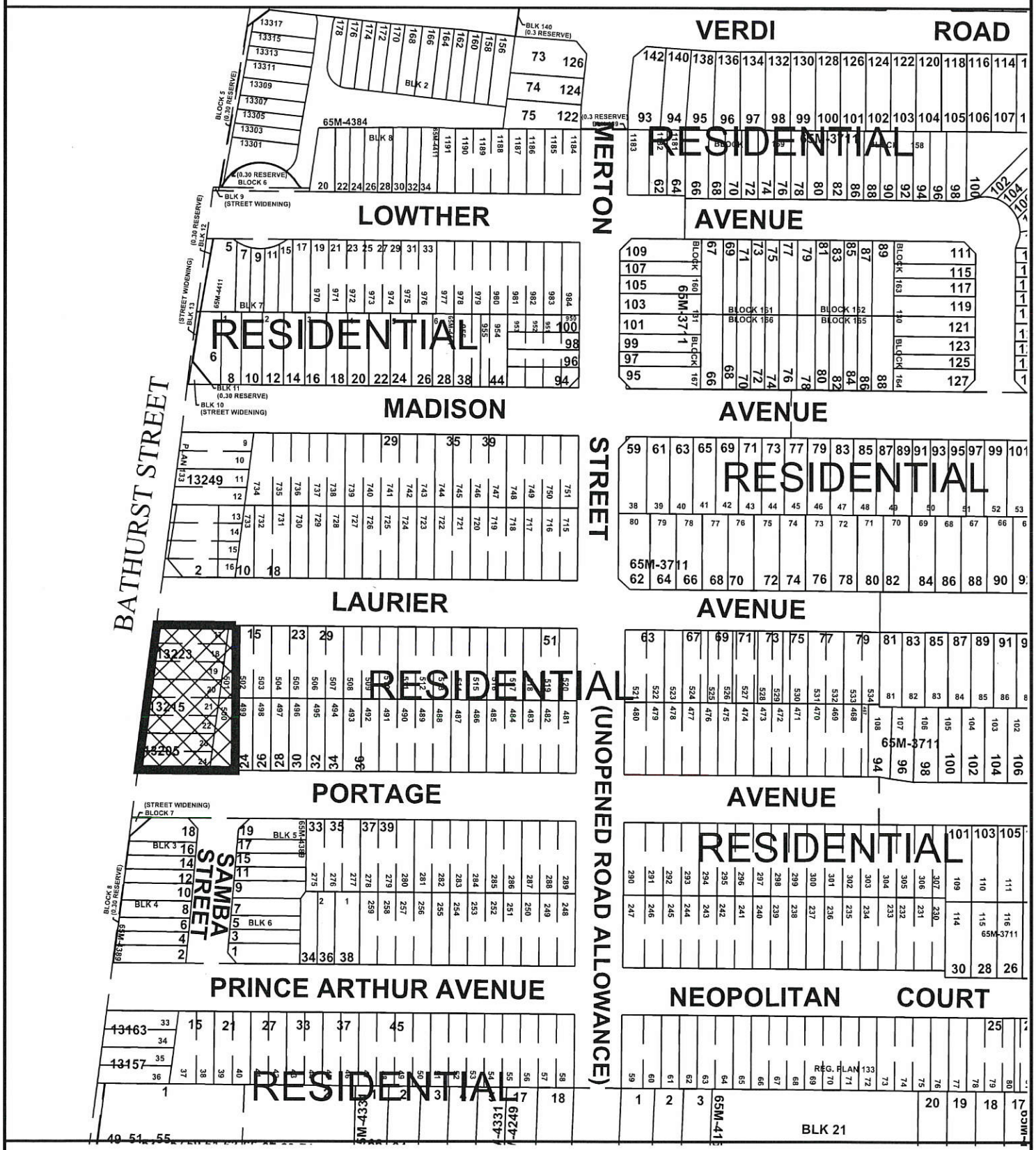
N

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT



DB/KF/SS SRPRS.17.171

# MAP 2 - NEIGHBOURHOOD CONTEXT




SUBJECT LANDS

BLOCK 01

FILE Nos. D02-16021
D03-16007

TOWN OF RICHMOND HILL
PLANNING & REGULATORY
SERVICES DEPARTMENT

S216021A_NEW.DGN

DB/KF/SS 5/19/2021

# MAP 3 - OFFICIAL PLAN DESIGNATION

NOTE: The information provide in this map is a depiction of a portion of the Richmond Hill Official Plan. For accurate reference, the schedules and policies of the Richmond Hill Official Plan must be consulted. In the case of a discrepancy between the schedules and the policies of the Richmond Hill Official Plan, the policies shall take precedence.

**Legend**

- SUBJECT AREAS
- SUBJECT LANDS
- Neighbourhood

BLOCK 01

FILE NOS. D02-16021
D03-16007

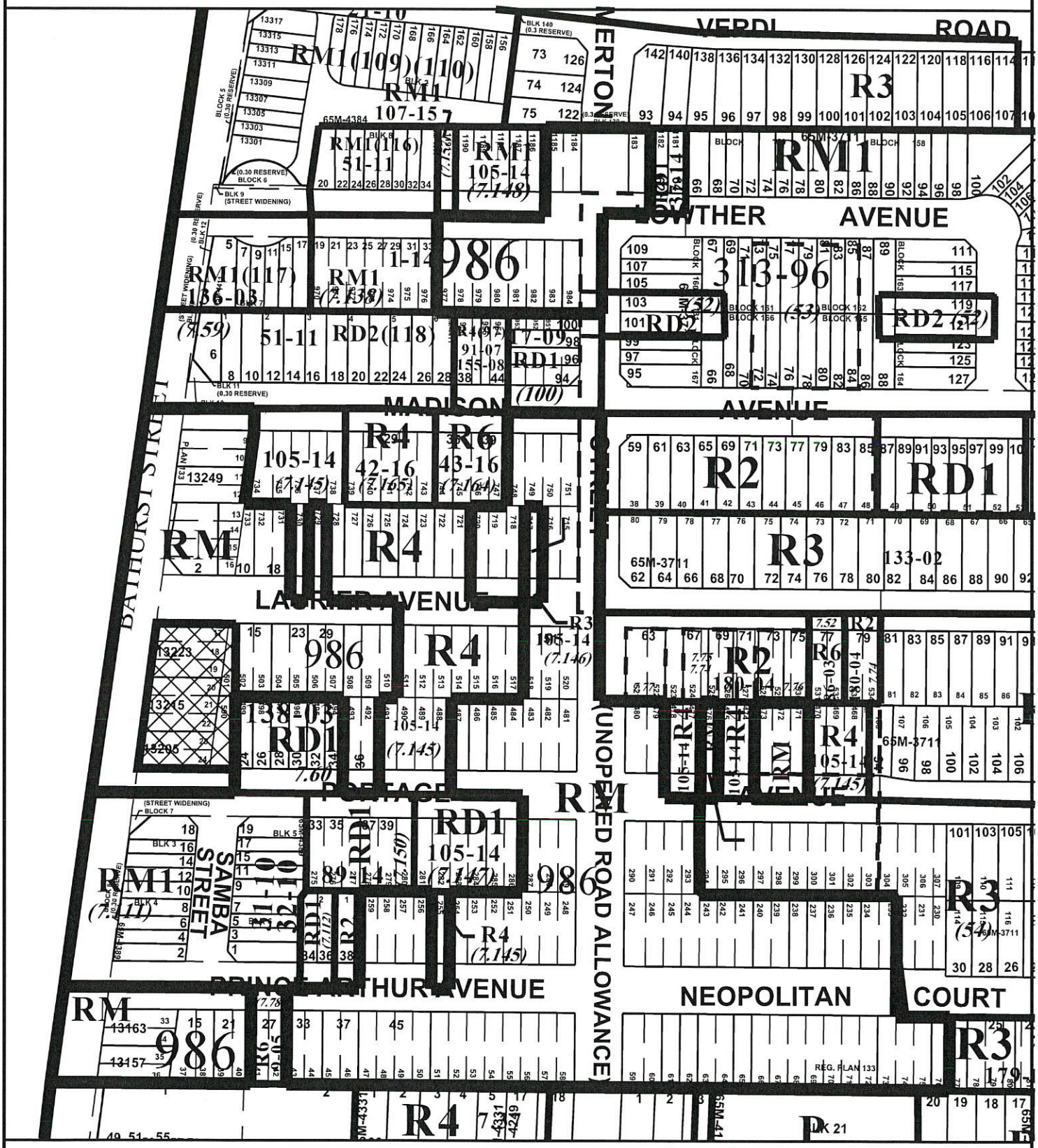
N

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT



DB/KF/SS SRPRS.17.171

# MAP 4 - EXISTING ZONING




SUBJECT LANDS

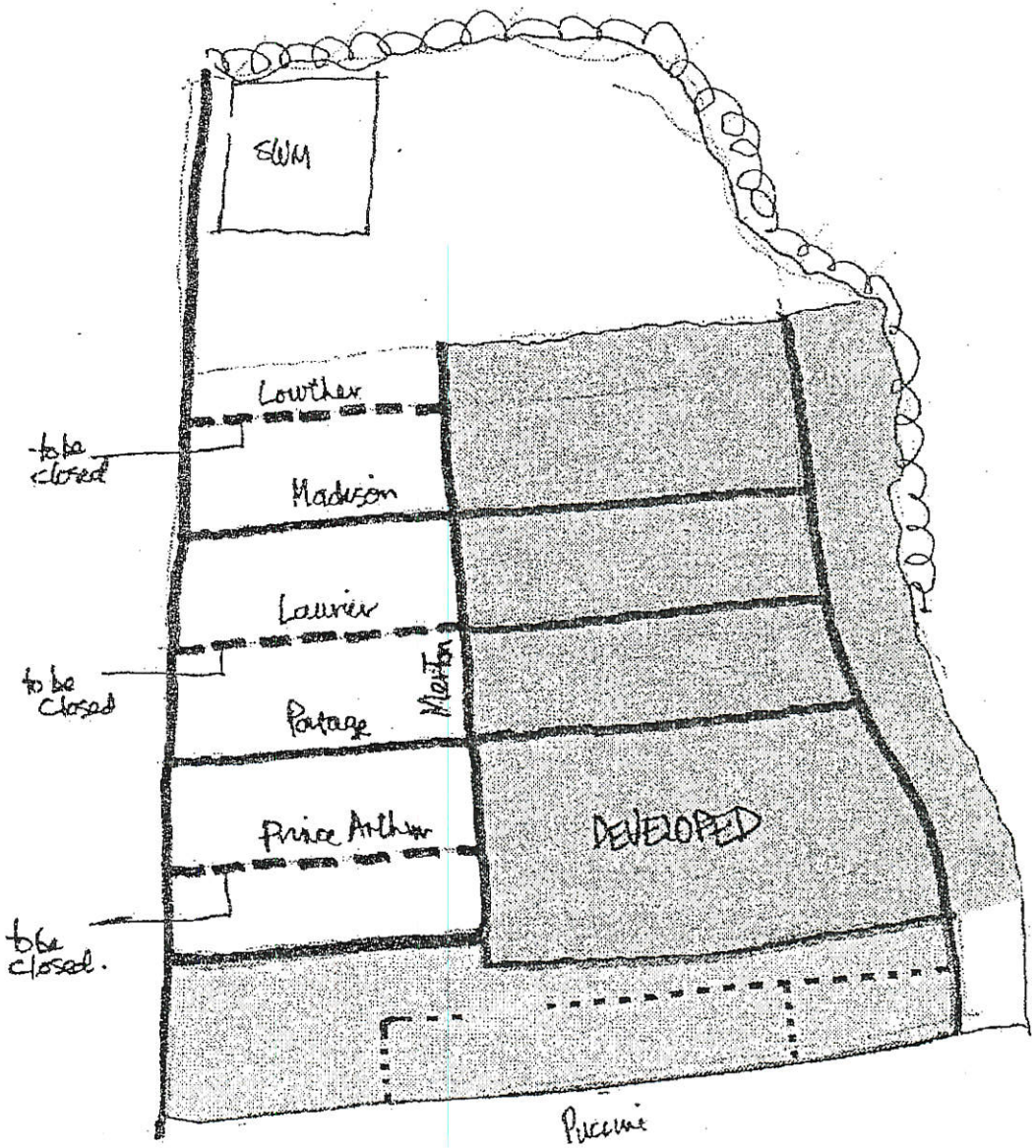
BLOCK 01

FILE Nos. D02-16021
D03-16007

TOWN OF RICHMOND HILL
PLANNING & REGULATORY
SERVICES DEPARTMENT

ZONING_S216021A_NEW.DGN DB/KF/SS

# MAP 5 - HUGHEY WEST INFILL STUDY - FIGURE 1



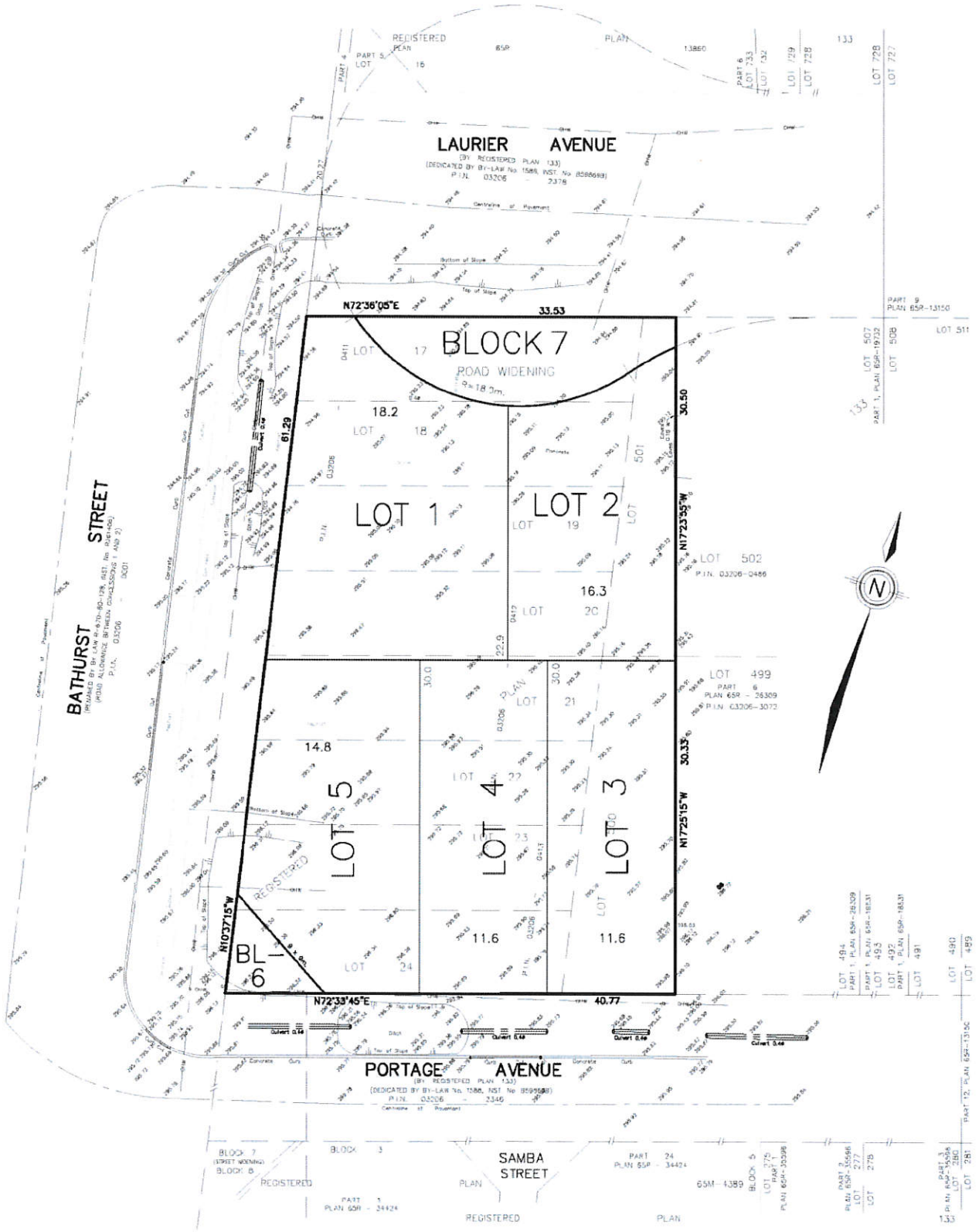

BLOCK 01

FILE NOS. D02-16021
D03-16007

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

DB/KF/SS SRPRS.17.171

# MAP 6 - DRAFT PLAN OF SUBDIVISION



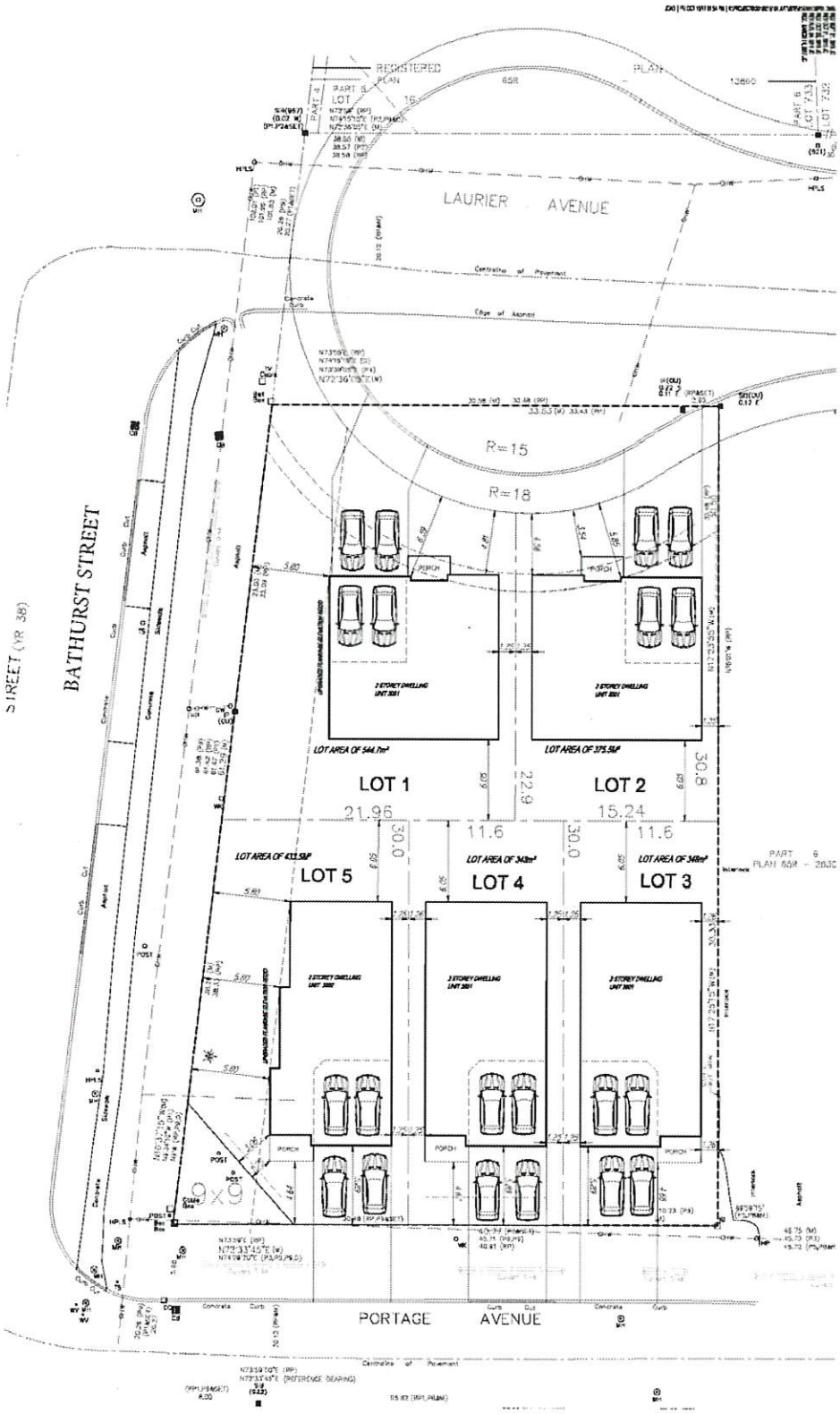

**BLOCK 01**

**FILE Nos. D02-16021**
**D03-16007**

**Town of Richmond Hill**
**Planning and Regulatory**
**Services Department**

**DB/KF/SS SRPRS.17.171**

# MAP 7 - CONCEPTUAL SITE PLAN




**BLOCK 01**

**FILE Nos. D02-16021**
**D03-16007**

**Town of Richmond Hill**
**Planning and Regulatory**
**Services Department**

**DB/KF/SS SRPRS.17.171**

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.162**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Planning**

**Subject:** **Request for Approval – Zoning By-law Amendment Application – Corsica Development Inc. – Town File No. D02-17004 (SRPRS.17.162)**

## Owner:

Corsica Development Inc.
30 Floral Parkway, Box 300
Vaughan, Ontario
L4K 4R1

## Agent:

MBTW, WAI
255 Wicksteed Avenue, Unit 1A
Toronto, Ontario
M4H 1G8

## Location:

Legal Description: Part of Lots 42 and 43, Concession 1, E.Y.S.
Municipal Address: 123 Hillsview Drive

## Purpose:

A request for approval concerning a proposed Zoning By-law Amendment application to facilitate the implementation of various housing types permitted by the Official Plan and Zoning By-law 91-13.

## Recommendations:

**That the Zoning By-law Amendment application submitted by Corsica Development Inc. for lands known as Part of Lots 42 and 43, Concession 1, E.Y.S., (Municipal Address: 123 Hillsview Drive), Town File No. D02-17004, be approved, subject to the following:**

**a) That Council approve the draft Zoning By-law Amendment as set out in Appendix "B" to Staff Report SRPRS.17.162 and that the amending by-law be brought forward to a regular meeting of Council for consideration and enactment.**

## Contact Person:

Mary Filipetto, Senior Planner – Subdivisions, phone number 905-747-6452 and/or
Denis Beaulieu, Manager of Development - Subdivisions, phone number 905-771-2540

**Submitted by:**

"Signed version on file in the Office of the Clerk"

Kelvin Kwan
Commissioner of Planning and Regulatory Services

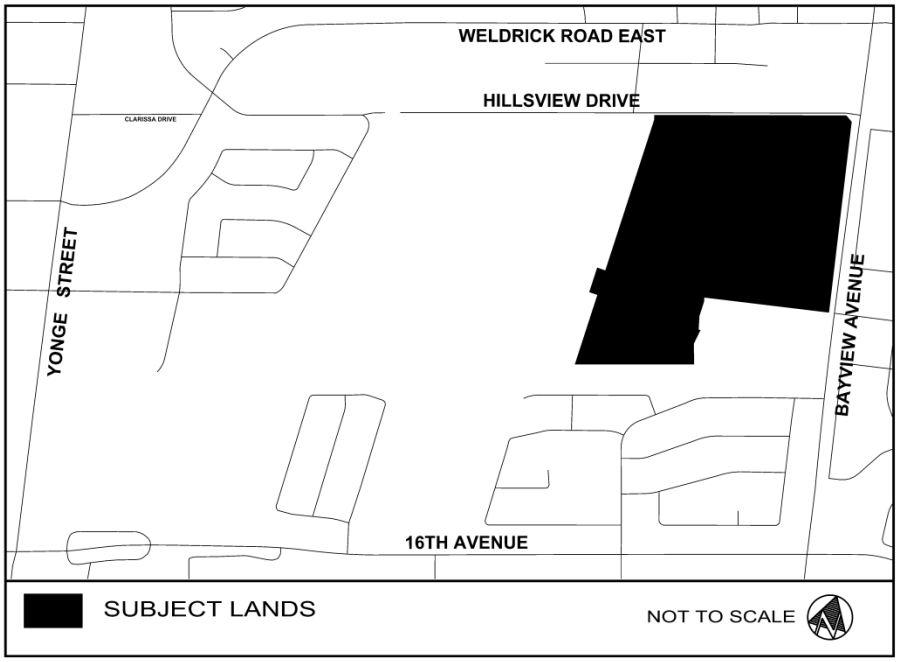
**Approved by:**

"Signed version on file in the Office of the Clerk"

Neil Garbe
Chief Administrative Officer

## Location Map

Below is a map displaying the property location. Should you require an alternative format call person listed under “Contact” above.



## Background Information

The subject Zoning By-law Amendment application was received and deemed complete by the Town on February 21, 2017. The application was subsequently circulated to relevant Town departments and external agencies for review and comment. A Council Public Meeting was held on June 7, 2017 in accordance with the statutory Public Meeting requirements of the *Planning Act*. Council received Staff Report SRPRS.17.101 for information purposes and directed that all comments be referred back to staff (refer to Appendix A).

A number of concerns were raised by Council and by members of the public at the Council Public Meeting which are summarized as follows:

- non-conformity with Zoning By-law 91-13 and the Town's Official Plan mainly pertaining to permitted use and density;
- lack of provision for accessible secondary suite units;
- negative impacts associated with increased traffic, lack of parking spaces, lack of space for snow removal and waste pick up, and generation of light pollution;
- impacts on stormwater quantity and quality arising from the proposed secondary suites; and,
- negative impact on the underlying aquifer complex.

Town staff verbally responded to many of the concerns that were raised at the Council Public Meeting, and a number of the site related concerns will be dealt with at the Building Permit stage of the process as well. Furthermore, a number of the concerns raised were previously dealt with through the OMB hearing and implemented through the conditions of draft Plan Approval for the Corsica Development Inc. subdivision. In addition, the applicant submitted an update to the engineering reports that were filed with the Town as part of the draft Plan of Subdivision. These matters will be addressed in detail in the later sections of this report.

The purpose of this report is to seek Council's direction to approve the applicant's Zoning By-law Amendment application, which seeks to amend certain development standards, special provisions and general provisions of the various zoning classifications under Zoning By-law 91-13 (the implementing By-law for the David Dunlap Observatory Lands including the Corsica Development Inc. lands), to facilitate permitted secondary suites above attached and detached garages.

## Summary Analysis

Further information in regards to site location is as follows:

### Site Location and Adjacent Uses

The subject lands are located at the southwest corner of Bayview Avenue and Hillsview Drive and affect 25.78 hectares (63.70 acres) of the 71.98 hectares (178 acres) of residential lands associated with the Corsica Development Inc. Plan of Subdivision registered as Plan 65M-4545. The subject lands abut institutional and low density residential uses to the north, low density residential uses to the east, low density residential, institutional, community and park uses to the south, and the western portion

of the approved residential subdivision (Plan 65M-4547), the astronomical observatory and associated buildings, and C.N.R. Bala Subdivision Railway Line to the west (refer to Maps 1 and 2).

## Development Proposal

The applicant is seeking Council's approval of its proposed Zoning By-Law Amendment application to facilitate the implementation of secondary suites to be located above attached and detached garages which are accessed by a lane for single detached and semi-detached units and for laneway townhouses along Bayview Avenue. It should be noted that while Zoning By-law 91-13 permits secondary suites, the requested modifications by the applicant will assist in physically implementing secondary suites above attached or detached garages accessed from laneways. The following is a summary of the pertinent statistics of the applicant's development on the subject lands based on the plans and drawings submitted to the Town (refer to Map 7: A to D):

- Total Lot Area affected by the ZBA: 25.78 hectares (63.70 acres)
- Maximum Number of Units affected by the ZBA: 74

| | |
|---|---|
| Single Detached/13.7 m (R5 Zone) | max. # Secondary Suites (2) |
| Single Detached /11 m (R3 Zone) | max. # Secondary Suites (6) |
| Semi-Detached/8.25 m (RD1 Zone) | max. # Secondary Suites (7) |
| Lane Townhouse/6.7 m (RM1 Zone) | max. # Secondary Suites (59) |

## Planning Analysis

The land use designations on the subject lands were approved by the Order of the Ontario Municipal Board (OMB) dated May 1, 2013. The Order provides a review of the relevant policy framework against which the applicant's proposal has been reviewed including:

- *Provincial Policy Statement;*
- *Provincial Growth Plan;*
- Region of York Official Plan; and,
- Town of Richmond Hill Official Plan (2010), including Official Plan Amendment 270 known as the David Dunlap Observatory Lands Secondary Plan (DDOSP).

### The David Dunlap Observatory Lands Secondary Plan (OPA 270)

The lands are subject to the policies of The David Dunlap Observatory Lands Secondary Plan (OPA 270). The policies of OPA 270 encourage the establishment of a range and mix of housing types, in addition to housing developments and designs which achieve effective and efficient use of land, services, community facilities and infrastructure. The subject lands are designated **Neighbourhood**, which permits low and medium density residential uses with a maximum building height of 3 storeys except on an arterial street where the maximum building height permitted is 4 storeys. The **Neighbourhood** policies permit a maximum site density of 50 units per hectare (20 units per acre) for residential development. The **Neighbourhood** policies require that

development shall be compatible with the character of the adjacent and surrounding areas with respect to building forms and types, massing, street patterns, blocks and lots and landscaped areas and treatments, cultural heritage and urban design guidelines (refer to Map 4).

The request by the applicant to amend Zoning By-law 91-13 is in conformity with policies of the above referenced documents including the **Neighbourhood** designation of OPA 270.

**Zoning By-Law Amendment Application**

Zoning By-law 91-13 zones the subject lands as follows (refer to Map 3):

- **"Residential Multiple One [RM1] Zone"**;
- **"Semi-detached One [RD1] Zone"**;
- **"Single Detached Three [R3] Zone"**;
- **"Single Detached Five [R5] Zone"**; and
- **"Single Detached Six [R6] Zone"**.

The applicant's Zoning By-law Amendment request does not seek to change any of the current zoning classifications on the subject lands. The applicant is requesting Council's approval to apply site specific development standards, amend special provisions and amend general provisions affecting the **"Residential Multiple One Zone [RM1]"**, **"Semi-detached One [RD1] Zone"**, **"Single Detached Three [R3] Zone"** and **"Single Detached Five [R5] Zone"**. These changes are summarized as the following (refer to Appendix B and Maps 5, 6 and 7):

Proposed Development Standards:

- **"Residential Multiple One [RM1] Zone"**: increase in lot coverage from 55% to 60%; and,
- **"Semi-detached One [RD1] Zone"**: increase in lot coverage from 50% to 55%.

Proposed Special Provisions:

- **"Single Detached Three [R3] Zone", "Semi-detached One [RD1] Zone"** and View Terminus Locations (2): to remove the requirements for pairing of side yard setbacks. This will allow greater flexibility for lots located at "T" intersections in order to provide a visual terminus at the ends of views down the streets. Modifications are required to the special provisions to provide greater flexibility, and remove the requirements that larger required side yards be paired on adjacent lots;

- **"Single Detached Three [R3] Zone"**, **"Single Detached Five [R5] Zone"**, and **"Semi-detached One [RD1] Zone"**: to add a provision to allow attached garages via a breezeway thereby reducing the required rear yard from 7.5 metres to 6.0 metres where a unit is accessed by a driveway crossing a side lot line that is adjacent to a lane;

- **"Residential Multiple One [RM1] Zone**": to add a provision to allow for a decrease in the minimum required side yard of an attached or detached garage located in the rear yard of a street townhouse lot from 1.5 metres to 1.2 metres to allow space for an enclosed stair case accessing a secondary suite above the attached or detached garage; and

- to permit a 1.2 metre rear yard setback for an attached garage, where the dwelling unit is accessed by a driveway crossing a side lot line adjacent to a lane. This will accommodate for a breezeway connection to a garage located in the rear yard.

Proposed General Provisions:

- to increase the maximum floor area for a detached garage with an enclosed stair case to a secondary suite from 40 to 55 square metres;

- to increase the maximum height of a detached garage from 7.5 metres to 8.5 metres to accommodate a pitched roof above the secondary suite; and,

- to permit secondary suites above an attached garage located in the rear yards of street townhouse lots in the RM1 Zone, and to allow for a secondary suite above an attached or detached garage on a street townhouse lot that abuts a lane.

In summary, the proposed Zoning By-law Amendment will have the effect of:

- accommodating access stairs to a secondary suite located on top of a detached or attached garage that is accessed from a lane;
- accommodating a covered breezeway access to a rear-lane garage;
- ensuring that a secondary suite is permitted for townhouse units as proposed; and,
- facilitating the proposed built form.

Town staff has completed a detailed review and evaluation of the submitted application and considers the proposed exceptions to be minor in nature and in keeping with the intent of By-law 91-13 and the Town's Official Plan.

## Department and External Agency Comments

The subject Zoning By-law Amendment application and the associated plans and reports submitted in support of same were circulated to various Town departments and external agencies for review and comment. The following is a summary of all the comments.

**Development Planning Division**
Planning staff has reviewed the applicant's development proposal and notes that the purpose of the Zoning By-law Amendment application is to amend certain development standards, special provisions and general provisions of the various zoning classifications to facilitate permitted secondary suites above attached and detached

garages. Following a comprehensive review of the applicant's request, staff considers the proposed Zoning By-law Amendment to be minor in nature and therefore recommends approval of the application on the basis of the following:

- the proposed Zoning By-law Amendment conforms with the policies of the **Neighbourhood** designation and therefore does not require an Official Plan Amendment;

- the **Neighbourhood** designation permits a maximum density of 50 units per hectare (20 units per acre) and a maximum building height of three (3) storeys on local streets and four (4) storeys on arterial streets. The overall site density is in keeping with the density criteria in accordance with OPA 270. Further, the built form is proposed to be three (3) storeys in height and therefore meets the height requirements established by OPA 270;

- the proposed Zoning By-law Amendment does not result in any changes to the Registered Plan of Subdivision (19T-030001 / 65M-4547);

- the applicant is proposing to maintain all existing zoning classifications identified on the subject lands as per Zoning By-law 91-13;

- Zoning By-law 91-13 already permits secondary suites within all residential zones including R3, R5, R6, RD1 and RM1 Zones;

- for townhouse units **[RM1 Zone]**, secondary suites are permitted over a detached garage where a garage fronts onto a lane. By-law 91-13 currently does not permit a secondary suite over an attached garage within the RM1 Zone. Staff are satisfied that the proposed plans can accommodate attached garages on townhouse units as submitted to the Town;

- the increase in lot coverage for the townhouse units (from 55% to 60 %) and semi-detached units (from 50% to 55%) has been reviewed by staff and considered to be acceptable in order to facilitate the secondary suites;

- the submitted plans have been reviewed for appropriateness of overall functioning of the lots within the Plan of Subdivision and staff are satisfied with the overall site layout and function of each of the affected lots;

- with respect to the issue of light pollution, OPA 270 contains policies relating to the minimization of light pollution and light trespass on the Observatory Lands. The draft Plan of Subdivision implemented the policies of OPA 270 which was approved by the OMB. The proposed modifications to By-law 91-13 do not have an effect on the draft approved and now registered Plan of Subdivision. Staff note that any additional lighting impacts on the Observatory Lands resulting from the secondary suites will be kept to a minimum as the proposed affected lots are situated near and/or adjacent to Bayview Avenue which is an arterial street.

- the proposed Zoning By-law Amendment meets the parking requirements set out in Zoning By-law 91-13;

- secondary suites have been mandated by the Province and as such, the Town has implemented this requirement within Zoning By-law 91-13, including parking requirements;

- staff note that the proposed Zoning By-law Amendment does not deviate from the original application approved by the OMB. In addition, staff are satisfied that the proposed Zoning By-law Amendment application will allow the intended housing form to be built; and,

- in consideration of the preceding, the applicant's Zoning By-law Amendment request is considered appropriate for the lands and constitutes good planning.

**Urban Design and Heritage Section**
The Zoning By-law Amendment has been assessed on the basis of the Urban Design Guidelines within OPA 270 and staff are supportive of the applicant's proposed Zoning By-law Amendment. The Town will assess Architectural Control of the secondary suites via the Council approved Architectural Control Guidelines for the David Dunlap Observatory Lands.

**Building Services Division (Zoning)**
Building Services staff provided comments on the applicant's draft Zoning By-law Amendment with respect to the applicability of the requested changes to the development standards, special provisions and general provisions of By-law 91-13. Zoning staff has no concerns with the applicant's proposed Zoning By-law Amendment.

**Development Engineering Division**
In response to comments received from the public, the Development Engineering Division has confirmed that the tributary area contributing to infiltration flows remains unchanged and would not be increased as a result of the secondary suites. Further, the additional population generated flows would amount to a 1% increase in pipeflow which would not have any significant impact on the system's overall performance.

**Toronto and Region Conservation Authority**
In response to comments initially received from the TRCA, the applicant submitted additional information addressing concerns pertaining to capacity of the stormwater management pond and impact of the water balance for the site with the consideration of the secondary suites. The Town's Development Engineering Division and the TRCA have carefully reviewed the additional information submitted and are satisfied with the conclusions and recommendations that the increase in the impervious area will have no impact on the stormwater management pond and that the water balance remains unchanged. As a result, both the Town and the TRCA can confirm that the underlying aquifer complex will not be negatively impacted and will not require dewatering.

**Other Departments/External Agencies**
Comments have also been received from Enbridge Gas Distribution, Rogers Cable Communications, Power Stream, Canada Post, Canadian National Railway Properties Inc., the Town's Financial Services Division, the Town's Fire Services Division, the Town's Parks and Natural Heritage Planning Section, the Town's Policy Planning Division, the Regional Municipality of York, the York Region District School Board, and the York Catholic District School Board. These Town departments and external agencies have no objections to the application.

## Financial/Staffing/Other Implications

The recommendations do not have any financial, staffing or other implications.

## Relationship to Strategic Plan

The proposed development is aligned with **Goal Two of the Town's Strategic Plan – Better Choice in Richmond Hill** by providing a range of housing that provides options for people at all stages of life. The proposal would also align with **Goal Four of the Strategic Plan – Wise Management of Resources in Richmond Hill** by using land responsibly.

## Conclusions

The applicant is seeking Council's approval of a Zoning By-law Amendment to facilitate the implementation of various housing types permitted by the Official Plan and Zoning By-law 91-13. A statutory Council Public Meeting was held on June 7, 2017 and concerns were raised by Council and members of the public with respect to compliance with the Official Plan and Zoning By-law, the lack of provision of accessible units, and negative impacts associated with increased traffic, lack of space for snow removal and waste pick up, generation of light pollution, the quality and quantity of stormwater and the aquifer complex. Town staff is satisfied that the applicant has satisfactorily addressed these concerns.

The submitted Zoning By-law Amendment application is consistent with the *Provincial Policy Statement* and conforms to the *Growth Plan*, the York Region Official Plan and the Town's Official Plan. Furthermore, the proposed Zoning By-law Amendment would facilitate the implementation of a permitted use which has been mandated by the Provincial Government. In light of the preceding, the applicant's requested changes to By-law 91-13 are considered minor and appropriate, and constitute good planning. In this regard, staff recommends approval of the submitted Zoning By-law Amendment application as outlined and described within this report.

## Appendix Contents and Maps:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A, Council Public Meeting Extract C#20-17, held June 7, 2017
- Appendix B, Draft Zoning By-law 96-17
- Map 1 Aerial Photograph
- Map 2 Neighbourhood Context
- Map 3 Existing Zoning
- Map 4 Official Plan Designation
- Map 5 Proposed Zoning Standards & Special Provisions
- Map 6 Proposed General provisions
- Map 7 (A – D) Proposed Site Plans and Elevations

## Appendix A Council Public Meeting Extract C#20-17

### 3.3 Request for Comments – Zoning By-law Amendment Application – Corsica Development Inc. 123 Hillsview Drive – File Number D02-17004 – (Staff Report SRPRS.17.101)

Mary Filipetto of the Planning and Regulatory Services Department provided an overview of the proposed Zoning By-law Amendment application to amend specific development standards, special provisions and general provisions in Zoning By-law 91-13. She explained that the proposed zoning amendment was to facilitate the implementation of secondary suites to be located above attached and detached garages and accessed by a lane for single detached, semi-detached units and for laneway townhouses along Bayview Avenue.
Ms. Filipetto advised that staff's recommendation was that the staff report be received for information purposes only and all comments be referred back to staff.

Michael Hannay, MBTW, agent for the applicant, provided additional information related to the Zoning By-law amendment application and displayed maps and drawings to demonstrate what was being proposed and the lots that would be affected. He addressed the pairing of driveways, front elevation, rear elevation including garages, access points through laneways, potential for secondary suites, landscape plan, and advised that four parking spaces were being proposed per unit to allow for adequate parking within the proposed development. Mr. Hannay provided a sample of a typical floor plan and advised that he was in attendance to answer any questions.

Deborah Chute, resident of Hillsview Drive, submitted a 19-page petition containing signatures of residents who were opposed to the Zoning By-law Amendment application for 123 Hillsview Drive to permit secondary suites and laneways, and requested that the petition be received for inclusion in the public record.

Toomas Karmo, 406 Centre Street East, expressed his concerns with the Zoning By-law Amendment application to permit secondary suites and laneways because of the increase in the number of residents and vehicles in the area, and the subsequent impact on existing infrastructure. He inquired about the density approved through the Ontario Municipal Board settlement and the Town's legal liability relating to the Oak Ridges Moraine aquifer as further detailed in his correspondence distributed as Correspondence Item 4.

Dr. Ian Shelton, representing the David Dunlap Observatory Defenders, advised that they did not have any concerns with the proposed secondary suites but were concerned that the outdoor staircases to the secondary suites which would create additional lighting that could negatively impact the operations of the Observatory. Dr. Shelton further expressed concerns with the rear garages and laneways in terms of snow removal in the winter months.

Gloria Boxen, 117 Old Surrey Lane, advised that she did not have enough time to process the information that had been presented this evening but had concerns with the proposed breezeways and the impact they would have on water run-off.

Moved by: Councillor Chan
Seconded by: Councillor Cilevitz

That staff report SRPRS.17.101 with respect to the Zoning By-law Amendment application submitted by Corsica Development Inc. for lands known as Part of Lots 42 and 43, Concession 1, E.Y.S. (municipal address: 123 Hillsview Drive), File Number D02-17004 be received for information purposes only and that all comments be referred back to staff for consideration.

Carried Unanimously

## APPENDIX B- DRAFT ZONING BY-LAW

## THE CORPORATION OF THE TOWN OF RICHMOND HILL

## BY-LAW NO. 96-17

A By-law to Amend By-law No. 91-13 of
The Corporation of the Town of Richmond Hill

**WHEREAS** the Council of The Corporation of the Town of Richmond Hill at its Meeting of _____, 20___ directed that this by-law be brought forward to Council for consideration;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL ENACTS AS FOLLOWS:**

1. **THAT** By-law 91-13 of The Corporation of the Town of Richmond Hill, be amended for those lands shown on Schedule "A" to this By-law No. 96-17 as follows:

   a) By amending **Table A2 – Residential Zone Standards** in **Section 4 – USE STANDARDS**,as outlined in Schedule "B" to this By-law as follows:

      i. The MAXIMUM LOT COVERAGE for the "RD1 Zone", for a single detached dwelling and semi-detached dwelling, shall be increased to 55%; and
      ii. The MAXIMUM LOT COVERAGE for the "RM1 Zone", for a street townhouse dwelling, shall be increased to 60%.

   b) By amending the Special Provisions in **Table A2-A – Residential Zone Standards, Special Provisions**, in **Section 4 – USE STANDARDS**, as outlined in Schedule "C" to this By-law as follows:

      11(a) The MINIMUM SIDE YARD SETBACK with respect to providing for the location of municipal services for the construction of grading and drainage services to facilitate such side yard reduction shall be 1.5 metres on one side and 0.6 metres on the other.

      17 THE REAR YARD SETBACK for detached garages on corner lots shall be 1.2 metres. Where a dwelling unit is accessed by a driveway crossing a side lot line adjacent to a lane, the minimum required rear yard setback for an attached garage shall be 1.2 metres.

c) By adding the following Special Provision to **Table A2-A – Residential Zone Standards, Special Provisions**, in **Section 4 – USE STANDARDS**, which shall apply to those lands zoned R3 (use S), R5 (use S), and RD1 (use SD, as outlined in Schedule "C" as follows:

19 Where a dwelling unit is accessed by a driveway crossing a side lot line adjacent to a lane, the minimum required rear yard setback for the main building on the lot is 6.0 metres.

d) By adding the following Special Provision to **Table A2-A – Residential Zone Standards, Special Provisions**, in **Section 4 – USE STANDARDS**, which shall apply to those lands zoned RM1 (use STH) as outlined in Schedule "C" as follows:

20 For an end unit of a street townhouse dwelling, the dwelling unit shall have a minimum setback of 1.5 metres from the side lot line, and the minimum required side yard setback for an attached or detached garage may be reduced to 1.2 metres where an access is provided at the rear or side wall of the garage to a secondary suite located above the garage.

e) By amending **Section 5 – GENERAL PROVISIONS**, as follows:

5.1.5 h) the maximum floor area of any detached garage shall be 40 square metres. Where a detached garage provides an enclosed stair access to a secondary suite located above the detached garage, the maximum floor area of the detached garage shall be 55 square metres;

5.1.5 i) the maximum height of any detached garage shall be 4.2 metres to the peak of the roof (having a slope of equal to or greater than 1:6 ratio) as illustrated on Appendix "2". In the case of a detached garage having a secondary suite, the maximum height shall be 8.5 metres;

5.19 **SECONDARY SUITES**

Notwithstanding Section 5.4, Secondary Suites are permitted within a residential zone subject to the following provisions:

a) a secondary suite shall be wholly contained within the same single detached or semi-detached dwelling or above a detached or attached garage located on a lot that has a side lot line or the rear lot line abuts a lane;

e) entrance to the secondary suite shall be located in the front or side wall of the single detached or semi-detached dwelling and shall not be contained within a garage. Where the secondary suite is located above a detached or attached garage, the entrance to the secondary suite is permitted in the front, side or rear walls of the detached or attached garage;

i) a secondary suite shall be located above an attached or detached garage of a street townhouse dwelling located on a lot that has a side lot line or a rear lot line that abuts a lane. Entrance to the secondary suite shall be permitted in the front, side or rear walls of the attached or detached garage and shall not be contained within the portion of the garage used for the storage of one or more motor vehicles.

2. All other provisions of By-law No. 91-13 as amended, not conflicting with or inconsistent with the foregoing, shall continue to apply to the lands shown on Schedule "A" attached hereto.

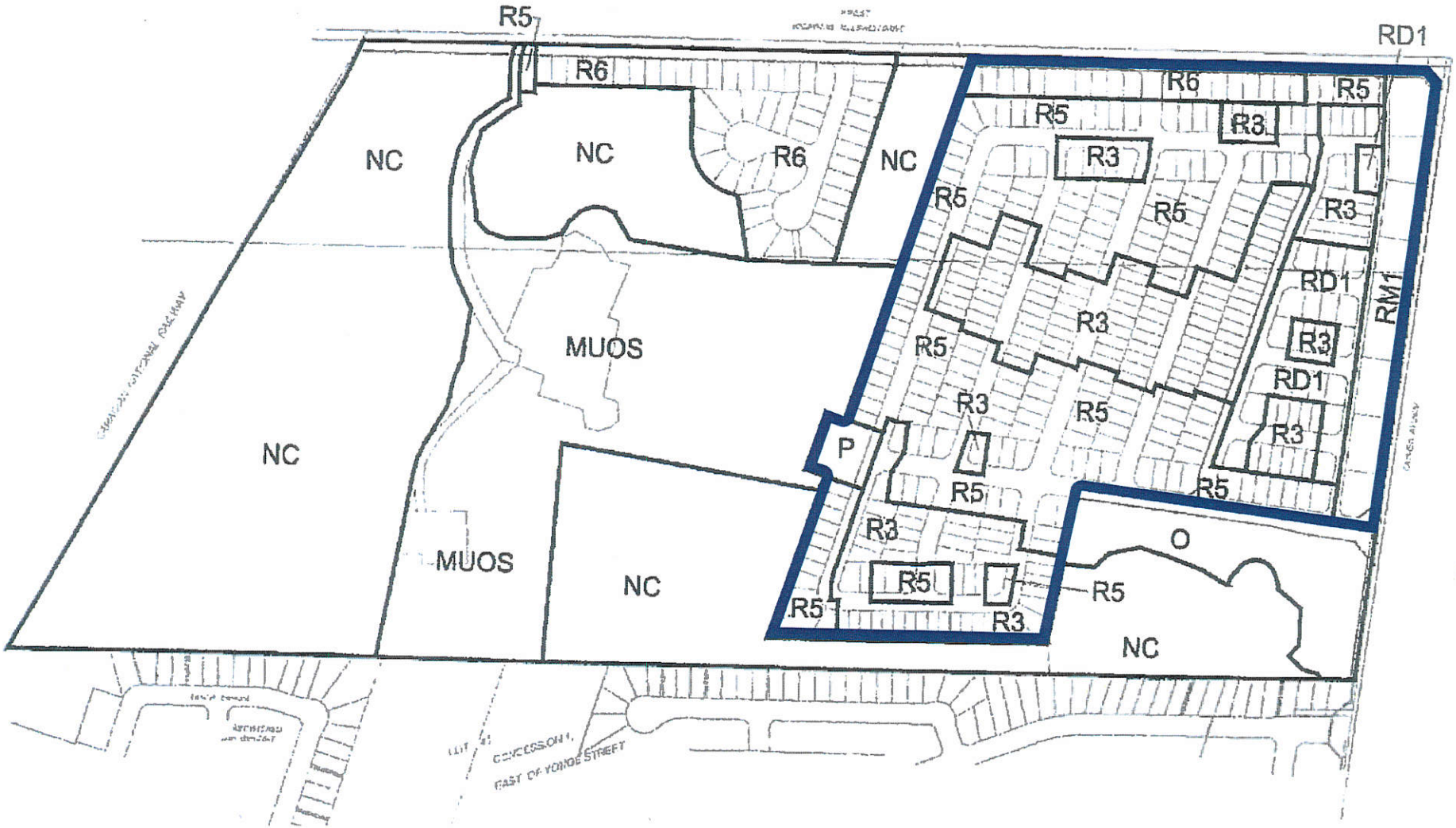
3. The imperial measurements found in this By-law in brackets are provided for information purposes only and are intended to be an approximate conversion of the metric measurements. The metric or SI measurements shall be deemed to be the standards established by this by-law and, wherever there is a variance between the metric or SI measurements and the imperial measurements, the metric or SI measurement shall apply.

4. Schedule(s) "A", "B" and "C attached to By-law No 96-17 are declared to form a part of this By-law.

**PASSED THIS _____ DAY OF _____, 2017.**

_____
**Dave Barrow**
**Mayor**

_____
**Stephen M.A. Huycke**
**Town Clerk**




**Schedule 'A'** To By-law No. 96-17

This is Schedule 'A' to By-law No. 96-17 passed by the Council of The Corporation of the Town of Richmond Hill on the _____ day of _____, 20___

_____
Mayor

_____
Clerk

Zone Boundaries

Subject Area

## SCHEDULE 'B' To By-law No. 96-17

This is Schedule 'B' to By-law No. 96-17 passed by the Council of The Corporation of the Town of Richmond Hill on the _____ day of _____, 20____

### TABLE A2 – RESIDENTIAL ZONE STANDARDS
**All numbers are in metric, unless otherwise noted**

Proposed amendments shown in red

| | | MINIMUM LOT FRONTAGE | | MINIMUM LOT AREA | | MAXIMUM LOT COVERAGE | MINIMUM REQUIRED FRONT YARD (m) | MINIMUM REQUIRED SIDE YARD (m) | MINIMUM REQUIRED FLANKAGE YARD (m) | MINIMUM REQUIRED REAR YARD (m) | MAXIMUM HEIGHT (m) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ZONE | USE | INTERIOR LOT (m) | CORNER LOT (m) | INTERIOR LOT (sq.m) | CORNER LOT (sq.m) | | | | | | |
| R3 (14)(15) | S | 10.5 | 12.3 (13) | 310.0 | 340.0 | 50% | 3.5 (2)(6) | 1.5 (1)(11)(16) | 3.0 (2) | 7.5 (7)(17)(19) | 12.0 |
| R5 (14)(15) | S | 13.5 | 15.0 (13) | 400.0 | 420.0 | 50% | 3.5 (2)(6) | 1.5 (1)(16) | 3.0 (2) | 7.5 (7)(17)(19) | 12.0 |
| R6 (14)(15) | S | 15.0 | 16.5 (13) | 450.0 | 470.0 | 50% | 3.5 (2)(6) | 1.5 (1)(16) | 3.0 (2) | 7.5 (7)(17) | 12.0 |
| RD1 (12)(14)(15) | S | 9.0 | 10.8 (13) | 270.0 | 300.0 | 50% | 3.5 (2)(6) | 1.5 (1)(11)(16) | 3.0 (2) | 7.5 (7)(17) | 12.0 |
| | SD | 14.6 | 16.4 (13) | 430.0 | 460.0 | ~~50%~~ 55% | 3.5 (2)(6) | 1.5 (9)(16) | 3.0 (2) | 7.5 (7)(17)(19) | 12.0 |
| RM1 (12)(14)(15) | STH | 6.0 | 9.0 (13) | 200.0 (10) | 300.0 (10) | ~~55%~~ 60% | 3.5 (2)(5)(6) | 1.5 (4)(20) | 3.0 (2) | 7.5 (7)(8) | 12.0 (18) |
| | BTH (3) | 30.0 | 30.0 | N/A | N/A | 50% | 3.5 (2)(5)(6) | 1.5 | 3.0 (2) | 7.5 (7) | 12.0 (18) |
| | Q | 20.0 | 23.0 | 750.0 | 750.0 | 30% | 3.5 (2)(5)(6) | 2.5 | 3.0 (2) | 7.5 (7) | 12.0 (18) |

## SCHEDULE 'C' To By-law No. 96-17

This is Schedule 'C' to By-law No. 96-17 passed by the Council of The Corporation of the Town of Richmond Hill on the _____ day of _____, 20____

**TABLE A2-A – RESIDENTIAL ZONE STANDARDS**
**SPECIAL PROVISIONS**
**All numbers are in metric, unless otherwise noted**

Proposed amendments shown in red

| SPECIAL PROVISION NUMBER | DESCRIPTION OF SPECIAL PROVISION |
|---|---|
| 1 | The minimum **side yard setback** may be reduced to 1.2 metres if there are no doors in any wall adjacent to the **side lot line**. Notwithstanding the foregoing, the minimum **side yard setback** may be reduced to 1.2 metres and a door may be permitted in a wall adjacent to a **side lot line** if the door is recessed into the wall and no stairs project beyond the main side wall into the minimum required **side yard**.<br>If a **detached garage** is located in a **rear yard** and accessed by a **driveway** crossing the **front lot line**, the minimum required **side yard setback** shall be 3.0 metres on one side and 0.6 metres on the other. Where **detached garages** on two adjoining **lots** are located in their respective **rear yards** and accessed by a mutual driveway crossing the front lot line, the minimum required **side yard setback** shall be 1.5 metres on the side where the mutual **driveway** is located and 0.6 metres on the other. |
| 2 | An **attached garage** shall have a minimum **setback** of 5.8 metres from the **front lot line** and, if the **attached garage** is accessed by a **driveway** crossing the **flankage lot line**, the **attached garage** shall have a minimum **setback** of 5.8 metres from the **flankage lot line**. |
| 3 | **Block townhouse dwellings** shall have a **density** of not less than 25 units per hectare nor a **density** in excess of 75 units per hectare. |
| 4 | This provision only applies to the end units of **street townhouse dwelling units**. |
| 5 | The minimum required **front yard setback** shall be 3.0 metres where the **lot** has an **attached or detached garage**, and has access from a rear **lane** of at least 6.0 metres in width. |
| 6 | The minimum required **front yard** applies to each portion of a **through lot** abutting a **street**. |
| 7 | Where a **dwelling unit** is accessed by a **driveway** crossing a **rear lot line** to the rear of a **dwelling unit**, an **attached or detached garage** may extend into the required **rear yard** no closer than 0.5 metres to the **rear lot line** provided that no more than 50% of the area of the required **rear yard** is used for an **attached or detached garage**. |
| 8 | If a **detached garage** of a **street townhouse dwelling** is located in the **rear yard** and is accessed by a **driveway** that does not cross the **front lot line** or **flankage lot line**, the minimum required **rear yard setback** for the **main building** on the lot is 12.5 metres. |
| 9 | Where no door openings are provided on the side wall of a **semi-detached** or **duplex dwelling**, the minimum required **side yard setback** on that side shall be 1.2 metres. |
| 10 | If a **street townhouse dwelling** is accessed by a **driveway** from a rear **lane** of at least 6.0 metres in width and which crosses the **rear lot line**, the minimum **lot area** shall be as follows:<br>• 180 square metres for **interior lot** and 270 square metres for a **corner lot**, if the rear **lane** has **street townhouse dwellings** on both sides of the **lane**.<br>• 160 square metres for an **interior lot** and 225 square metres for a **corner lot**, if the rear **lane** has **street townhouse dwellings** on only one side of the **lane**. |

## SCHEDULE 'C' To By-law No. 96-17

This is Schedule 'C' to By-law No. 96-17 passed by the Council of The Corporation of the Town of Richmond Hill on the _____ day of _____, 20____

**TABLE A2-A (Continued) – RESIDENTIAL ZONE STANDARDS**
**SPECIAL PROVISIONS**

**All numbers are in metric, unless otherwise noted**

Proposed amendments shown in red

| | |
|---|---|
| 11 | Where the **Town** has entered into a subdivision agreement pursuant to the **Planning Act**, which provides for the location of municipal services in a manner which would permit the reduction of the minimum **side yard setback** beyond that set out in Table A2 and in Special Provision 1 thereto, and which also provides for the construction and maintenance of grading and drainage services to facilitate such side yard reduction, the following minimum required **side yard setback** shall apply:<br>a) The minimum **side yard setback** with respect to providing for the location of municipal services for the construction of grading and drainage services to facilitate such **side yard** reduction shall be 1.5 metres on one side and 0.6 metres on the other. ~~provided that, for interior lots, the larger required side yard shall be adjacent to the larger side yard on the adjoining lot.~~<br>b) The minimum required **side yard setback** of 1.5 metres allowed in (a) above may be reduced to 1.2 metres if:<br>i) there are no doors in any wall adjacent to the **side lot line**; or,<br>ii) any door in any wall adjacent to the **side lot line** is recessed into the wall and no stairs project beyond the **main wall** into the minimum required **side yard**. |
| 12 | See Section 5.16 |
| 13 | Subject to Section 5.3.3 |
| 14 | Notwithstanding any other requirements of this by-law to the contrary, the minimum **setback** from the hypotenuse of a **daylighting triangle** taken by a **public authority** to the **main building** shall be 0.6 metres. |
| 15 | The following special provisions shall apply to a **private utility** use:<br>a) Minimum **side yard setback**: 3.0 metres<br>b) Minimum **rear yard setback**: 8.0 metres<br>c) Maximum **height**: 1.85 metres<br>d) Maximum size of pad: 50 square metres<br>e) Maximum **height** of **fence**: 1.84 metres. |
| 16 | For a **lot** flanking on a **lane**, the **dwelling** shall be setback a minimum of 2.5 metres from the **side lot line** that abuts a **lane** and an **attached** or **detached garage** shall be setback a minimum of 0.6 metres from the **side lot line** that abuts a **lane**. |
| 17 | **Rear yard setback** for **detached garages** on **corner lots** shall be 1.2 metres. The **rear yard setback** for **detached garages** on **corner lots** shall be 1.2 metres. Where a dwelling unit is accessed by a driveway crossing a side lot line adjacent to a lane, the minimum required **rear yard setback** for an **attached garage** shall be 1.2 metres. |
| 18 | A maximum **height** of 12.5 metres may be permitted for **street townhouse dwellings**, **block townhouse dwellings**, or **quadruplex dwellings** where the lot abuts Bayview Avenue. |
| 19 | Where a dwelling unit is accessed by a driveway crossing a side lot line adjacent to a lane, the minimum required **rear yard setback** for the main building on the lot is 6.0 metres. |
| 20 | For an end unit of a **street townhouse dwelling**, the dwelling unit shall be setback a minimum of 1.5 metres from the side lot line, and the minimum **required side yard setback** for an **attached** or **detached garage** may be reduced to 1.2 metres where an access is provided at the **rear** or **side wall** of the garage to a secondary suite located above the garage. |

## THE CORPORATION OF THE TOWN OF RICHMOND HILL

## EXPLANATORY NOTE TO BY-LAW NO. 96-17

By-law 96-17 affects lands described as Part of Lot 42 and 43, Concession 1, E.Y.S as shown on Schedule "A" to this By-law.

By-law 91-13, presently zones the subject lands "Single Detached Three [R3] Zone", "Single Detached Five [R5] Zone", "Single Detached Six [R6] Zone", Semi-detached One [RD1] Zone", "Residential Multiple One [RM1] Zone", and Park [P] Zone. The permitted uses in the "R3", "R5", and "R6" Zones include single detached dwellings, secondary suites (subject to Section 5.19) and home occupations. The permitted uses in the "RD1 Zone" include single detached dwellings, semi-detached dwellings, secondary suites (subject to Section 5.19) and home occupations. The permitted uses in the "RM1 Zone" include street townhouse dwellings and other multiple dwellings, secondary suites (subject to Section 5.19) and home occupations. The effect of By-law No. 96-17 would be to amend By-law No. 91-13 insofar as it applies to the subject lands as shown on Schedule "A" to this By-law.

By-law 96-17 would apply site specific development standards, amend special provisions and amend general provisions affecting the "R3", "R5", "RD1" and "RM1" Zones. By-law 96-17 will have the effect to accommodate access to stairs to a Secondary Suite that is located on top of a detached or attached garage that is accessed from a lane; accommodate an enclosed breezeway access to rear-lane garages; ensure that Secondary Suites are permitted for townhouse units as proposed and allow for the construction of the proposed built form. Additionally, By-law 96-17 would implement the vision for visually prominent lots as identified in the Architectural Design Guidelines (Section 2.2) through modification of the special provision dealing with the pairing of driveways.

# MAP 1 - AERIAL PHOTOGRAPH

Copyright J.D.Barnes Limited 2016 Orthophotography

BLOCK 23

File No. D02-17004

**Legend**

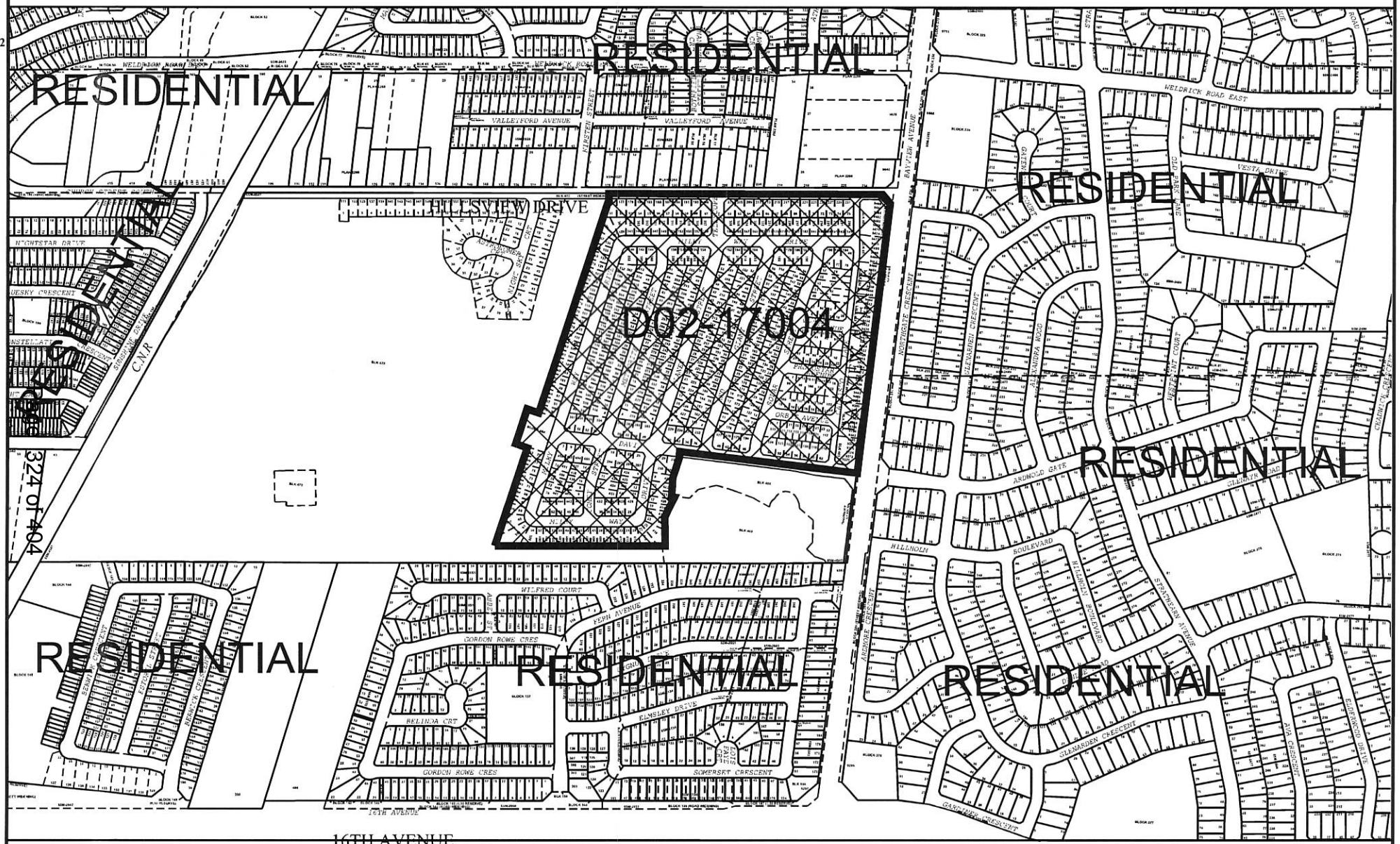
SUBJECT AREA

**MF/SS SRPRS.17.162**

N

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

# MAP 2 - NEIGHBOURHOOD CONTEXT




SUBJECT LANDS

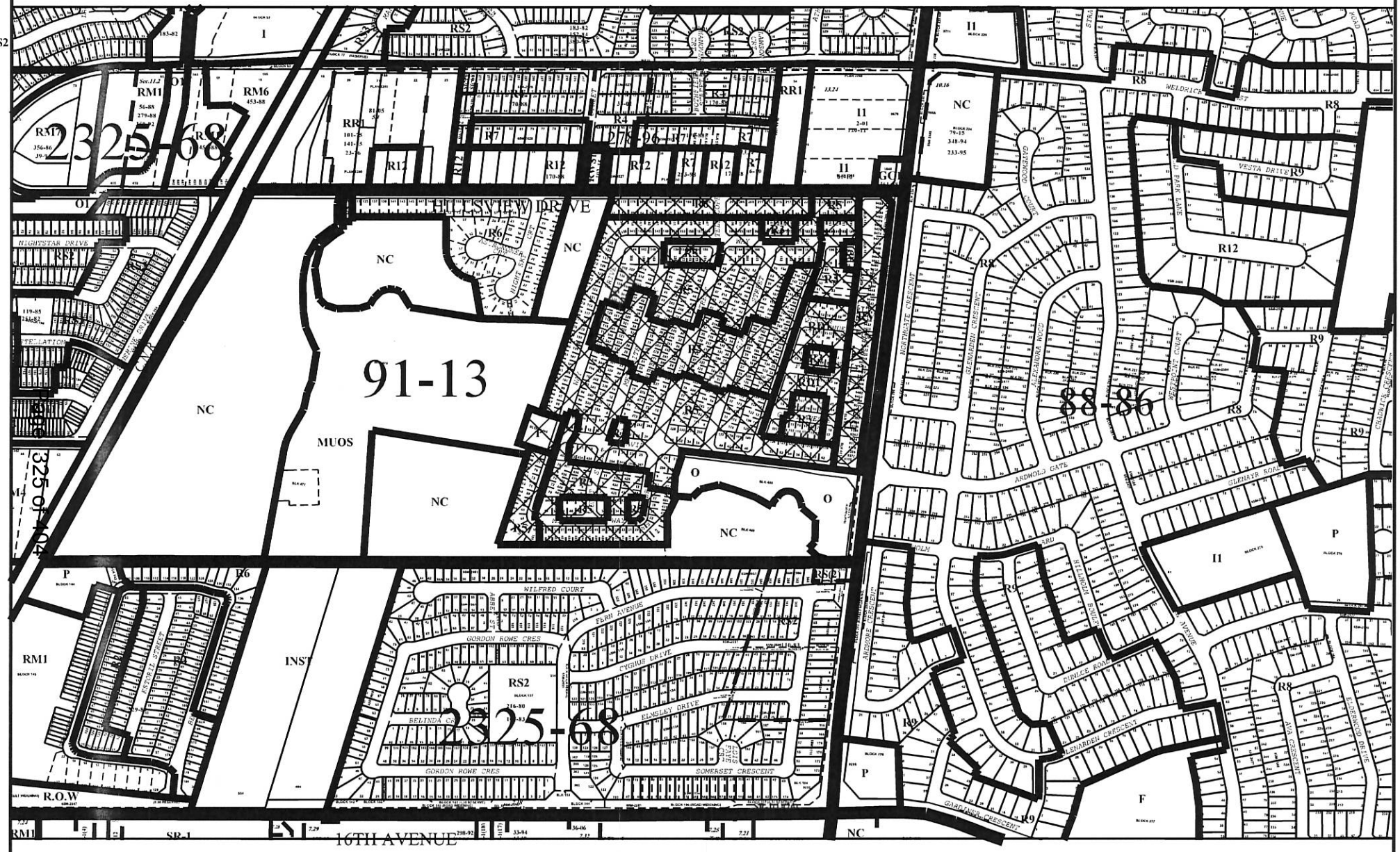
MF/SS SRPRS 17.162

BLOCK 19

FILE NO.D02-17004

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT

# MAP 3 - EXISTING ZONING




SUBJECT LANDS

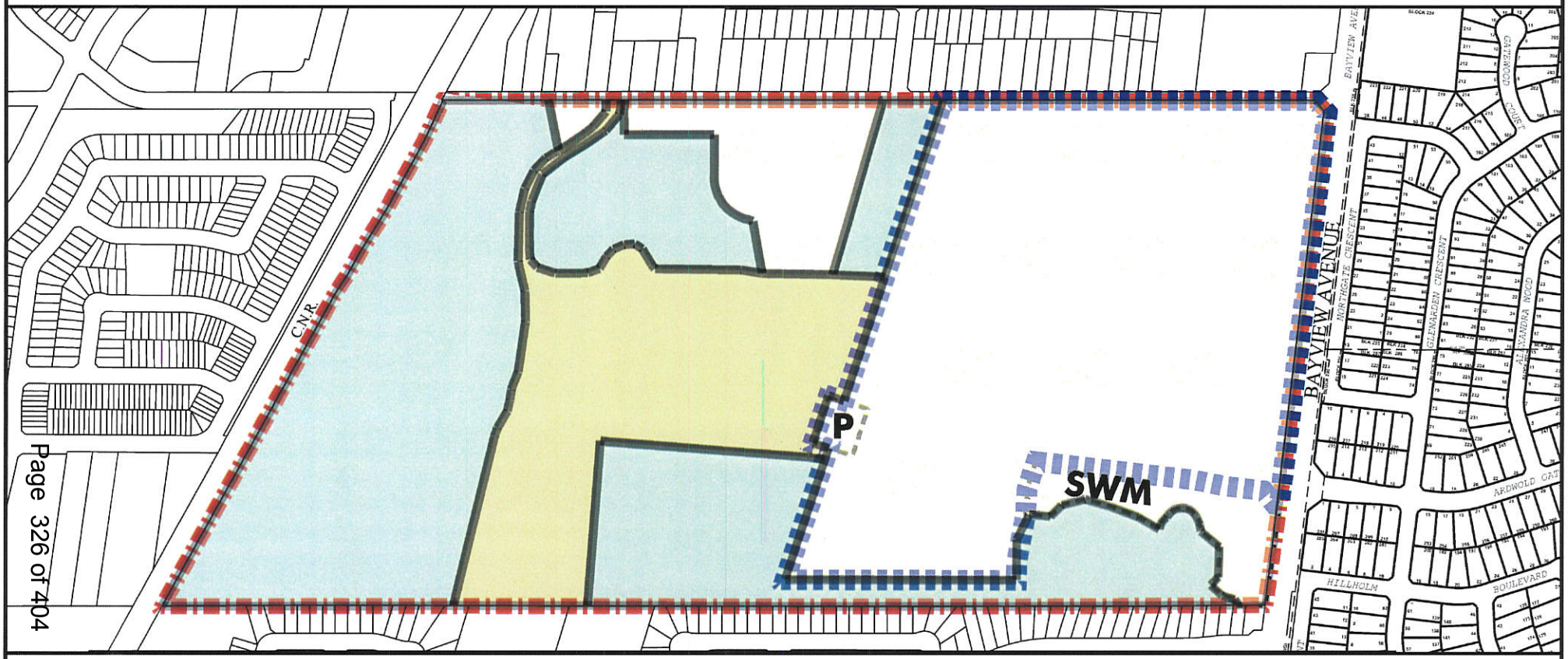
MF/SS SRPRS 17.162

BLOCK 19

FILE NO.D02-17004

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT

# MAP 4 - OFFICIAL PLAN DESIGNATION




## LEGEND

- AREA AFFECTED BY THIS AMENDMENT
- NEIGHBOURHOOD
- NATURAL CORE
- MAJOR URBAN OPEN SPACE
- SWM STORM WATER MANAGEMENT POND
- P PARK

SUBJECT LANDS

***AMENDMENT No. 270 TO THE***
***OFFICIAL PLAN OF THE RICHMOND HILL PLANNING AREA***
***SCHEDULE 1***
***LAND USE PLAN***

***NOTE: THIS SCHEDULE FORMS PART OF AMENDMENT No. 270 TO THE OFFICIAL PLAN OF THE RICHMOND HILL PLANNING AREA AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT***

BLOCK 23

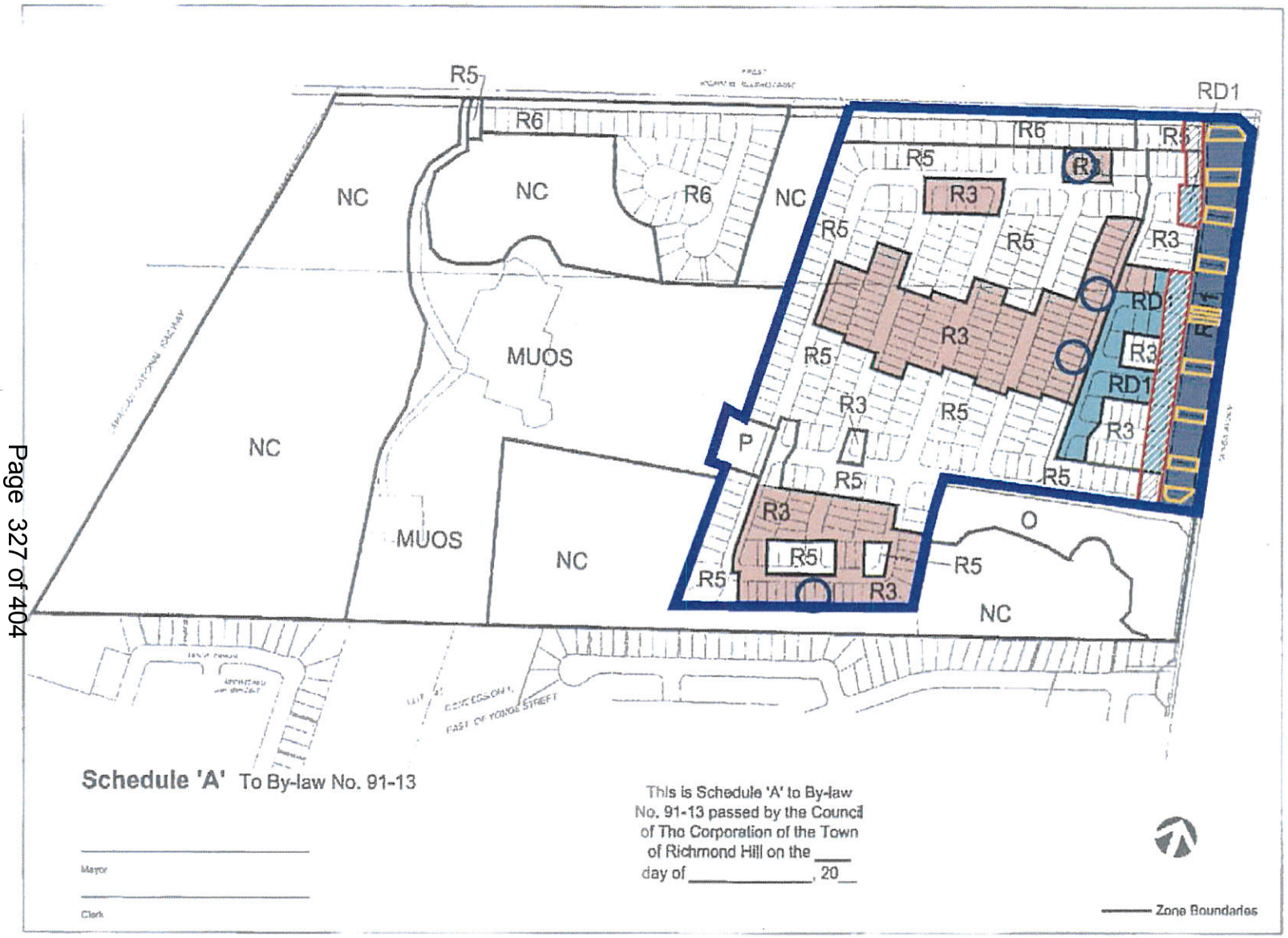
FILE NO.D02-17004

TOWN OF RICHMOND HILL
PLANNING AND REGULATORY
SERVICES DEPARTMENT

OPA_1_SRPRS_17_101.DGN

MF/SS SRPRS 17.162

# MAP 5 PROPOSED ZONING STANDARDS AND SPECIAL PROVISIONS




**ZONE AND SPECIAL PROVISIONS**

**RD1** Semi Detached Lots: *A2: Proposed increase in Lot Coverage (50 to 55%).*
**No. OF UNITS AFFECTED – up to 36**

**RM1** Street Townhouse Lots: *A2: Proposed increase in Lot Coverage (55 to 60%).*
**No. OF UNITS AFFECTED – up to 59**

**R3, R5 & RD1** Singles and Semi Detached Lots: *A2-A: Special Provision 19, reduced rear yard setback to 6m where garage is access by a side lot line.*
**No. OF UNITS AFFECTED – up to 10**

**RM1** Street Townhouse Lots: *A2-A: Special Provision 20, allowing enclosed stair access to a secondary suite located above a garage at an end unit.*
**No. OF UNITS AFFECTED – up to 16**

**R3 & RD1** Singles: *A2-A: Special Provision 11, removing requirement for pairing of side yard setbacks.*
**No. OF LOTS AFFECTED – up to 142**

*View Terminus locations affecting amendment to Special Provision 11.*

**R3, R5, R6 & RD1** Singles and Semi Detached Lots: *A2-A: Special Provision 17, to include attached garages (via breezeway).*
**No. OF UNITS AFFECTED – up to 10**

***NOTE:** The distribution of attached vs detached garages, and the location of secondary suites above garages has not yet been determined; therefore we are unable to specify the exact location and number of affected lots.*

mbtw wai March 6, 2017

Subject Areas

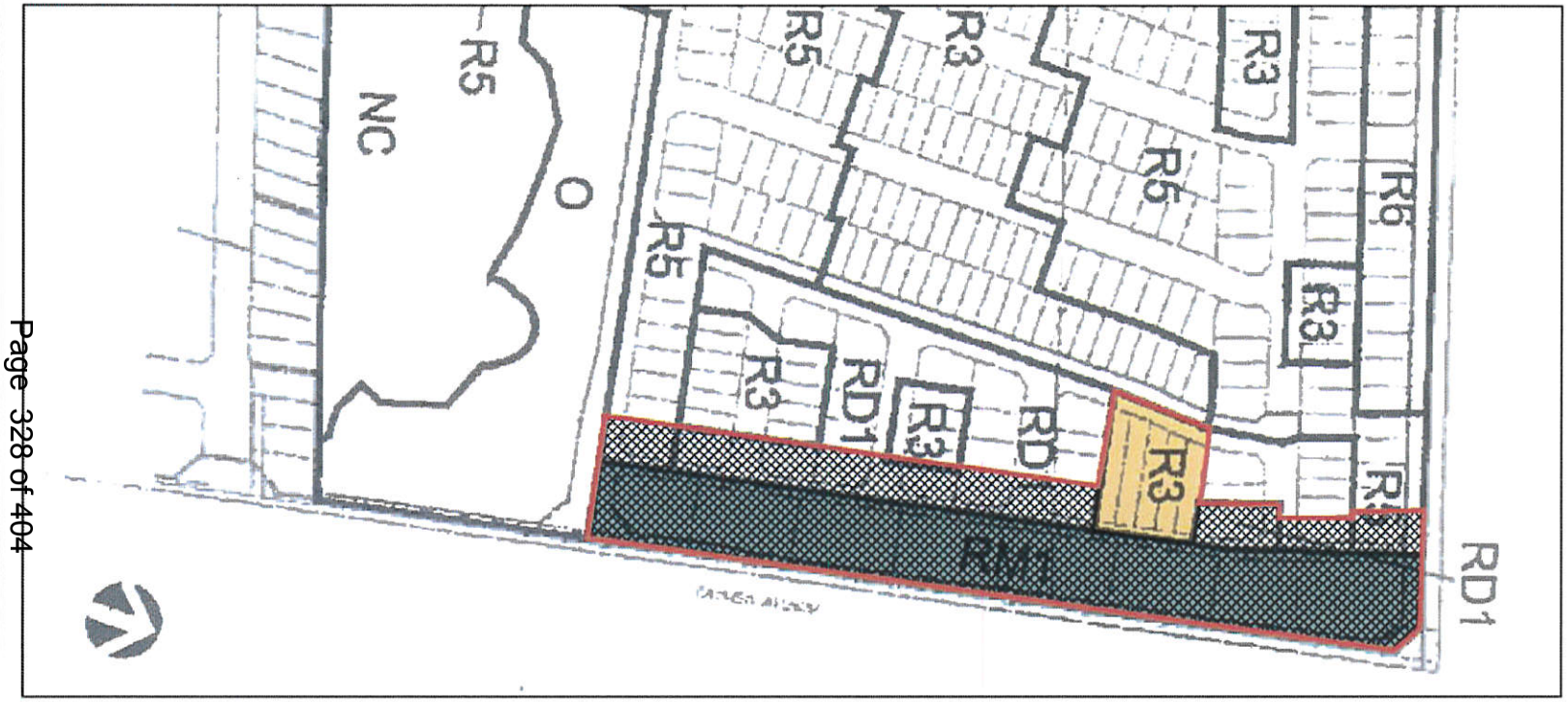
BLOCK 23

FILE NO. D02-17004

MF/SS SRPRS.17.162

**TOWN OF RICHMOND HILL PLANNING AND REGULATORY SERVICES DEPARTMENT**

# MAP 6 - PROPOSED GENERAL PROVISIONS




**GENERAL PROVISIONS**

**Detached Garages** with Secondary Suites above:
*General Provision 5.1.5.h: increasing the floor area to accommodate enclosed stair access to secondary suite.*
**No. OF UNITS AFFECTED – up to 74**

**Detached Garages** with Secondary Suites above:
*General Provision 5.1.5.i: increase allowable height of garage with secondary suite and pitched roof.*
**No. OF LOTS AFFECTED – up to 10**

**Secondary Suites:**
*General Provision 5.1.19.a and 5.1.19.e: language to include attached garages (via breezeway).*
**No. OF UNITS AFFECTED – up to 69**

**Secondary Suites:**
*General Provision 5.1.19.i: to permit secondary suites located above an attached or detached garages of a street townhouse dwellings.*
**No. OF UNITS AFFECTED – up to 59**

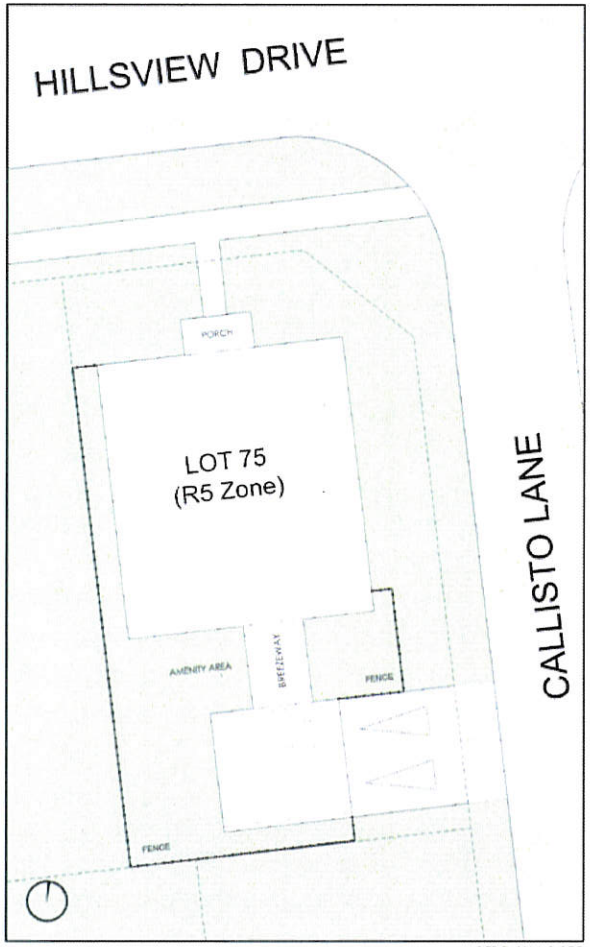
***NOTE:*** *The distribution of attached vs detached garages, and the location of secondary suites above garages has not yet been determined; therefore we are unable to specify the exact location and number of affected lots.*

BLOCK 23 FILE NO. D02-17004

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

MF/SS SRPRS.17.162

# MAP 7a - PROPOSED SITE PLAN AND ELEVATIONS




SITE PLAN | 1:100

FRONT ELEVATION 'B' - BEAUX ARTS

REAR ELEVATION 'B' - BEAUX ARTS

FLANKAGE ELEVATION 'B' - BEAUX ARTS

LOT 75 | SIMILAR CONDITIONS | KEY PLAN

## PROPOSED AMENDMENTS

*Amendments to Zone and Special Provisions*

- Special Provision 17 is modified: to permit the same minimum required rear yard setback of 1.2 metres for attached garages with driveways crossing a side lot line adjacent to a lane (formerly restricted to detached garages).
- Special Provision 19 is added: to permit a reduced rear yard setback to 6 metres (from 7.5 metres) where a garage is access by a side lot line.

*Amendments to General Provisions*

- General Provision 5.1.5.h is modified: to allow for a larger maximum floor area of 55 square metres (from 40 square metres) for a detached garage that provides an enclosed stair access to a secondary suite located above a detached garage.
- General Provision 5.1.19.a. and General Provision 5.1.19.e are modified: to permit secondary suites above both detached and attached garages that share a side or rear lot line with a laneway (formerly restricted to detached garages).

SINGLE DETACHED
LOT 75 ABUTTING CALLISTO LANE
OBSERVATORY • BAYVIEW AVE.

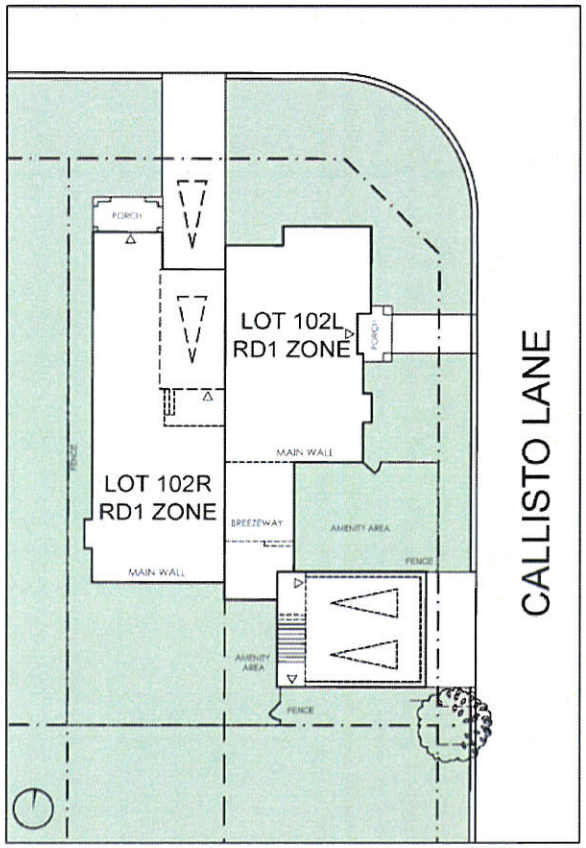
mbtw wai | May 15, 2017

BLOCK 23 FILE NO. D02-17004

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

MF/SS SRPRS.17.162

# MAP 7b - PROPOSED SITE PLAN AND ELEVATIONS




SITE PLAN | 1:100

FRONT ELEVATIONS 'B' and 'B2' - BEAUX ARTS INFLUENCE

RIGHT ELEVATION 'B' - BEAUX ARTS INFLUENCE

REAR ELEVATIONS 'B2' and 'B' - BEAUX ARTS INFLUENCE

## PROPOSED AMENDMENTS

*Amendments to Zone and Special Provisions*

- The Lot Coverage for the RD1 Zone is modified: to 55% (an increase from 50%) to allow for attached garages connected via breezeway.
- Special Provision 17 is modified: to permit the same minimum required rear yard setback of 1.2 metres for attached garages with driveways crossing a side lot line adjacent to a lane (formerly restricted to detached garages).
- Special Provision 19 is added: to permit a reduced rear yard setback to 6 metres (from 7.5 metres) where a garage is access by a side lot line.

*Amendments to General Provisions*

- General Provision 5.1.5.h is modified: to allow for a larger maximum floor area of 55 square metres (from 40 square metres) for a detached garage that provides an enclosed stair access to a secondary suite located above a detached garage.
- General Provision 5.1.19.a, and General Provision 5.1.19.e are modified: to permit secondary suites above both detached and attached garages that share a side or rear lot line with a laneway (formerly restricted to detached garages).

SEMI-DETACHED

LOT 102-R &102-L ABUTTING CALLISTO LANE

OBSERVATORY • BAYVIEW AVE.

mbtw wai | May 15, 2017

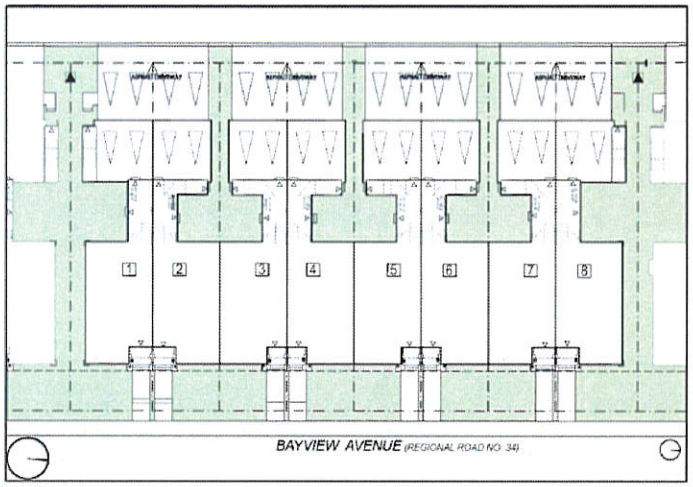
BLOCK 23

FILE NO. D02-17004

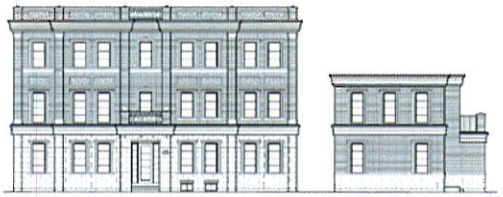
**TOWN OF RICHMOND HILL PLANNING AND REGULATORY SERVICES DEPARTMENT**

MF/SS SRPRS.17.162

# MAP 7c - PROPOSED SITE PLAN AND ELEVATIONS




SITE PLAN | 1:200



RIGHT ELEVATION 'A' - END CONDITION

RIGHT ELEVATION 'A' - END CONDITION

KEY PLAN

TYPICAL BLOCK FRONT ELEVATION 'A'

TYPICAL BLOCK REAR ELEVATION 'A'

## PROPOSED AMENDMENTS

*Amendments to Zone and Special Provisions*

- The Lot Coverage for the RM1 Zone is modified: to 60% (an increase from 55%) to allow for attached garages connected via breezeway
- Special Provision 20 is added: to permit a reduced side yard setback of 1.2 metres (from 1.5 metres) for a garage accessed by a rear lane, where the garage includes enclosed stair access to a secondary suite above the attached or detached garage

*Amendments to General Provisions*

- General Provision 5.1.5.h is modified: to allow for a larger maximum floor area of 55 square metres (from 40 square metres) for a detached garage that provides an enclosed stair access to a secondary suite located above a detached garage
- General Provision 5.1.19.a, and General Provision 5.1.19.e are modified: to permit secondary suites above both detached and attached garages that share a side or rear lot line with a laneway (formerly restricted to detached garages)
- General Provision 5.1.19.i is modified: to permit secondary suites located above an attached or detached garage of a street townhouse dwelling (formerly restricted to only single and semi detached lots with detached garages)

TOWNHOUSE
TYPICAL BLOCK FRONTING ON BAYVIEW AVE.

OBSERVATORY • BAYVIEW AVE.

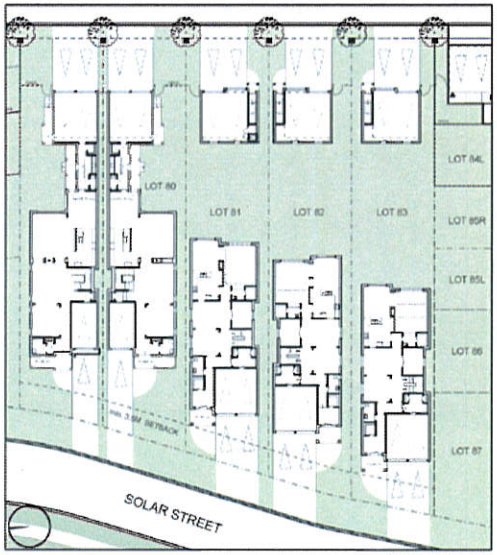
mbtw wai | May 15, 2017

BLOCK 23 FILE NO. D02-17004

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

MF/SS SRPRS.17.162

# MAP 7d - PROPOSED SITE PLAN AND ELEVATIONS




SITE PLAN | 1:250

PART LEFT SIDE ELEVATION 'A' - GEORGIAN
W/ OPT. NANNY SUITE

PART LEFT SIDE ELEVATION 'B' - BEAUX ARTS
W/ OPT. NANNY SUITE

KEY PLAN

## PROPOSED AMENDMENTS

*Amendments to General Provisions*

- General Provision 5.1.5.h is modified: to allow for a larger maximum floor area of 55 square metres (from 40 square metres) for a detached garage that provides an enclosed stair access to a secondary suite located above a detached garage.
- General Provision 5.1.5.i is modified: to increase the permitted maximum height for a secondary suite above a detached garage to 8.5 metres (from 7.5 metres), providing flexibility for roof forms and thereby permitting a range of appropriate architectural styles.

FRONT ELEVATIONS (STREETSCAPE ON SOLAR STREET)

REAR ELEVATIONS (STREETSCAPE ON CALLISTO LANE)

THROUGH LOTS
LOTS 79-83 BACKING ONTO CALLISTO LANE

OBSERVATORY • BAYVIEW AVE.

mbtw wai | May 15, 2017

BLOCK 23 FILE NO. D02-17004

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

MF/SS SRPRS.17.162

**From:** Mike Coveley
**Sent:** Tuesday, June 06, 2017 5:21 PM
**To:** Clerks Richmondhill
**Subject:** Dispassionate and indifferent opposing concerns in removing Heritage Protection on Dunlap Observatory.

Dear Sirs and fellow residents,

I am unable because of work, that I unfortunately cannot attend, at probaly so deliberate short notice, this Council Meeting regarding Heritage Protection removal at Dunlap Observatory and the cutting down of further Trees for the following reasons. After all the past and present miserable, bleak conditions that we have to daily experience and strive through, we are again being stressed and harassed in the midst of this **never-ending-greed-saga**; with this extended inexcusable mendacity. Albeit, appalling that the housing density is yet again requesting further extension with gargantuan resultant traffic concentrations on roads already at overburden. Notwithstanding, it is reprehensible that this town's Council overall focus and 'Management-Mindset' is considerate only to annual fee revenues and totally without any consideration of existing residents demeanor or health conditions. Adding now to the sustained violations of Towns bye-laws; only briefly and fleetingly addressed by phoned complaint [to council offices] informing raw-conditions; albeit shortly thereafter to return to the same disheveled and shabby pandemonium:

- Hillsview new medaled surface significantly covered in mud, clumps of clay, rocks and gravel, almost never swept or cleaned.
- Again large off-road machine units parked on the road daily and overnight without warning pylons.
- NO consideration of added traffic concentrations, I brought this to your attention before – response NOTHING.
- NO orderliness or planning during daytime working.
- NO Hillsview manned traffic control during daytime working.
- The clamor, clatter and blare from the equipment are extreme and detrimental.
- The huge vibrators shake even the house and we have had to take wall pictures and painting down – or they are shaken free.
- Without rain we are forced to live in a Gobi Desert dust environment – NO water spraying, our house is covered on every ledge, gutter, pathways all being inundated in layer after layer of dust.
- We cannot open our windows or doors; we cannot keep anything outside clean for barbequing.
- We are developing coughs and unreasonable levels of congestion, because you expect us to eat dust.
- We have to excessively change the air filters in vehicles, air-conditioners and vents.
- There is virtually **no town involvement regards inspection or supervision** of any of these raw-activities.
- NOTHING has changed or been improved upon from our many collective complaints or objections, no one visits to understand our dilemma or quandary, in other words the Town Management could not give a HOOT, shame on you, you have no trouble cashing your pay checks!
- I on the other hand am preparing my own action, which I will bring legally in due course.
- No guarded, restrained or shielded supervision is or has been carefully provided ensuring all on-site construction equipment and associated on-site activities remain **ON-SITE**, however, sweeping debris on Hillsview is imperative
- I AM OPPOSED TOTALLY & IN EVERY RESPECT TO THIS 270 ADDITION & REMOVING HERITAGE PROTECTION REGARDS DUNLOP OBSERVATORY.

**Not** most Cordially Mike Coveley - #112 Hillsview Drive

# PETITION

## To The Municipal Council of The Town of Richmond Hill

**WHEREAS ~** The Council has recognized the David Dunlap Observatory as a Cultural Heritage Asset and has protected the Heritage Attributes found in the Observatory's Heritage Landscape — both its' natural features and its buildings — in the Town's New Official Plan, as Cultural resources belonging to Town residents, the people of Ontario and Nation of Canada ;

**AND WHEREAS ~**

Town Council has acknowledged their public duty to protect the Great Telescope ensuring it's operating freely from encumbrances and most particularly from effects of unwanted light from developments through passage of Heritage By-Law No. 100-09 ;

**FURTHERMORE ~**

Any request to amend the Heritage By-law No. 100-09 removing a protective 150-metre buffer, as well as requests to intensify development on the Observatory site amending existing Zoning By-Law No. 91-13, to allow Secondary Suites and Laneways, is not in the best interest of the Richmond Hill residents ;

**AND WHEREAS ~**

That changing both By-laws will have negative impacts to the Heritage Telescope and to the quality of life and right of enjoyment of the community to current residents surrounding the Observatory and future residents ;

**WHEREAS ~**

Developments along Bayview Avenue are not intensification sites identified in either the Town Official Plan or the York Regional Official Plan ;

**AND DIRECTLY ~**

We the people of Richmond Hill request the Council of the Town of Richmond Hill, as their trustees, not to pass either of the aforementioned By-law Amendments to ensure protection of the quality of our community and the ability of current and future residents to enjoy our recognized Cultural Heritage.

| NAME (printed) | ADDRESS (printed) | CONTACT # (printed) | SIGNATURE |
|---|---|---|---|

A copy of the petition received at the June 7, 2017, Council Public Meeting, containing approximately 92 signatures, regarding Corsica Development Inc., submitted by Deborah Chute, 176 Hillsview Drive, is on file in the Office of the Clerk.

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRPRS.17.180**

**Department:** **Planning and Regulatory Services**
**Division:** **Development Planning**

**Subject:** **Request for Direction - Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Common Element Condominium and Site Plan Approval Applications – 2468390 Ontario Inc. – Town Files D02-16003, D03-16001, D05-16004 and D06-17057 (SRPRS.17.180)**

## Owner:

2468390 Ontario Inc.
850 Elgin Mills Road East
Richmond Hill, Ontario
L4S 1M4

## Agent:

Evans Planning Inc.
8481 Keele Street, Unit 12
Vaughan, Ontario
L4K 1Z7

## Location:

Legal Description: Part of Lot 26, Concession 2, E.Y.S.
Municipal Address: 850 Elgin Mills Road East

## Purpose:

A request for direction concerning proposed Zoning By-law Amendment, draft Plan of Subdivision, draft Plan of Common Element Condominium and Site Plan approval applications to permit a residential development comprised of 41 block townhouse units on the subject lands, within the North Leslie Secondary Plan Area.

## Recommendations:

**a) That the Ontario Municipal Board be advised as follows:**

**I. That Council supports the Zoning By-law Amendment and draft Plan of Subdivision applications submitted by 2468390 Ontario Inc. for lands known as Part of Lot 26, Concession 2, E.Y.S. (Municipal Address: 850 Elgin Mills Road East), Town Files D02-16003 and D03-16001 for the principle reasons outlined in staff report SRPRS.17.180;**

**II. That Council requests the Ontario Municipal Board to withhold its Final Order respecting the proposed Zoning By-law Amendment until such time as the applicant's Site Plan application has been approved by the Town;**

**III. That Council endorses the conditions of draft approval as set out in Appendix A to staff report SRPRS.17.180, subject to the payment of applicable processing fees in accordance with the Town's Tariff of Fees By-law;**

**b) That appropriate Town staff be directed to appear at the Ontario Municipal Board in support of Council's position concerning the subject applications;**

**c) That approval of the applicant's draft Plan of Common Element Condominium application be deferred until such time as the applicant's Site Plan application has been approved by the Town;**

**d) That Council resolve to accept cash-in-lieu of parkland dedication for the subject applications; and,**

**e) That all comments concerning the applicant's Site Plan application be referred back to staff.**

## Contact Person:

Bruce Robb, Senior Planner, phone number 905-771-2459 and/or
Denis Beaulieu, Manager of Development - Subdivisions, phone number 905-771-2540.

**Submitted by:**

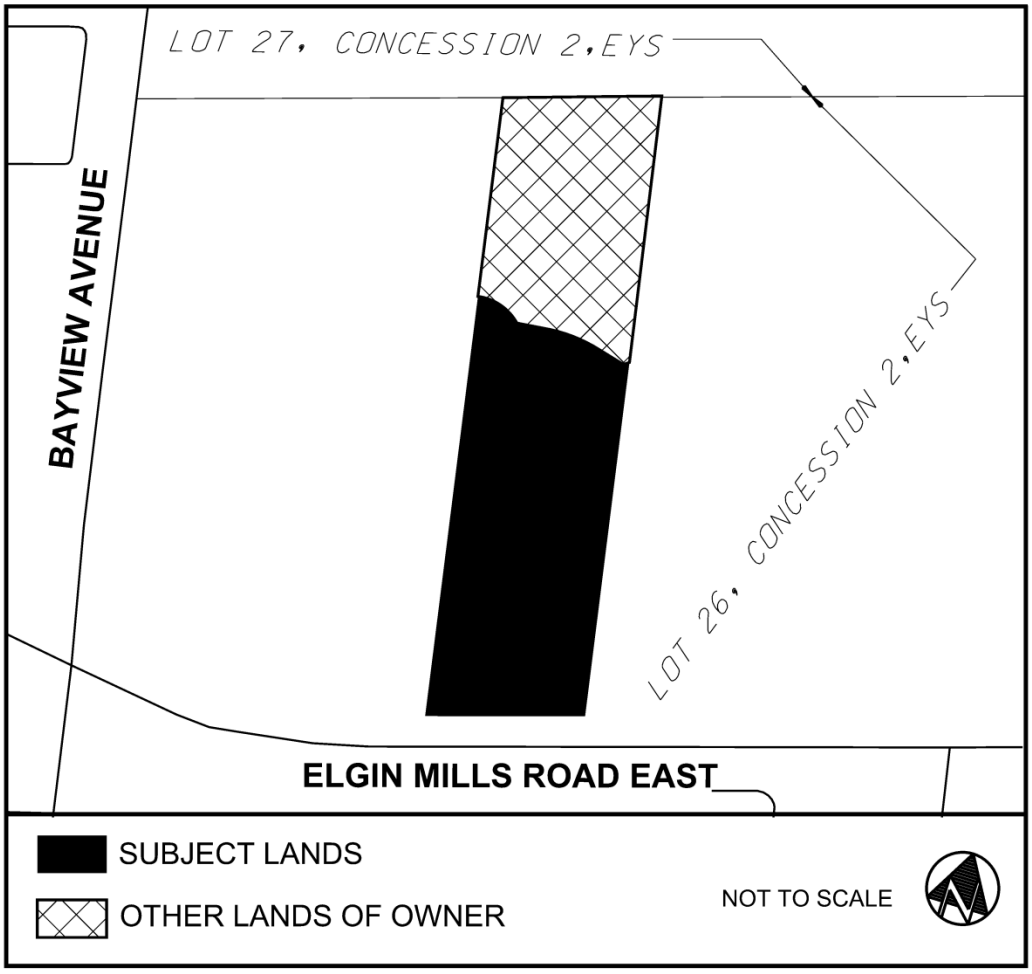
Kelvin Kwan
Commissioner of Planning and Regulatory Services

**Approved by:**

Neil Garbe
Chief Administrative Officer

## Location Map

Below is a map displaying the property location. Should you require an alternative format call person listed under “Contact” above.



## Background Information

The applicant's Zoning By-law Amendment and draft Plan of Subdivision applications were received by the Town on January 25, 2016 and were deemed complete on February 8, 2016. A related application for approval of a draft Plan of Common Element Condominium was received on April 20, 2016 and was deemed complete on April 22, 2016. The applicant's proposal was for a 43-unit block townhouse development (refer to Map 11).

On August 9, 2016, the Town received Notices of Appeal to the Ontario Municipal Board (OMB) for the applicant's Zoning By-law Amendment and draft Plan of Subdivision applications. The reason cited for the appeals was that decisions on the applications were not made within the statutory timelines outlined in the *Planning Act*.

Over the course of the next several months, the applicant worked with Town and Region of York staff with a view to revising its development proposal to address outstanding concerns identified by internal departments and external agencies. Those revisions focused on internal and external access design, urban design elements and protection of the Natural Heritage System within the subject lands.

On July 7, 2017, the applicant submitted a revised development proposal, which is the subject of this report. To implement its revised proposal, the applicant submitted revised Zoning By-law Amendment, draft Plan of Subdivision and draft Plan of Common Element Condominium applications. The applicant also submitted a Site Plan application. These applications were circulated for review and comment by Town staff on July 25, 2017.

Following a Pre-Hearing Conference held on June 28, 2017, the OMB scheduled a two-day Settlement Hearing starting on November 30, 2017 to consider matters related to approval of the subject Zoning By-law Amendment and draft Plan of Subdivision applications.

The purpose of this report is to seek Council's direction regarding the subject appealed applications and to make recommendations concerning the applicant's related draft Plan of Common Element Condominium and Site Plan applications.

## Summary Analysis

Further information in regards to site location is as follows:

### Site Location and Adjacent Uses

The owner's lands are located on the north side of Elgin Mills Road East, east of Bayview Avenue and have a total area of 3.96 hectares (9.8 acres). It is the southern 2.405 hectares (5.9 acres) of the property that comprises the subject applications. Within the subject lands there is a two-storey dwelling, a detached garage and the natural heritage system associated with a tributary of the Rouge River (refer to Map 1). The northern part of the property is subject to separate applications for Zoning By-law Amendment and draft Plan of Subdivision (Town Files D02-16010 and D03-16004).

The current surrounding land uses are primarily vacant, agricultural and environmental lands to the west, north and east. The Hindu Temple Society of Canada has a place of worship to the west of the northern portion of the owner's lands (refer to Map 1). Portions of the adjacent

lands are designated for urban development under the policies of the North Leslie Secondary Plan (refer to Maps 2 and 3).

## Development Proposal

Outlined below are the relevant statistics of the applicant's original and revised development proposals based on the plans and drawings submitted to the Town (refer to Maps 7 and 11):

### Original Proposal

| | |
|---|---|
| **Site Area:** | **2.416 hectares (6.0 acres)** |
| **Residential Area:** | **0.954 hectares (2.4 acres)** |
| **- Block townhouses (min. 6.0 metres / 19.7 feet frontage)** | **43 units total** |
| **3-storey front accessed:** | **29 units** |
| **3-storey rear accessed:** | **14 units** |
| **Natural Heritage System Area:** | **1.462 hectares (3.6 acres)** |
| **Parking:** | |
| **- Residential:** | **86 spaces** |
| **- Visitor:** | **16 spaces** |
| **Gross Floor Area:** | **9,476 sq. metres (102,000 sq. feet)** |
| **Floor Area Ratio (Permitted: 1.0 – 2.0 FAR):** | **0.99** |

### Revised Proposal

| | |
|---|---|
| **Site Area:** | **2.405 hectares (5.9 acres)** |
| **Residential Area:** | **0.947 hectares (2.3 acres)** |
| **- Block townhouses (min. 6.0 metres / 19.7 feet frontage)** | **41 units total** |
| **3-storey front accessed:** | **13 units** |
| **3-storey rear accessed:** | **22 units** |
| **3-storey back-to-back:** | **6 units** |
| **Natural Heritage System Area:** | **1.458 hectares (3.6 acres)** |
| **Parking:** | |
| **- Residential:** | **82 spaces** |
| **- Visitor:** | **11 spaces** |
| **Gross Floor Area:** | **11,032 sq. metres (118,747 sq. feet)** |
| **Floor Area Ratio (Permitted: 1.0 – 2.0 FAR):** | **1.16** |

## Supporting Documentation/Reports

The applicant has submitted the following documents/information to the Town in support of the proposed development:

- Planning Justification Report;
- Draft Plan of Subdivision;
- Draft Plan of Common Element Condominium;
- Draft Zoning By-law Amendment;
- Site Plan with Floor Plans;
- Elevation Plans;
- Urban Design Brief;
- Functional Servicing Report;
- Hydrogeological and Geotechnical Reports;
- Environmental Features and Buffers Map;
- Environmental Impact Study;
- Environmental Restoration Plan;
- Traffic Impact Study;

- Sustainability Metrics Checklist;
- Tree Inventory and Preservation Report; and,
- Phases 1 and 2 Environmental Site Assessment.

## Planning Analysis

### Town of Richmond Hill Official Plan

The North Leslie Secondary Plan (the "Secondary Plan")

The Secondary Plan was initially approved in accordance with Section 22 of the *Planning Act* by the OMB, through a series of Decisions released between November 23, 2006 and February 2, 2012. The Secondary Plan was subsequently included within Part II of the Town's new Official Plan. The Secondary Plan applies to the lands located within the area generally bounded by Bayview Avenue to the west, Highway 404 to the east, Elgin Mills Road East to the south and Nineteenth Avenue to the north including lands located at the northwest corner of Nineteenth Avenue and Leslie Street.

The subject lands are designated **"Neighbourhood Commercial"** and **"Natural Heritage System"** on Schedule "A" Land Use Plan of the Secondary Plan (refer to Map 2). **"Neighbourhood Commercial"** permits a variety of commercial uses as well as day nurseries, places of worship, private schools and **"Medium/High Density Residential"** uses, subject to the policies of that residential designation. The **"Neighbourhood Commercial"** designation applies to the four properties at the northeast corner of Bayview Avenue and Elgin Mills Road East and the policies require these lands to be "planned comprehensively as one development with joint accesses". The **"Medium/High Density Residential"** designation permits a variety of low and mid-rise housing forms including street, block and stacked townhouses and apartments, having a maximum building height of 10 storeys. The permitted density is expressed as "Floor Area Ratio" (FAR), being the ratio of Gross Floor Area to residential site area; the permitted FAR in this designation is between 1.0 and 2.0.

The lands designated **"Natural Heritage System"** are to be set aside for environmental protection and acquired by the Town or other public agency. These lands are to be zoned with an environmentally protective zone category, with their boundaries established through the Master Environmental Servicing Plan (MESP) and the approval of a site-specific Environmental Impact Statement (EIS).

The applicant's proposal is in conformity with the relevant policies found in the following documents:

- *Provincial Policy Statement*
- *Oak Ridges Moraine Conservation Plan*
- *Provincial Growth Plan*
- Region of York Official Plan
- Town of Richmond Hill Official Plan (2010), including the Part 2 North Leslie Secondary Plan

### Zoning By-Law Amendment Application

The subject lands are zoned **"Rural Residential Four (RR4) Zone"** under Zoning By-law 2325-68, as amended. The "RR4" zone permits one single family detached dwelling, a clinic

and conservation projects. This zoning does not permit the uses envisioned by the Secondary Plan nor those proposed by the subject development. An amendment to the Zoning By-law is therefore required to facilitate the proposed development.

The applicant has submitted a draft Zoning By-law Amendment which will bring the subject lands into By-law 55-15, as amended (the North Leslie Secondary Plan Area Zoning By-law) and zone the lands **"Multiple Residential Four (RM4) Zone"** and **"Environmental Protection Two (EPA2) Zone"**. The applicant has also requested a number of site specific development standards to implement the proposed development, including provisions to facilitate a future Part Lot Control Exemption application related to the draft Plan of Common Element Condominium application.

Staff Report SRPRS.16.110 recommended approval of three development applications within the western portion of the Secondary Plan. A series of general "housekeeping" revisions to By-law 55-15 were needed to better accommodate the various housing forms envisioned by the Secondary Plan and to provide for more consistent streetscapes within the residential lands. The revisions also correct redundancies in the existing document and provide more flexibility in housing design to assist landowners in achieving the minimum density requirements of the Secondary Plan. Council approved the recommended revisions to By-law 55-15 and the revisions were included in Zoning By-laws 82-16, 83-16 and 84-16, which implemented the applications by Raki Holdings Inc., Autumnhill Investment Ltd. and Richview 19 Holdings Inc. These "housekeeping" revisions have also been included in the Zoning By-law Amendment for Mattamy (Elgin Mills) Ltd. and Virtual Developments Inc.

The applicant has requested the same package of general "housekeeping" amendments to By-law 55-15, which is supported because they are intended to become applicable to other North Leslie developments at such time as they are approved and their lands brought into By-law 55-15.

### Draft Plan of Subdivision Application

The applicant's draft Plan of Subdivision consists of two blocks of land. One is intended for 41 block (condominium) townhouse units while the other is for natural heritage protection (a tributary of the Rouge River) (refer to Map 4). The draft Plan of Subdivision application will facilitate the applicant's future use of the Part Lot Control Exemption process, to permit the further division of lands into "parcels of tied land" related to the draft Plan of Common Element Condominium application.

### Draft Plan of Common Element Condominium Application

The applicant's draft Plan of Common Element Condominium application is to facilitate the creation of common element condominium tenure over a portion of the subject lands, intended for the common at-grade shared driveway, visitor parking, sidewalks and landscaping (refer to Map 6). The shared driveway will provide the townhouses within the development with access to Elgin Mills Road East. The driveway is also intended to provide access to the abutting lands to the east and west, so that they will have a coordinated, full-moves access to Elgin Mills Road East, as required by the Secondary Plan policies.

As discussed below, a Site Plan application for the proposed development was only recently submitted to the Town. As it is the Town's practice to not approve draft Plan of Condominium

applications until such time as Site Plan approval has been given (and, in some cases, the building is under construction), it is recommended that approval of the applicant's condominium application be deferred until such time as the applicant receives Site Plan approval by the Town. This will ensure that the condominium draft plan will be consistent with the approved Site Plan. It is noted that future conditions of draft approval will secure for the creation of reciprocal easements between the subject lands and the abutting lands to the east and west.

### Site Plan Application

The owner's Site Plan application, submitted on July 7, 2017, will implement its revised development proposal. Through the review of the Site Plan application, detailed site design matters will be addressed, including the following:

- Common elements, internal and external access requirements and individual unit/lot sizes and orientation within the proposed development blocks;
- Appropriately sized amenity areas and building setbacks for the proposed units;
- Site servicing, grading and stormwater management, including excavation and basement elevations, to ensure protection of the natural heritage system and the groundwater regime; and,
- Compliance with the approved Master Environmental Servicing Plan (MESP) for North Leslie West.

## Department and External Agency Comments

The following is a summary of the comments received from internal departments and external agencies as of the writing of this report. These comments have been forwarded to the applicant to consider and will be addressed through the detailed review of the Site Plan application.

### Development Planning Division

- The subject development proposal conforms with the policies of the North Leslie Secondary Plan, including the minimum and maximum density provisions for residential development within the **"Neighbourhood Commercial"** designation of the site; and,
- The area designated **"Natural Heritage System"** is being protected through the creation a separate block on the draft Plan of Subdivision which will be dedicated to the Town or the TRCA.
- As a Site Plan application for the proposed development was only recently submitted to the Town, the OMB should be requested to withhold its Final Order respecting the Zoning By-law Amendment application, until such time as the applicant's Site Plan application has been approved by the Town.

### Development Engineering Section – Subdivision

Staff has reviewed the draft Plan of Subdivision and has provided conditions of draft approval contained in Appendix A.

### Development Engineering Section – Site Plan

Detailed technical comments regarding servicing, grading, stormwater management, groundwater protection and erosion and sediment control measures have been provided to the applicant.

### Park and Natural Heritage Planning Section

Parks staff has provided technical comments pertaining to access to the natural heritage system and proposed landscaping. These comments are to be addressed through the Site Plan application. Further, staff noted that cash-in-lieu of parkland is recommended for this proposal. Parks staff has also provided conditions of approval contained in Appendix A.

### Other Town Departments and External Agency Comments

Comments have also been received from the Town's Corporate and Financial Services Department, Regulatory Services Division, the Region of York and the Toronto Region and Conservation Authority. All of these comments have been forwarded to the applicant for consideration but have not been appended to this report. These Town departments and external agencies have no objections to the application and/or have provided their conditions of draft approval. The Schedule of Conditions of draft approval for the applicant's draft Plan of Subdivision is attached as Appendix "A" to this report.

## Recommendations

Staff has undertaken a comprehensive review of the applicant's development proposal and can advise that it is in conformity with the *Provincial Policy Statement*, the *Growth Plan*, *Oak Ridges Moraine Conservation Plan* and North Leslie Secondary Plan. On the basis of revisions which the applicant has made to its applications, the revised development proposal is supported. Accordingly, it is recommended that Council advise the OMB that Council supports the Zoning By-law Amendment and draft Plan of Subdivision applications, subject to the conditions of approval contained in Appendix A to this report and to the Board withholding its Final Order respecting the Zoning By-law Amendment application, until such time as the applicant's Site Plan application has been approved by the Town. It is also recommended that Town staff be directed to appear at the OMB Hearing in support of Council's position concerning the subject applications.

As it is the Town's practice to not approve draft Plan of Condominium applications until such time as Site Plan approval has been given, it is recommended that approval of the applicant's draft Plan of Common Element Condominium application be deferred until such time as the applicant's Site Plan application has been approved by the Town. It is also recommended that Council accept cash-in-lieu of parkland dedication for the subject development proposal and that all comments concerning the applicant's Site Plan application be referred back to staff.

## Richmond Hill Sustainability Metrics

In collaboration with the City of Brampton and the City of Vaughan, Richmond Hill developed a set of sustainability metrics to ensure new development helps create healthier, sustainable communities through the project "Measuring the Sustainability Performance of New Developments." The sustainability metrics were created as a performance tool to quantify the

sustainability of new development projects consistently across the three municipalities. With more than 50 potential criteria listed, the sustainability metrics tool is used by applicants to calculate the score of each proposed application, ensuring it meets Richmond Hill's sustainability standards. Each draft plan or site plan application must include sustainable elements in their plans, such as producing their own energy, conserving water, using environmentally-friendly materials in construction, reducing greenhouse gas emissions by encouraging use of sustainable transportation like public transit, and more.

Staff has reviewed the Sustainability Performance Metrics Tool submitted by the applicant in support of the proposed development, including the allocation of servicing capacity. The overall application score is 28 out of 110 points whereas a score of 32 to 45 points represents a "Good" (minimum) score. Further, the applicant has not satisfied all of the mandatory metrics. It is recommended that the applicant consider the available metrics that can be implemented within its development to achieve at least the minimum score for a Site Plan application.

For the next submission of the Site Plan application, the applicant is requested to provide a plan, or revise the submitted plans, to demonstrate how the proposed metrics are to be met. The applicant is to note on the plans the applicable metrics and show how those metrics are implemented. The applicant should refer to the Guidebook and Glossary for direction on same. A response letter indicating where the information is shown would assist staff's review of the metrics and associated plans. On the basis of the foregoing, staff recommends that Council not allocate servicing capacity to the proposal at this time. At such time as the applicant submits a revised Sustainability Performance Metrics Tool which meets or exceeds the minimum score for a Site Plan application, staff will report back to Committee of the Whole with respect to servicing allocation for the subject lands.

## Financial/Staffing/Other Implications

As these applications have been appealed to the Ontario Municipal Board, there will be further draw on staff and financial resources. These will be accommodated in existing budgets.

## Relationship to Strategic Plan

The development proposal is generally aligned with **Goal One: Stronger Connections in Richmond Hill** by providing for physical connections in the community and improving connections in our environment. The proposal would also align with **Goal Two: Better Choice in Richmond Hill** by providing better options for where to live, and **Goal Four: Wise Management of Resources in Richmond Hill** by being responsible through committing to use land responsibly.

## Conclusions

The applicant is seeking Council's approval of its revised Zoning By-law Amendment, draft Plan of Subdivision, draft Plan of Common Element Condominium and Site Plan applications, to permit a residential development consisting of 41 block townhouse units and the preservation of the natural heritage system on its landholdings.

Staff has carefully reviewed the applicant's development proposal and is recommending that Council support the subject Zoning By-law Amendment and draft Plan of Subdivision applications in accordance with the recommendations found in this report and direct appropriate Town staff to appear at the Ontario Municipal Board in support of Council's position concerning the subject applications. Staff also recommends that approval of the applicant's draft Plan of Common Element Condominium application be deferred until such time as the applicant's Site Plan application has been approved by the Town, that Council accept cash-in-lieu of parkland dedication for this development proposal and that all comments concerning the applicant's Site Plan application be referred back to staff.

## Appendix Contents and Maps:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Appendix A, Schedule of Conditions of Draft Approval 19T(R)-16001
- Map 1, Aerial Photograph
- Map 2, North Leslie Secondary Plan Designations
- Map 3, North Leslie West Block Plan
- Map 4, Revised Draft Plan of Subdivision
- Map 5, Revised Development Concept
- Map 6, Revised Draft Plan of Common Element Condominium
- Map 7, Site Plan
- Map 8, Elevations Plan – Rear Access Townhouses
- Map 9, Elevations Plan – Front Access Townhouses
- Map 10, Elevations Plan – Back-To-Back Townhouses
- Map 11, Original Development Concept

# Appendix A

**The Corporation of The Town Of Richmond Hill**

## Schedule of Conditions

**Draft Plan of Subdivision**
**File 19T(R)-16001**

**2468390 Ontario Inc.**
**Part of Lot 26, Concession 2, E.Y.S**
**Town of Richmond Hill**

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## Town of Richmond Hill

### Development Planning Division

1. Approval shall relate to a Draft Plan of Subdivision prepared by Evans Planning dated June 21, 2017.

2. The lands within this Draft Plan of Subdivision shall be appropriately zoned by a zoning by-law which has come into effect in accordance with the provisions of the *Planning Act*.

3. Prior to final approval of the Plan, the Owner shall provide the Town with evidence in the form of an Ontario Land Surveyor Certificate that:

   a) any existing buildings or structures on the lands as of the date of final approval, are situated so as to comply with applicable zoning by-laws after registration of the plan; and,

   b) all lot frontages and lot areas within the plan conform to the applicable zoning by-law.

4. The road allowances or lanes included within this Draft Plan of Subdivision shall be named to the satisfaction of the Town and York Region. The Owner shall agree in the Subdivision Agreement that all street names shall be identified to the satisfaction of the Town prior to construction of any buildings.

5. The Owner shall enter into a Sustainable Building Design Agreement, if required to do so by the Town, to implement the sustainability components approved as part of the allocation of municipal services for the proposed development on the subject lands.

### Development Engineering Division

6. a) Prior to final approval of the draft plan or any portion thereof, the Owner shall enter into one or more Subdivision Agreements with the Town in order to satisfy the financial, servicing and other requirements of the Town, including the construction and installation of municipal services (including, inter alia, roads, curbs, gutters, sidewalks, watermains, sanitary sewers, storm sewers, street lights, traffic lights, street name and regulatory signs) at the owner's expense, both upon the lands within the draft plan and upon lands external thereof,

provision of insurance, payment of Development Charges and prepayment of Local Improvement charges as required by the Town.

b) The Owner shall agree in the Subdivision Agreement to pay all processing fees in accordance with the Town's Tariff of Fees By-Law with respect to the subdivision of lands, and shall pay any new or additional costs or fees imposed upon the Town by the Province of Ontario or The Regional Municipality of York which relate to the lands within the draft plan and which may arise prior to the final execution of the subdivision agreement. Payment of applicable Regional, Educational and Town-wide Development Charges will be required prior to the issuance of any building permit upon the subdivision lands.

7. Prior to final approval of the draft plan or in any portion thereof, the Owner shall enter into an agreement with a distributor as that term is defined in the *Electricity Act, 1998*, respecting the provisions of electric service and streetlighting.

8. Such easements as may be required for utility, municipal servicing or drainage purposes shall be granted to the Town or other appropriate authority in priority to all charges and encumbrances. Such easements to be conveyed to the Town, Region, the Province or the Toronto and Region Conservation Authority shall be conveyed without monetary consideration.

9. Prior to entering into any agreement with any telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, which is to be deeded or dedicated to the Town, the Region, Her Majesty the Queen in the Right of the Province of Ontario or any other public authority, including, inter alia, land which is to be dedicated to the Town the Region, Her Majesty the Queen in the Right of the Province of Ontario as public highways, the Owner shall obtain the approval of the Town of the location of any services permitted by such agreement and the wording of the agreement.

   Wherever any agreement with a telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, and any easement which has been transferred or is to be transferred to a telecommunications service provider, any natural gas or electricity service distributor or transmitter or any other public utility provider for the use of any lands within the Plan, permits or will permit the installation of aboveground services or facilities, prior to entering into the agreement or transferring such easement, the Owner shall obtain the approval of the Town of the design of such services and facilities. The Owner shall agree in the Subdivision Agreement to not construct or permit to be constructed any aboveground services or facilities inconsistent with or not in accordance with approved design drawings.

   The Owner shall agree in the Subdivision Agreement to provide evidence satisfactory to the Town that the aforesaid restrictions have been complied with prior to registration of the Subdivision Agreement.

10. The Owner shall agree in the Subdivision Agreement to obtain the approval of the appropriate authority for the installation of electric, gas, telephone and

telecommunication services and that the installation of those services shall be underground within the road allowances or within other appropriate easements.

11. The Owner shall permit any telephone or telecommunications service provider to locate its plant within the proposed subdivision prior to the registration provided the telephone or telecommunications services provider has executed a Municipal Access Agreement with the Town. The Owner shall ensure that any such provider will be permitted to install its plant so as to permit connection to individual dwelling units within the subdivision as and when each dwelling unit is constructed. The Owner shall agree to the foregoing in the Subdivision Agreement.

12. The Owner shall agree in the Subdivision Agreement that construction access shall be provided only in a location approved by the Town and the Regional Transportation Department.

13. The Owner shall agree in the Subdivision Agreement that all portions of public highways which are not paved and all drainage swales on public or private property shall be graded and sodded in accordance with the standards of the Town.

14. The Owner shall agree in the Subdivision Agreement to grade and seed all undeveloped lands within the plan, other than conservation lands, and to maintain, to the satisfaction of the Town, all undeveloped lands within the plan.

15. The Owner shall agree in the Subdivision Agreement that maintenance of any retaining walls constructed within this draft Plan of Subdivision shall be the responsibility of the Owner, and of subsequent Owners. Retaining walls shall not be constructed upon lands to be transferred to the Town.

16. Prior to final approval, a geotechnical report with respect to the sufficiency and adequacy of the soil within the draft plan to sustain the municipal services and buildings and other structures to be constructed within the draft plan shall be submitted to the Town for review and approval. The Owner agrees that the geotechnical report shall include a detailed investigation of site conditions based on sufficient boreholes to support final engineering design. The Owner agrees that the geotechnical report shall address the site specific groundwater, geologic and hydrogeologic conditions with respect to the final design and construction of municipal services including groundwater monitoring in accordance with the findings and recommendations of the Master Environmental Servicing Plan for the North Leslie West Secondary Plan area.

17. The Owner shall provide to the Town, engineering drawings for, and shall agree in the Subdivision Agreement to install, to the satisfaction of the Town, watermains, sanitary sewage works, storm sewage works, adequate pavement width for roadways, curbs, gutters, sidewalks, street lighting, traffic signals, regulatory signs, street name signs, and any other services or facilities as required. The Owner shall not connect any watermain or sewer to existing municipal systems without the written approval of the Town. All lands to be conveyed to the Town for open space purposes and all easements shall be shown on the engineering drawings. The Owner shall obtain the approval of the Region and/or the Ministry of the Environment, by way of certificate of

approval, for the installation of watermains, sanitary sewage works, and storm sewage works.

Further, the Owner shall agree in the Subdivision Agreement that the plan or any portion thereof shall not be granted final approval and registered until:

i) adequate sanitary sewage is available as determined by the Town and has been allocated, by the Town, to the plan; and,

ii) adequate water supply capacity is available, as determined by the Town, and has been allocated, by the Town, to the plan.

And further, the Owner shall agree in the Subdivision Agreement that the Owner shall save harmless the Town and the Regional Municipality of York from any claim or action as a result of water or sanitary sewer service not being available when anticipated.

18. The Owner shall agree in the Subdivision Agreement that the sanitary and storm sewers shall be connected and drained to outlets approved by the Ministry of the Environment, the Region of York, the Town of Richmond Hill and where applicable, the Toronto and Region Conservation Authority.

19. The Owner shall agree in the Subdivision Agreement that the water distribution system for this draft Plan of Subdivision shall be looped within this draft Plan of Subdivision and with the existing watermain system on the periphery of this draft Plan of Subdivision as necessary, and that allowance shall be made for the future servicing of parcels of land abutting this draft Plan of Subdivision as required by the Town.

20. The Plan of Subdivision or any portion thereof shall not be given final approval for registration until such time as storm and sanitary sewer outlets, water distribution systems, and site access via local and collector road systems are available or other arrangements satisfactory to the Town have been made.

21. The pattern of streets and the layout of reserve blocks within this draft Plan of Subdivision shall be designed to align precisely with the pattern and layout for existing plans or any adjoining proposed Plan of Subdivision.

22. The Owner shall agree in the Subdivision Agreement:

a) to be responsible for the proper drainage within this draft Plan of Subdivision and the effect of such drainage on all lands abutting this draft plan;

b) that all lot and block grading plans shall be prepared by the engineer for the Owner in accordance with the Town's Design Criteria and Design Standards;

c) that for the purpose of preparation of the overall lot and/or block grading plans and the individual lot grading plans, the Owner shall comply with the Town policy with respect to usable yard criteria;

d) to develop the lands within the plan in accordance with the approved grading plans and individual lot grading plans; and,

e) that the overall lot and/or block grading plans and the individual lot grading plans shall reflect the Tree Inventory and Management Plan and shall minimize grade changes in areas of trees to be retained.

23. The Owner(s) shall agree in the Subdivision Agreement to provide the Town with digital copies of the draft and final Plan of Subdivision and all reference plans in accordance with the Town's digital submission requirements. These plans shall be tied to horizontal control at a minimum of three (3) locations at the extreme corners of the plan. The Owner(s) shall agree in the Subdivision Agreement to provide as built engineering drawings (including tributary areas drawings), in accordance with the digital and hard copy submission requirements specified in Town Standards and shall include the database required to satisfy the Town's Infrastructure Management System.

24. Prior to final approval of the draft plan or any portion thereof, arrangements satisfactory to the Town shall be in place to provide for the following community services (at a time and with securities satisfactory to the Town and with the conveyance of the necessary lands or easements for the community services to the Town at a time satisfactory to it), which community services are in accordance with, or necessarily incidental to the Water Resource Management Report (WRMR) and Functional Servicing and Stormwater Management Report (FSSWMR) prepared for the Plan and Master Environmental Servicing Plan (MESP) for the North Leslie West Secondary Plan Area:

a) Construction of the municipal piped water supply system and appurtenances external to the draft plan, including upgrades to the existing system, for the pressure district servicing the draft plan (to the satisfaction of the Region as well as the Town) and construction of the piped water supply system to service the draft plan, all as outlined in the WRMR, FSR and MESP;

b) Construction of the municipal sanitary sewer system and appurtenances internal and external to the draft plan to an established outlet service the draft plan and contributing development areas, all as outlined in the FSSWMR and MESP; and,

c) Conveyance of all lands within and external to the draft plan required for municipal servicing purposes, all as outlined in the FSSWMR and MESP.

25. Prior to final approval of the Plan of Subdivision or any portion thereof, the Owner shall enter into one or more agreements, satisfactory to the Town, pertaining to the provision of the community services referenced in Condition 24, which said agreement(s) shall address, among other things, credits under the *Development Charges Act* to the satisfaction of the Town.

26. Prior to final approval of the Plan of Subdivision or any portion thereof, one or more by-laws enacted by the Town under the *Development Charges Act* providing for development charges for boundary road improvements shall have come into force as provided for under that Act and any appeals to the said by-laws shall have been disposed of by the OMB.

27. Prior to final approval of the Plan of Subdivision or any portion thereof, the Owner shall provide evidence satisfactory to the Commissioner of Planning and Regulatory Services that the Owner has executed a cost sharing agreement with other Owners within the North Leslie Secondary Plan area for the provision of community services within or external to the plan.

28. Prior to any grading, stripping or servicing of the lands included within the draft plan, the Owner shall provide a detailed Stormwater Management Report. This report shall be completed to the satisfaction of the Commissioner of Planning and Regulatory Services and shall address:

    a) the selection of stormwater management source, conveyance, low impact development and end-of pipe practices to be implemented within and external to the draft plan to address storm water quantity, quality, runoff volume and erosion control;

    b) the protection of groundwater quality and quantity;

    c) the facility design, inspection, operation and maintenance procedures and associated costs;

    d) monitoring plans, programs, equipment, procedures and associated costs required to address storm water management and facility performance in accordance with the requirements of the Water Resource Management Report (WRMR), Functional Servicing Report (FSR) and Master Environmental Servicing Plan (MESP); and,

    e) erosion and sediment control measures to be implemented before stripping and grading of the subject lands to protect downstream watercourses and environmental features.

    Such report(s) shall utilize as guidelines the Ministry of the Environment Stormwater Management Planning and Design Manual, the Town of Richmond Hill Stormwater Management Design Criteria and the Master Environmental Servicing Plan. The Owner shall incorporate the recommendations of this report into the applicable engineering plans to be prepared for approval by the Commissioner of Planning and Regulatory Services.

29. The Owner shall agree in the Subdivision Agreement:

    a) to implement the recommendations of the Stormwater Management Report; and,

    b) to undertake the stormwater management monitoring program specified in the Stormwater Management Report and to provide appropriate securities to carry out or cause to be carried out the monitoring program.

30. The Owner shall engage the services of a certified noise consultant to complete a noise study recommending noise control features satisfactory to the Town, the Regional Transportation and Works Department and in accordance with Ministry of the Environment and Energy noise guidelines.

31. The Owner shall agree in the Subdivision Agreement that the noise control features recommended by the study referred to in Condition 30, shall be implemented as approved. Prior to final approval of the Plan of Subdivision, a copy of the fully

executed Subdivision Agreement shall be forwarded to the Regional Transportation and Works Department.

32. Where the noise study has determined that a noise level of between 55 dBA to 60 dBA will remain, despite the implementation of the recommendations of that study, the following warning clause shall be included in the registered Subdivision Agreement with respect to the lots or blocks affected:

    "Purchasers are advised that despite the inclusion of noise control features within the development area and within the individual building units, noise levels may continue to be of concern, occasionally interfering with some activities of the building occupants."

    Such clause shall be required to be included in all offers of purchase and sale for the lots or blocks affected.

33. Where the noise study has determined that noise attenuation fences will be constructed onto lots or blocks within the plan, the following warning clause shall be included in the registered Subdivision Agreement with respect to the lots or blocks affected:

    "Purchasers are advised that where noise attenuation fences are shown on the plans attached to the Subdivision Agreement with the Town (Schedule B"), it is the requirement of the Town that such noise attenuation fences be constructed on private property and that they be maintained by the individual Owner of the lot(s) or block(s) to the satisfaction of the Town."

    Such clause shall be required to be included in all offers of purchase and sale for the lots or blocks affected.

34. Prior to final approval, the Owner shall agree in the Subdivision Agreement to retain a qualified hydrogeologist to assess the condition of all private wells with respect to quantity of water produced and its quality for drinking purposes. The hydrogeologist will identify the potential area of impact of the proposed construction and assess and report on the potential for construction activity, associated with the servicing of the subdivision, to detrimentally impact any of the wells. In the event any of the identified wells deteriorate as a result of this development, as determined by the hydrogeological assessment, the Owner agrees to provide the services of a hydrogeologist to investigate claims and recommend appropriate solutions, in a timely manner, and that the cost of any or all investigations and remedies will be the sole responsibility of the Owner.

35. The Owner shall agree in the Subdivision Agreement to retain a qualified geotechnical engineer to provide full time resident inspection during the construction of below ground municipal services including storm sewers, sanitary sewers, watermains and stormwater management facilities. The Owner agrees that the geotechnical engineer shall monitor and provide recommendations for excavation stability with respect to the local groundwater, geologic and hydrogeologic conditions in accordance with the geotechnical report for the plan and in accordance with the findings and recommendations of the Master Environmental Servicing Plan for the North Leslie West Secondary Plan area.

36. Prior to final design of municipal servicing and prior to final approval of the plan, the Owner shall provide additional geotechnical data and reports in order to refine the evaluation of Safe Excavation Depths (SED) within the shallow groundwater system above the Oak Ridges Aquifer Complex (ORAC) and the evaluation of the Inferred Maximum Excavation Depth associated with the ORAC all to the satisfaction of the Town and to satisfy the recommendations of the North Leslie West Master Environmental Servicing Plan.

37. Based on the final SED and IMED evaluation determined through Condition 36, the municipal servicing design shall be revised if necessary to satisfy design constraints all to the satisfaction of the Town.

**Heritage and Urban Design Section**

38. Prior to final approval, the Owner shall submit an Architectural Design Control Guideline document for review and approval in accordance with the Town's Terms of Reference for Architectural Control Guidelines to the satisfaction of the Manager of Heritage and Urban Design.

**Policy Planning Section – Parks Planning and Natural Heritage Section**

39. Prior to execution of a Site Plan Agreement for the subject lands, the Owner agrees to convey to the Town Block 2 for environmental protection purposes free and clear of all encumbrances and/or encroachments.

40. Prior to conveyance of Block 2, the Owner shall implement the recommendations of the Phase 2 ESA (prepared by Exp. Dated January 20, 2016) including a remedial plan, and pay for all costs associated with the implementation. Any required ESA/Remedial Plan should not contain a limitation upon the right of the Town to rely upon it and/or the information contained therein.

41. The Owner shall not construct any permanent or temporary stormwater management facilities, store any construction related debris or materials (including topsoil), permit temporary or permanent emergency/construction access routes or install any services, within Block 2 without the approval of the Town.

42. The Owner shall agree in the Site Plan Agreement to maintain Block 2 in a manner and condition acceptable to the Town until such time as the Town advises in writing that all obligations with respect to the site plan have been fulfilled and the Town will take over maintenance. The Owner shall indemnify and save the municipality harmless with respect to any occurrence on or related to Block 2 during the period for which the Owner is responsible for maintenance.

43. The Owner agrees that no trees, vegetation or environmentally significant features within the draft plan shall be removed or altered without the written consent of the Town. Further, in the event that any trees, vegetation or environmentally significant features within the draft plan are removed or altered without the written consent of the Town, the Owner shall restore the lands and/or provide compensation to the municipality as required by the Town.

44. Prior to registration of the Plan, the Owner shall submit a Natural Heritage Evaluation to the satisfaction of the Town. The Owner shall agree in the Site Plan Agreement

applicable to the subject lands to implement the recommendations of Natural Heritage Evaluation as finally approved by the Town, to pay all costs associated with implementation, and to provide associated securities upon request to guarantee undertaking of the work. In the event that a Site Plan Agreement is not executed within 3 years of draft plan approval, the Owner agrees to submit an update to the Natural Heritage Evaluation and to implement the recommendations of such update as approved by the Town.

45. Prior to registration of the Plan, the Owner shall submit a Tree Inventory and Preservation Plan completed consistent with the Town's guidelines for the preparation of such reports and to the satisfaction of the Town. The Owner shall agree in the Site Plan Agreement applicable to the subject lands, to implement the recommendations of Tree Inventory and Preservation Plan finally approved by the Town, to pay all costs associated with implementation, to replace the loss of tree cover either through replanting and/or cash-in-lieu of planting, and provide associated securities upon request to guarantee undertaking of the work.

**Region of York - Regional Corporate Services Department**

46. The road allowances included within the draft plan of subdivision shall be named to the satisfaction of the Town of Richmond Hill and York Region.

47. York Region shall confirm that adequate water supply and sewage capacity are available and have been allocated by the Town of Richmond Hill for the development proposed within this draft plan of subdivision or any phase thereof.

48. The Owner shall agree in the Regional Subdivision Agreement that the Owner shall save harmless the Town of Richmond Hill and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.

49. Prior to final approval, engineering drawing(s) showing the layout of the watermains and sewers on the proposed development, including as-built drawings showing the plan and profile views of the proposed crossings of the Region's 750mm diameter watermain on Elgin Mills Road shall be submitted for review to the Infrastructure Asset Management Branch.

50. The Owner shall agree in the Regional Subdivision Agreement that any direct connection (temporary or permanent) to a York Region water or wastewater system requires Regional approval prior to construction, and engineering drawings showing details of the connection shall be submitted to the Infrastructure Asset Management Branch for approval

51. Prior to final approval, the Owner shall agree in the Regional Subdivision Agreement to improve 19$^{th}$ Avenue, between the intersections of Bayview Avenue and Leslie Avenue, as per the recommendations from the MESP Transportation Study prepared by LEA Consulting dated March, 2016 on behalf of the Land Owner Group and subject to DC credits in accordance with Regional policy.

52. Prior to final approval, the Owner shall agree to provide the following, in regards to the 19$^{th}$ Avenue improvement, to the satisfaction of York Region:

a. Engineering drawings to 60% detail;
b. Detailed financial cost sharing arrangements of the construction cost to improve 19th Avenue; and,
c. The timeline for the completion of the 19th Avenue improvement works.

53. Prior to final approval, the Owner shall agree in the Regional Subdivision Agreement that only one shared access or street is permitted onto Elgin Mills Road East, as outlined in the North Leslie Secondary Plan. An individual and direct access to Elgin Mills Road from Block 1 will not be permitted. The proposed access or street onto Elgin Mills Road East shall be aligned with the proposed street on the south side of Elgin Mills Road East (10747 Bayview Avenue, Part of Lot 25, Concession 2), to the satisfaction of the Region.

54. Prior to final approval, the Owner shall provide a functional design illustrating the proposed interconnections to the lands to the east and west, as well as the proposed intersection at Elgin Mills Road as outlined in Condition 53 above.

55. Prior to final approval, the Owner shall agree in the Regional Subdivision Agreement to coordinate and to provide interconnections with the adjacent land Owners to the east and west to comply with the North Leslie Secondary Plan requirements.

56. The following warning clause shall be included in a registered portion of the Subdivision Agreement with respect to the lots or blocks affected:

"THE OWNER COVENANTS AND AGREES TO ADVISE POTENTIAL PURCHASERS, IN ALL AGREEMENTS OF PURCHASE AND SALE, THAT INTERCONNECTION WILL BE PROVIDED TO THE LANDS EAST AND WEST OF THE SUBJECT SITE TO PERMIT THE ACCESS TO ELGIN MILLS ROAD EAST TO BE SHARED. AS SUCH TRAFFIC VOLUMES ARE EXPECTED TO INCREASE AT THE TIME THESE LANDS ARE DEVELOPED."

57. Prior to final approval, the Owner shall demonstrate that direct shared pedestrian/cycling facilities and connections from the proposed development are provided to Elgin Mills Road East and surrounding local/collector roads to support active transportation and public transit, where appropriate. A drawing showing the conceptual routing of active transportation facilities and connections internal to the site and to the Regional roads shall be provided.

58. Prior to final approval, the Owner shall provide a comprehensive Transportation Impact Study (TIS) and preliminary development phasing and implementation plans for the proposed development. The transportation study shall identify proposed internal and external road networks that connection to Regional roads to sufficiently facilitate the proposed development. The TIS should be consistent with York Region's Transportation Impact Study Guidelines for Development Applications (August 2007).

59. Prior to final approval, the Owner shall agree to provide a Comprehensive Transportation Demand Management (TDM) Plan as part of the TIS to address the following requirements to the satisfaction of the Region:

a) The TDM Plan shall include a TDM recommendations checklist that summarizes the programs and measures, responsibility of the applicant, and the estimated costs for these recommendations.

b) The TDM Plan shall include a TDM communication strategy, to communicate and notify the Region and the Town of Richmond Hill to effectively deliver the Information Packages and pre-loaded PRESTO Cards to residents. This strategy shall also include a physical location for distribution of the Information Packages and pre-loaded PRESTO Cards.

60. Prior to final approval, the Owner shall agree that the following lands will be conveyed to York Region for public highway purposes, free of all costs and encumbrances, to the satisfaction of York Region Solicitor:

a) A widening across the full frontage of the site where it abuts Elgin Mills Road of sufficient width to provide a minimum of 18 metres from the centreline of construction of Elgin Mills Road.

61. Prior to final approval, in order to determine the property dedications (if any) required to achieve the ultimate right-of-way width of Elgin Mills Road abutting the subject site, the applicant shall submit a recent plan of survey for the property that illustrates the existing centre line of construction of Elgin Mills Road.

62. Prior to final approval, the Owner shall provide a solicitor's certificate of title in a form satisfactory to the Regional Solicitor, at no cost to York Region with respect to the conveyance of the above noted lands to York Region.

63. Prior to final approval, the Owner shall agree in the Regional Subdivision Agreement that the following lands will be conveyed to York Region for public highway purposes, free of all costs and encumbrances, to the satisfaction of York Region Solicitor:

a) A 10.0 metre by 10.0 metre daylight triangle, at the northeast and northwest corner of the access to the site, where it intersects with Elgin Mills Road.

64. The Region requires the Owner to submit, in general accordance with the requirements of the Environmental Protection Act and O. Reg. 153/04 Records of Site Condition Part XV.1 of the Act (as amended) ("O. Reg. 153/04"), a Phase I environmental site assessment ("Phase I ESA") of the Owner's lands that are the subject of the application, including the lands to be conveyed to the Region (the "Conveyance Lands"). The Phase I ESA cannot be more than 2 years old as of the actual date title to the Conveyance Lands is transferred to the Region. If the Phase I ESA is linked to different phases of development and there will be multiple conveyances of lands, the Phase I ESA prepared in respect of a specific conveyance and phase of development cannot be more than two years old as of the actual date of transfer of title to the Region. If a Phase I ESA is or would be more than two years old as of the actual date of transfer of title to the Region, the Phase I ESA will need to be either updated or a new Phase I ESA obtained by the Owner in accordance with the requirements of this section. The Region, at its discretion, may require further study, investigation, assessment and delineation to determine whether any remedial or other

action is required regardless of the findings or conclusions of the Phase I ESA. Any Phase II environmental site assessment required by or submitted to the Region must be prepared in general accordance with the requirements of O. Reg. 153/04 (as noted above). Reliance on the Phase I ESA and any subsequent environmental reports or other documentation prepared in respect of the environmental condition of the lands must be provided to the Region and: (i) will be addressed to "The Regional Municipality of York"; (ii) contain wording to the effect that the Region is entitled to rely on such reports or documentation in their entirety; and (iii) the terms and conditions of the reliance extended (including any wording seeking to limit liability) must be satisfactory to the Region.

65. The Owner shall also provide the Region's Development Engineering Section with a certified written statement from the Owner or the Owner's authorized representative that no contaminant, pollutant, waste of any nature, hazardous substance, toxic substance, dangerous goods, or other substance or material defined or regulated under applicable environmental laws is present at, on, in or under lands to be conveyed to the Region (including soils, substrata, surface water and groundwater, as applicable): (i) at the time of conveyance, at a level or concentration that exceeds the Environmental Protection Act O. Reg. 153/04 (as amended) full depth generic site condition standards applicable to the intended use of such lands by the Region or any other remediation standards published or administered by governmental authorities applicable to the intended land use; and (ii) in such a manner, condition or state, or is emanating or migrating from such lands in a way, that would contravene applicable environmental laws.

    The preparation and delivery of the Phase I ESA, any subsequent environmental reports, other documentation, reliance and the Owner's certified written statement shall be provided at no cost to the Region.

66. The Owner shall agree in the Regional Subdivision Agreement, in wording satisfactory to Development Engineering, to be responsible to decommission any existing wells on the Owner's lands in accordance with all applicable provincial legislation and guidelines and to the satisfaction of the area municipality.

67. Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering, that all local underground services will be installed within the area of the development lands and not within the road allowance of Elgin Mills Road. If a buffer or easement is needed to accommodate the local services adjacent to the Elgin Mills Road right-of-way, then the Owner shall provide a satisfactory buffer or easement, at no cost to the Region.

68. The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable.

## Toronto and Region Conservation Authority

69. That ***prior to*** any development, pre-servicing or site alteration, or registration of or any phase thereof, the applicant shall submit and attain the approval of the TRCA for:

a) The final consolidated North Leslie (West) Master Environmental Servicing Plan (MESP), be provided to the satisfaction of the TRCA.

b) The final Environmental Impact Study (EIS), be revised, updated and specifically include a section as outlined in Section 11 of the MESP Addendum. The EIS shall be completed and approved to the satisfaction of the TRCA.

c) The final Environmental Management Plan (EMP), including a dynamic Adaptive Management Plan, be approved to the satisfaction of the TRCA.

d) All outstanding issues as itemized in the October 2017 comment letter prepared by TRCA be addressed to the satisfaction of the TRCA;

e) A detailed engineering report and plans including by not limited to the Stormwater Management Report and Functional Servicing Report that describes the storm drainage system (quantity and quality) for the proposed development of the subject lands, and how it will comply with all related Master Environmental Servicing Plan and TRCA requirements, to the satisfaction of the TRCA. This report shall include:

i. plans illustrating how this drainage system will tie into surrounding drainage systems and storm water management techniques which may be required to control minor or major flows. Confirmation must be provided with respect to how target flows as identified in the related hydrologic studies within the approved MESP will be achieved during and post-development;

ii. appropriate Stormwater Management Practices (SWMP's) to be used to treat stormwater, to mitigate the impacts of development on the quality of ground and surface water resources (including thermal impacts) which demonstrates how it relates to terrestrial and aquatic species and their habitat, in addition to natural features and systems. The existing drainage patterns should be maintained to the greatest extent possible, and the existing ecological function of all headwater drainage features is to be maintained, and consistent with TRCA Guidelines.

iii. proposed methods for controlling or minimizing erosion and siltation on-site and/or in downstream areas and/or discharge to wetland areas during and after construction, in accordance with current Erosion and Sediment Control (ESC) guidelines utilized by the TRCA. ESC plans and an ESC report must address phasing and staging, demonstrate how impacts to the NHS will be minimized and contingency measures within the EMP Adaptive Management Plan.

iv. location and description of all outlets and other facilities, including grading or site alterations, development, infrastructure and watercourse alterations which are required to service or facilitate the development of the subject lands, be confirmed to the satisfaction of the TRCA. This includes demonstrated consistency with the MESP with respect to location of outfalls to minimize the impacts to sensitive natural heritage features. For areas which require a permit pursuant to Ontario Regulation 166/06, the

Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, all supporting technical studies and analysis, be provided. Should red-line revisions be necessary to meet the requirements of the TRCA, these alterations to expand blocks, or modify the size or configuration may occur on lands within this subdivision which are currently proposed for development;

v. the integration of LID measures and the employment of source and conveyance controls to mimic to the extent possible, pre-development hydrology. Multiple LID measures shall be used as part of an overall treatment train approach to benefit the stormwater management system to the satisfaction of the TRCA;

vi. mapping of all proposed stormwater management measures (including Low Impact Development measures of LIDs), with consideration for minimizing the extent of the existing vegetation to be disturbed, grade differentials and extent and depth of grading required for construction.

vii. identification and quantification of the specific measures that are being employed, and the analysis that has been completed to ensure that there will be no predicted erosion related impacts on downstream areas (during and post construction), which are to be integrated into the stormwater management plan to the satisfaction of the TRCA. The report must specifically identify in detail, the potential for downstream erosion associated with flows generated from this development (erosion threshold analysis) and provide a suite of mitigation measure if required;

viii. detailed design of all proposed infiltration and low-impact development measures that are to be employed, demonstrating that TRCA's requirements, which include but are not limited to quality and quantity requirements, have been satisfied and how the receiving stormwater management ponds are being managed during the construction phase while some or all of the LIDs are not in operation. Should the LIDs be constructed in the first phase of development, the report should also identify how the LIDs will be maintained during and after construction to ensure they function in accordance with the intended design parameters;

ix. the size and location of all LID measures associated with this development be confirmed to the satisfaction of the TRCA. If required to meet TRCA requirements, red-lined revisions be made to the plan to provide for necessary blocks within the Plan. This may require modifications to the size or configuration of the LID into surrounding lands within this subdivision which are currently proposed for development.

x. all stormwater outfalls, outflow channels and/or flow dispersal measures associated with stormwater management discharge, be designed to incorporate TRCA's design guidelines. This includes regard for additional enhancements to water quality, quantity control, mitigation of thermal impacts to the receiving habitat, reduce potential erosion and maximize potential infiltration, and integrate naturalized outlet channels or constructed wetlands where applicable, to the satisfaction of the TRCA;

xi. demonstrate how the pre-development drainage patterns are being preserved, post-development (to the greatest extent possible), in accordance with the approved MESP. The report shall include an impact mitigation report which demonstrates how construction and development shall minimize the potential impacts of the flow diversion on the natural systems on or off the subject property, and including any broader impacts upon the sub watershed. Alterations to the approved drainage patterns in the

MESP to any natural feature will require a reassessment of the HSPF model calibration to demonstrate how the feature based water balance is maintained;

xii. no foundations or basements shall be permitted within the IMEE unless it can be demonstrated that excavation for the foundations and private servicing of the lots shall not go beyond the safe excavation depths, and the lot will not require active permanent dewatering. Passive permanent dewatering such as foundation drains may be permitted subject to collected groundwater directed into a 3rd pipe or equivalent to promote infiltration or appropriately convey the groundwater to the Natural Heritage Features. The HSPF model will be required to be updated and the Feature Based Water Balance should be updated to account for the additional groundwater inputs;

xiii. to address the issues related to Feature Based Water Balance (FBWB) and preserve the limits of the natural heritage feature and its associated buffers, the Owner is hereby notified that any blocks or future parcels of tied land abutting Block 2 may be subject to adjustment should additional tablelands be required to provide the necessary lands to achieve site or feature based water balance to the NHS. The FBWB of the NHS shall be completed to the satisfaction of the TRCA.

f) Grading plans shall be provided for the subject lands, illustrating how grade differentials will be accommodated without the use of retaining walls within or adjacent to natural feature blocks, associated environmental buffers, or adjacent landOwners not yet draft approved;

g) All applicable plans illustrating that all works, including grading, site alterations, construction staging, or materials associated with these activities, will not encroach or be placed on lands owned by the TRCA, Town of Richmond Hill, or lands to be conveyed to a public agency as part of this plan of subdivision, or on environmental lands adjacent to this plan of subdivision;

h) Detailed Site Water Balance and Feature-Based Water Balance reports which identifies measures that will be implemented during construction and post-construction be provided. The reports shall demonstrate how the development meets the water balance for their site to the greatest extent possible, to the satisfaction of the TRCA, including:

i. how the proposed mitigation measures will not have a negative impact on the overall site water balance as outlined in the approved MESP;

ii. the integration of low impact development measures and the employment of source and conveyance controls to mimic pre-development surface and groundwater water balance to the extent possible, to the satisfaction of the TRCA.

iii. maintain pre-development flow regimes and hydroperiods (e.g. quality, volume, rate, duration, timing, frequency and spatial distribution of water) to significant natural features - including but not necessarily limited to Tributary 3-M and its associated woodlands and wetlands. Alterations to the approved drainage patterns in the MESP to any natural feature will require a reassessment of the HSPF model calibration to demonstrate how the

feature based water balance is maintained;

iv. provide for on-site retention of stormwater management to the satisfaction of the TRCA;

v. mitigate against any potential on-site or downstream erosion associated with the stormwater management system and maintain (not exceed) target flows to downstream wetlands and watercourses by providing;

- summary tables of the pre and post-development hydrologic modelling parameters used in SWMHYMO modelling, including detailed calculations of the weighted parameters (i.e. time to peak, initial abstraction, percent impervious and SCS curve numbers).
- all supporting mapping and drawings used for all calculations (i.e. soil maps and travel lengths).
- target release rates to account for the uncontrolled drainage areas and update the calculations, designs and reports. Provide a summary table to illustrate the unit release rates, uncontrolled flows, the target release rates accounting for the uncontrolled flow and the proposed release rates for the lands.

vi. provide a suite of proposed mitigations which follow the principles of the MESP, whereby the peak flow rates, volumes, and hydroperiod of the features will be mitigated in subsequent design stages to match the existing conditions;

vii. provide detailed design of the system(s) and implementation information and measures;

viii. provide a comprehensive monitoring plan for site water balance and feature based water balance which includes a monitoring program to assess the functioning and effectiveness of proposed stormwater LID (in accordance with the MESP), source and conveyance measures. This monitoring plan must also provide continuous data logging compiled monthly and submitted to TRCA quarterly for all wetlands. The monitoring plan shall include monitoring data throughout construction and post-construction and provide funding securities for the long-term monitoring of this system (minimum of 3 years and a maximum of 5 years after municipal assumption) to the satisfaction of the TRCA and the Town.

i) Provide an Adaptive Management Report and Plan within an approved EMP that includes a comprehensive monitoring program associated with adjacent wetlands where the pre-development catchment area is being altered through this development, and watercourses to which stormwater from this property is being discharged. This report must compile all available pre-development / baseline monitoring information, provide for on-going pre-development monitoring where possible, and provide a plan with measures to be

implemented for maintaining the pre-development water balance (in accordance with the requisite water balance reports) during construction and post-construction to the greatest extent possible. In the absence of sufficient pre-development monitoring, this report must also identify contingency measures and specific actions that may be taken within the development area to supplement and/or modify the quantity and quality of flows being directed to each impacted feature on an on-going basis, should the monitoring program identify that the pre-development conditions and/or pre-development wetland characteristics are being adversely impacted, to the satisfaction of the TRCA. The Adaptive Management Report must also include a specific section including an assessment of potential options for addressing unanticipated results of the monitoring – such as erosion downstream of the stormwater management outlet, or sediment discharge to natural features;

j) provide a ground water constraint assessment that will examine existing and proposed ground water levels in relation to the proposed development, underground construction and servicing and stormwater management infrastructure to further confirm safe excavation depths to avoid potential basal heave during construction. Interactions between untreated (or insufficiently treated) surface and groundwater, shallow ground water, and dewatering requirements must be identified, with refinements and/or revisions made as necessary to mitigate against any potential impacts to the satisfaction of the Town's Geotechnical Peer Reviewer. Confirmation from the peer reviewer or the Town Engineering Department will be required to be provided to the TRCA.

k) permanent dewatering of groundwater or interflow associated with any component of this development shall not be permitted. The need for liners associated with the stormwater management system shall be assessed, and suitable liners shall be provided where necessary. All underground construction and infrastructure must be designed to not require permanent dewatering, and any potential impacts to the groundwater system that may result from the development must be assessed and mitigated;

l) information detailing all anticipated temporary depressurization or dewatering that may be required during the construction phase, including anticipated volumes, duration, discharge locations, erosion threshold analysis, recovery rates and time to recover groundwater to 90% recovery on an upward trend, and filtration media - as required, to the satisfaction of the TRCA, for the purposes of determining whether a TRCA permit, PTTW, MNRF permit, and/or Fisheries Act review is required;

m) provision of additional mitigation measures to confine the zone of influence (to the greatest extent possible) for the temporary dewatering and/or depressurization of the Oak Ridges Aquifer for the purposes of installing infrastructure and or services, will be reviewed and approved to the satisfaction of the TRCA and the Town;

n) for areas in which the pre-development catchments of adjacent wetland features are being affected by this development, an assessment of phasing

opportunities related to grading work and dewatering be undertaken, including undertaking additional continuous groundwater and surface water level monitoring of all PSW's during construction. All data to be compared against existing conditions to ensure that no negative impacts are observed in accordance with the MESP.

o) the applicant attain all Ontario Regulation 166/06 permits from the TRCA for all works proposed on the subject property for which permits would be required, and those related to any associated infrastructure or stormwater management works required to support this development that may be located off of the subject property. No grading, pre-servicing or temporary stormwater management works are to be initiated until such time as a permit from the TRCA and all requisite TRCA approvals are attained;

p) no grading shall be permitted within any Natural Heritage Feature. Grading encroachment within the established environmental buffers (as determined on a site by site basis) shall not be permitted unless otherwise agreed upon by the Town and the TRCA. All areas to be protected must be effectively isolated through fencing or other appropriate measures prior to any site alteration being initiated.

q) a restoration and enhancement strategy be completed to the satisfaction of the TRCA, for all natural heritage systems, environmental buffer lands and any areas in which works associated with this subdivision may extend onto lands to be conveyed to a public agency;

r) all slopes be designed to be at a stable incline, without the use of retaining walls (to the greatest extent possible), and with regard for TRCA's Healthy Soil Guidelines within all buffer areas, and restored with a robust planting plan, consistent with TRCA's planting guidelines, to the satisfaction of the TRCA;

s) the IMED is respected for all excavations and mitigated for all infrastructure works approved by the Town's Geotechnical Peer Reviewer. The landOwner will conduct any additional borehole and monitoring well investigations prior to construction to confirm the IMED and ensure all measures for safe construction are addressed as required;

t) an Infrastructure Maintenance Manual and Groundwater Control Manual for the stormwater management chamber be provided for review and approval to the satisfaction of the TRCA and the Town, and be included in the Condominium Agreement for all POTLs associated with the chamber;

u) best efforts be undertaken to incorporate Ecological Significant Groundwater Recharge Areas (EGRAs) into the Environmental Management Plan if possible. EGRAs were identified as part of the Rouge River Watershed Plan.

v) all stormwater outlets and outflow channels be naturalized, be designed to incorporate TRCA's design guidelines, and be designed to provide additional enhancements to water quality, quantity control, thermal impact mitigation, and

habitat. Off-line wetlands, riparian plantings, flow dispersal measures, micro-topography creation and similar measures shall be employed where feasible to achieve these objectives;

w) all calculations and modeling parameters prepared for the stormwater management, erosion assessment, water balance, and floodplain assessment (including floodplain mapping update) as part of the MESP will be confirmed, updated and/or refined as part of the subsequent detailed design stages based on updated information on land-use, building envelopes, site imperviousness, and any area where more detailed information (i.e. detailed topographic survey) will be provided.

70. That a contingency plan as a component of the EMP be provided for review and approval by the TRCA prior to earthworks being undertaken, in such case as the ORAC is breached during the construction/excavation of infrastructure or foundations. The Plan shall outline potential measures for reconstruction of the till cap in the event of unexpected bottom heave/excavation into the underlying Oak Ridges Moraine Aquifer occurs, and be submitted to the Town as part of the detailed design.

71. The implementing zoning by-law recognize all natural features, stormwater management and environmental buffer blocks in an environmental protection or other suitable zoning category which has the effect of prohibiting development and structural encroachment, and ensuring the long term preservation of the lands in perpetuity, to the satisfaction of the TRCA.

72. Prior to the registration of this plan or any phase thereof, the Owner shall prepare a plan that addresses the removal and restoration of any historical, man-made intrusions in the Woodlot, Open Space and Open Space Buffers to the satisfaction of TRCA. This includes (but is not limited to) the removal of tile drains, culverts, structures, fences, debris, etc. and the restoration of these areas to a natural state.

73. To provide for all warning clauses and information identified in TRCA's conditions.

74. The draft plan be red-lined revised in consultation with the TRCA and the Town with respect to the potential to regularize the rear lot lines adjacent to NHS Blocks prior to entering into any purchase and sale agreements.

75. That the Owner agrees in the Subdivision Agreement, in wording acceptable to the TRCA;

a. to carry out, or cause to be carried out, to the satisfaction of the TRCA, the recommendations of the technical reports and plans referenced in TRCA's conditions, including but not limited to;

(i) MESP for North Leslie West
(ii) Environmental Impact Study
(iii) Feature Based Water Balance Report
(iv) Environmental Management Plan
(v) Adaptive Management Plan
(vi) Stormwater Management Plan

(vii) Functional Servicing Report
(viii) Hydrogeological Reports
(ix) Geotechnical Investigations
(x) Infrastructure Maintenance Manual and Groundwater Control Manual
(xi) Erosion and Sediment Control Plan and Report
(xii) Restoration and Enhancement Plans for all NHS areas and Environmental Buffers

b. to implement the requirements of the TRCA's conditions in wording acceptable to the TRCA;

c. to design and implement on-site erosion and sediment control in accordance with current TRCA standards;

d. to maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, and until assumption by the Town of Richmond Hill in a manner satisfactory to the TRCA;

e. to obtain all necessary permits pursuant to Ontario Regulation 166/06 from the TRCA, in addition to all other necessary permits and approvals from applicable Ministries and Agencies;

f. to erect a permanent fence to the satisfaction of the TRCA on all lots and blocks abutting lands to be conveyed to the public authority prior to occupancy of any homes within that lot or block;

g. to implement all water balance/infiltration measures necessary to meet site water balance study and feature based water balance (in accordance with the MESP) that is to be completed for the subject property;

h. to design a comprehensive monitoring protocol and provide the requisite funding (to be secured in the Subdivision Agreement) and permissions for the construction and long-term monitoring and maintenance of the water balance and infiltration measures on this site to the satisfaction of the TRCA;

i. that prior to a request for registration of any phase of this subdivision – should registration not occur within 10 years of draft approval of this plan - that the Owner consult with the TRCA with respect to whether the technical studies submitted in support of this development remain to meet current day requirements, and that the Owner update any studies, as required, to reflect current day requirements.

76. That prior to the conveyance of Natural Heritage System Block 2, the Owner shall carry out, or cause to be carried out, the removal and restoration of any historical, man-made intrusions on lands to be conveyed to a public agency and all associated buffers. This includes but is not limited to the removal of culverts, structures, fences, debris, etc. and the restoration of these areas to a natural state, to the satisfaction of TRCA and/or the Town.

77. That Natural Heritage System Block 2 be conveyed into public Ownership.

78. That the draft plan be red-lined revised in consultation with the TRCA and the Town with respect to regularizing the rear lot line of Block 1 adjacent to NHS Block 2 prior to entering into any purchase and sale agreements.

79. That the Owner acknowledges and agrees not to finalize any agreements of purchase and sale with respect to any lots or blocks abutting stormwater management blocks, natural heritage system blocks until such time as the stormwater management plans and feature based water balance report have been completed and approved to the satisfaction of the TRCA.

80. That a warning clause be included in all agreements of purchase and sale, and information be provided on all community information maps and promotional sales materials for Block 2 and all future parcels of tied land adjacent to Natural Heritage System Blocks which identifies the following:

    a. The Owners are advised that the rear lot lines are adjacent to environmental protection lands, which are regulated by the Toronto and Region Conservation Authority. These lands are considered to be part of the publically owned environmental protection area, which is intended to remain naturalized, and may not be actively maintained. A future trail may be located within all or a part of this area, however private uses such as picnic, barbeque or garden areas; storage of materials and/or the dumping of refuse or ploughed snow are not permitted on these lands. In addition, access to the adjacent TRCA lands through the subject property is not permitted. Private rear yard gates are prohibited.

81. That a warning clause for all applicable POTLs be included in all agreements of purchase and sale, and applicable information be provided on all community information maps and promotional sales materials for private lots or blocks on which infiltration related infrastructure such as LID's, rear yard swales and catch basins are located which identifies the following:

    a. That stormwater management infrastructure is located on the subject property, which forms an integral part of the stormwater management infrastructure for the community. It is the Owner's responsibility for the long-term maintenance of this system by ensuring that proper drainage is maintained. Grading within the rear yard, such as swales which convey stormwater to this system must remain in their original form.

82. That a warning clause be included in all agreements of purchase and sale, and information be provided on all community information maps and promotional sales materials for all private lots or blocks with respect to groundwater conditions in the area which identifies the following:

    a. Owners are advised that the land within the North Leslie Secondary Plan area is subject to high groundwater conditions and upward hydraulic pressure from the underlying Oak Ridges Moraine Aquifer Complex. It is the Owner's responsibility to undertake due diligence with the Town of Richmond Hill and the Toronto and

Region Conservation Authority prior to any site alteration, grading, or excavation of privately owned lands to ensure the overlying soils will sufficiently maintain a safe depth of soil to ensure the aquifer is not breached. The Owner is advised this may preclude the ability to install any works which require excavations, including but not limited to in-ground swimming pools and/or basement walkouts. For any proposed excavations, an assessment may be required to be completed by a qualified hydrogeologist or geoscientist.

83. To carry out, or cause to be carried out the cleaning-out and maintenance of all stormwater management infrastructure (including best management practice measures and LIDs) prior to assumption of the subdivision by the Town of Richmond Hill or through Site Plan approval by the Town of Richmond Hill.

84. That the draft plan be red-line revised, if necessary, in order to meet the requirements of TRCA's conditions, or to meet current established standards in place as of the date of a request for registration of the Plan or any phase thereof.

## Ministry Of Culture

85. Prior to final approval, and prior to the initiation of any grading, the Owner shall carry out an archaeological assessment of the entire area within this draft plan of subdivision and shall prepare a report which will identify significant archaeological sites to the satisfaction of the Town of Richmond Hill and the Archaeology and Heritage Planning Unit of the Ministry of Culture.

86. The Owner shall agree in the Subdivision Agreement that no development or grading shall occur on any site identified as being archaeologically significant by the assessment referred to in Condition 85, until archaeological excavations of all significant sites within any phase for which final approval is sought has been carried out to the satisfaction of the Town of Richmond Hill and the Archaeology and Heritage Planning Unit of the Ministry of Culture.

## Clearance Conditions

87. Final approval for registration may be issued in phases provided that all government agencies agree to registration by phases and provide clearances as required in Conditions to inclusive; clearances will be required for each phase proposed for registration by the Owner; furthermore, the required clearances may relate to lands not located within the phase sought to be registered.

88. The Town of Richmond Hill shall advise that Conditions 1 to 45 inclusive and 87 have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

89. The Regional Corporate Services Department shall advise that Conditions 46 to 68 inclusive and 87 have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

90. The Toronto and Region Conservation Authority shall advise that Conditions 69 to 84 inclusive and 87 have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

91. The Ministry Culture shall advise that Conditions 85 and 86 have been satisfied; the clearance letter shall contain a brief statement detailing how each condition has been met.

**NOTE: Where final approval for registration has not been given within three (3) years after the date upon which approval to the proposed Plan of Subdivision was given, The Town of Richmond Hill may, in its discretion, and pursuant to the *Planning Act*, R.S.O. 1990, withdraw its approval to this proposed Plan of Subdivision, unless approval has been sooner withdrawn, but The Town of Richmond Hill may from time to time extend the duration of the approval.**

# MAP 1 - AERIAL PHOTOGRAPH

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BLOCK 14

File Nos.D02-16003, D03-16001
D05-16004, D06-17057

**Legend**

SUBJECT LANDS

**BR/SS SRPRS.17.180**

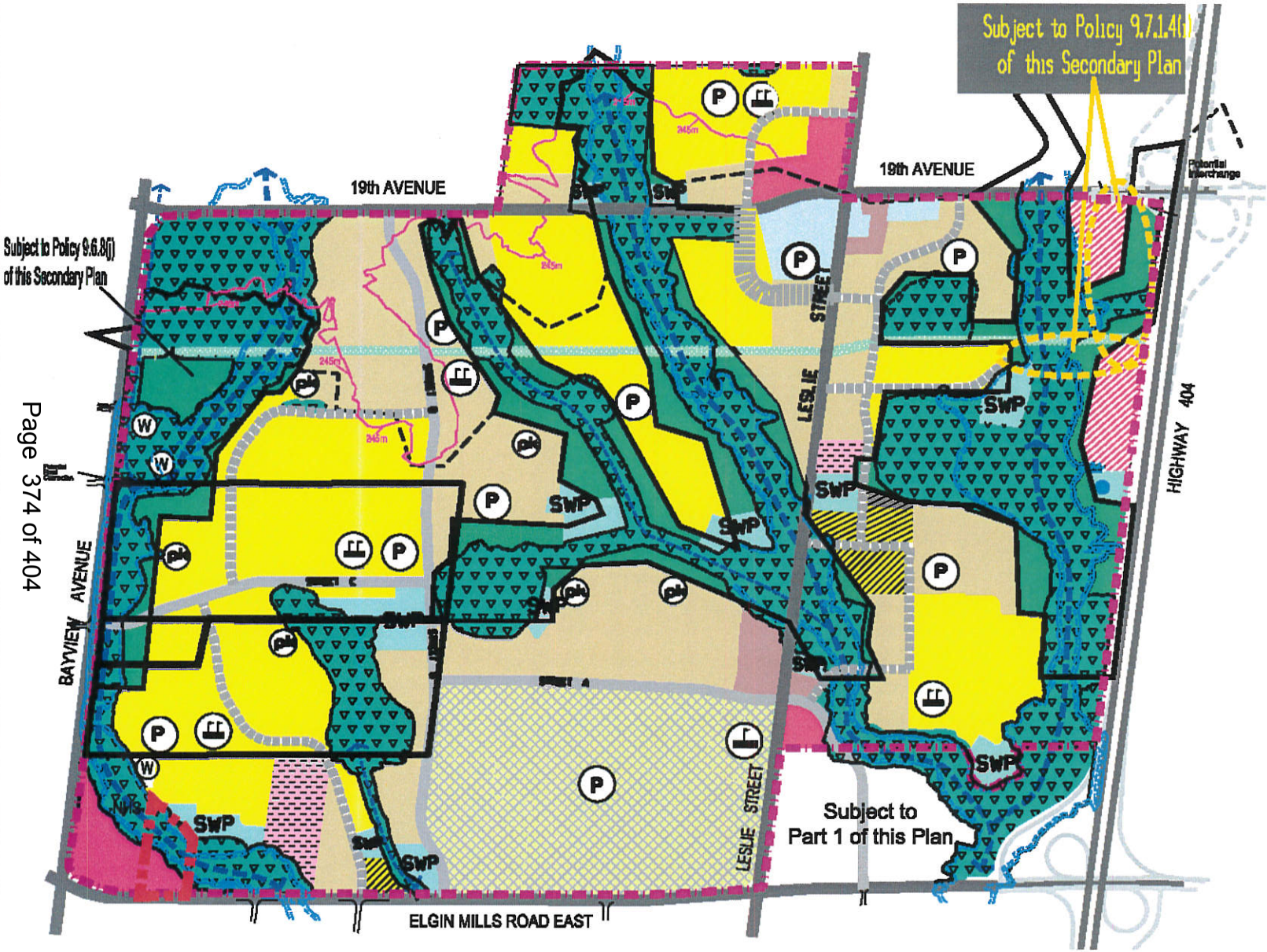
N

**TOWN OF RICHMOND HILL**
**PLANNING AND REGULATORY SERVICES DEPARTMENT**

# MAP 2 - NORTH LESLIE SECONDARY PLAN DESIGNATION

NORTH LESLIE SECONDARY PLAN

SCHEDULE "A" - LAND USE PLAN




LEGEND

- Area of North Leslie Secondary Plan
- Low Density Residential
- Medium Density Residential
- Medium/High Density Residential
- Office
- Neighbourhood Commercial
- Mixed Use Commercial / Residential
- Institutional
- Employment Corridor
- Mixed Use / Institutional
- P / pk — Park / Parkette
- Existing Secondary School
- Elementary School
- W — Places of Worship
- SWP — Storm Water Pond
- Storm Water Treatment
- Natural Heritage System
- Protected Countryside
- Protected Countryside Area of the Greenbelt Plan
- Oak Ridges Moraine from Greenbelt Act
- 245 Contour
- Green Link
- Provincial Highway
- Arterial Road
- Major Collector Road
- Minor Collector Road
- Major Tributary
- Minor Tributary

Block 14

FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

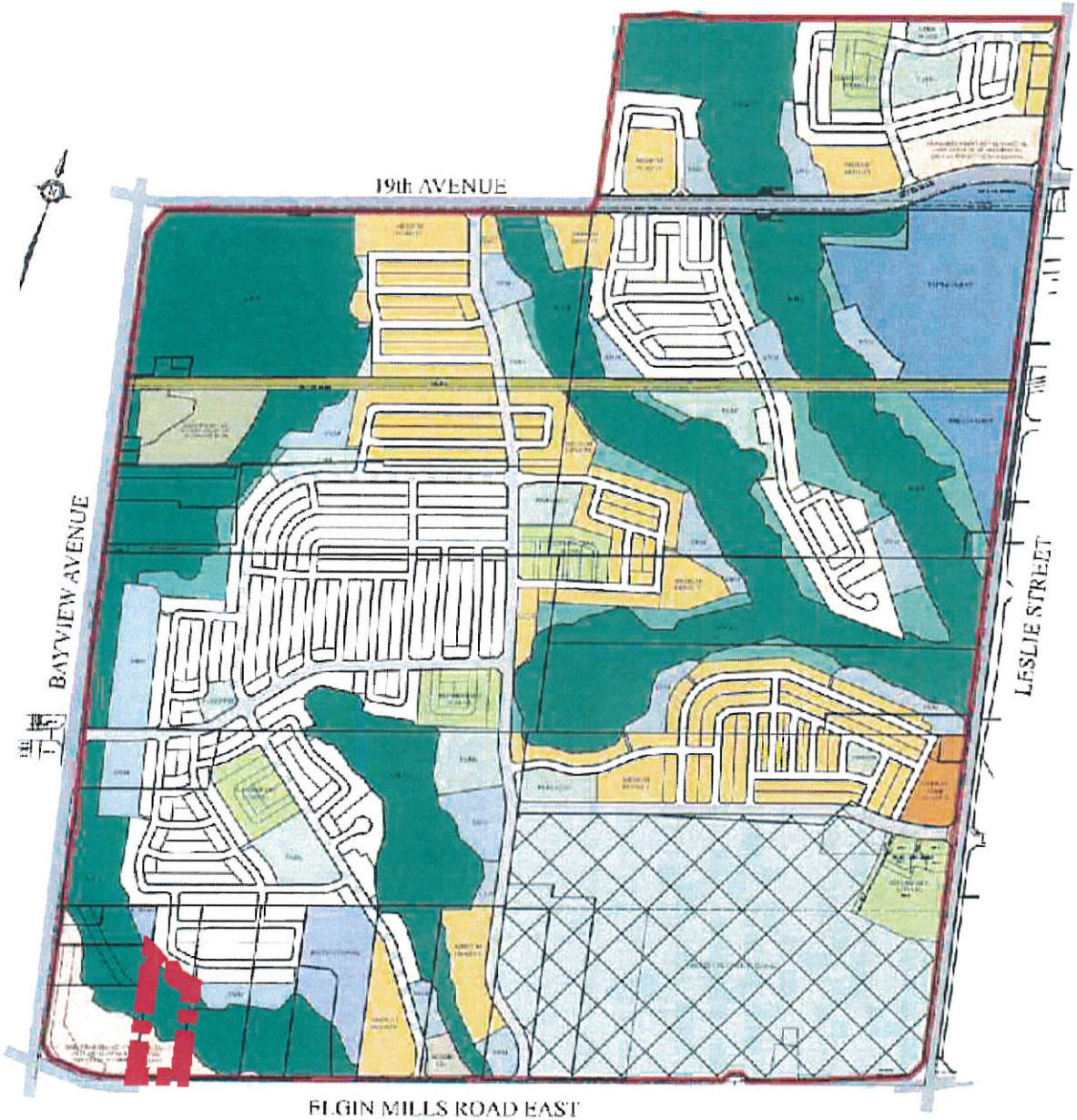
SUBJECT LANDS

BR/SS SRPRS.17.180

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

# MAP 3 - NORTH LESLIE WEST BLOCK PLAN

Figure 4 - North Leslie - West Community - Block Plan




## LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- MEDIUM / HIGH DENSITY RESIDENTIAL
- SCHOOL*
- PARK*
- STORMWATER MANAGEMENT POND*
- MIXED USE
- NEIGHBOURHOOD COMMERCIAL
- EMPLOYMENT
- INSTITUTIONAL
- MIXED USE / INSTITUTIONAL
- NATURAL HERITAGE SYSTEM / PROTECTED COUNTRYSIDE
- PROTECTED COUNTRYSIDE*
- LANDS SUBJECT TO SECTION 9.6.8.j OF THE SECONDARY PLAN
- TRANS CANADA PIPELINE
- 26m MAJOR COLLECTOR ROAD
- 23m MINOR COLLECTOR ROAD
- 18m LOCAL ROAD
- SUBJECT LANDS

*CONSIDERATION AND SIZE OF PARKS, SCHOOLS, AND SWM MAY BE SUBJECT TO CONFIRMATION AND REVISION AT SUBSEQUENT DEVELOPMENT APPLICATION STAGES

**LOTS ARE PERMITTED WITHIN AREAS OF THE PROTECTED COUNTRYSIDE OUTSIDE OF THE NATURAL HERITAGE SYSTEM

THE BLOCK PLAN SHOWN IS WITHOUT PREJUDICE TO OUTSTANDING APPEALS RESPECTING 10-0686 LANDS SHOWN AS EMPLOYMENT CORRIDOR. THE BLOCK PLAN ALSO INCLUDES LANDS WHICH HAVE DRAFT PLAN OF SUBDIVISION AND ZONING AMENDMENT APPLICATIONS ALREADY FILED AND CURRENTLY UNDER APPEAL TO THE ONTARIO MUNICIPAL BOARD (OMB FILES PL020436, PL030866, PL051129, AND PL512731).

THE SUBMISSION OF THIS BLOCK PLAN IS WITHOUT PREJUDICE TO THOSE PENDING APPEALS.

Block 14

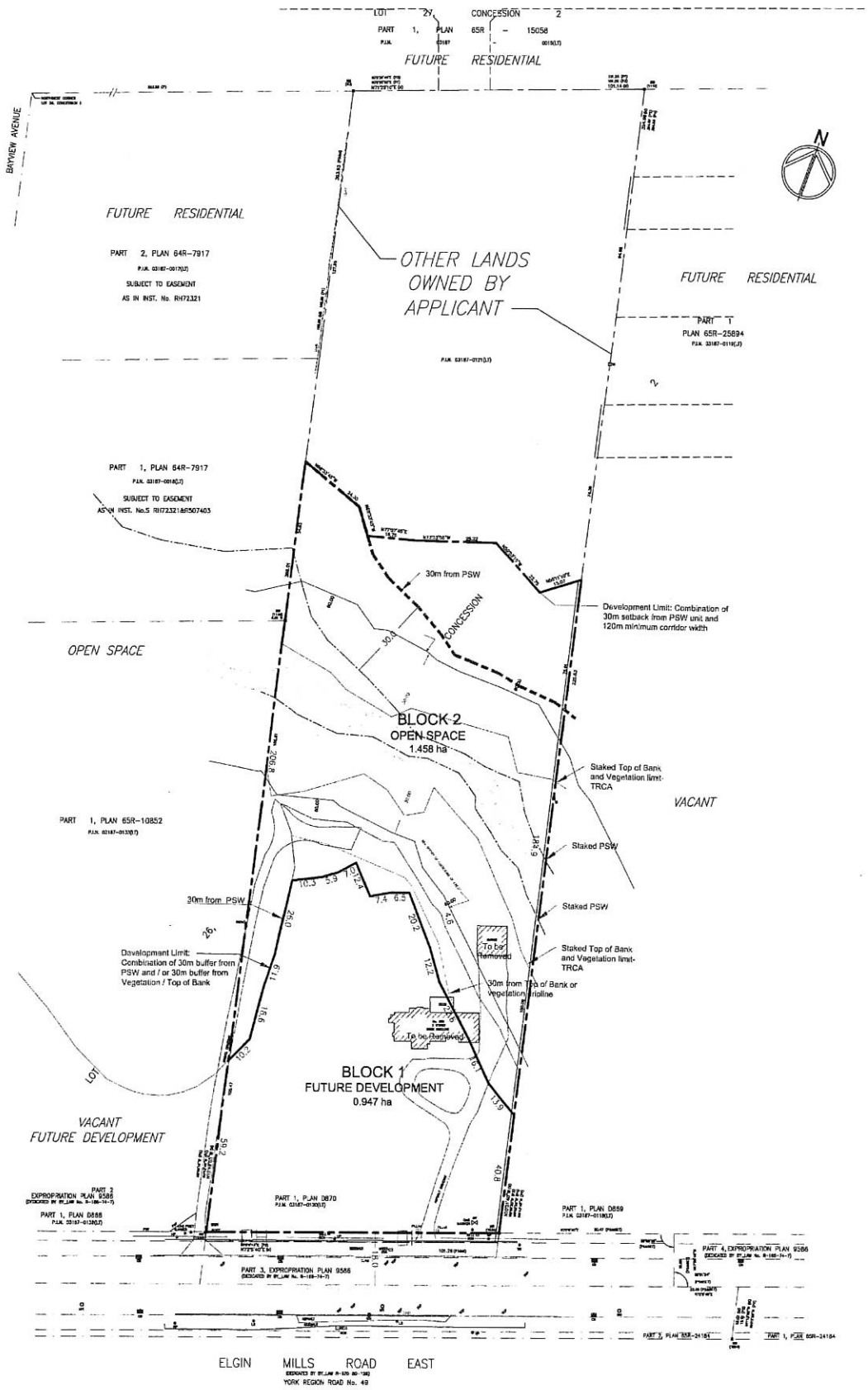
FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

SUBJECT LANDS

BR/SS SRPRS.17.180

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

# MAP 4 - REVISED DRAFT PLAN OF SUBDIVISION



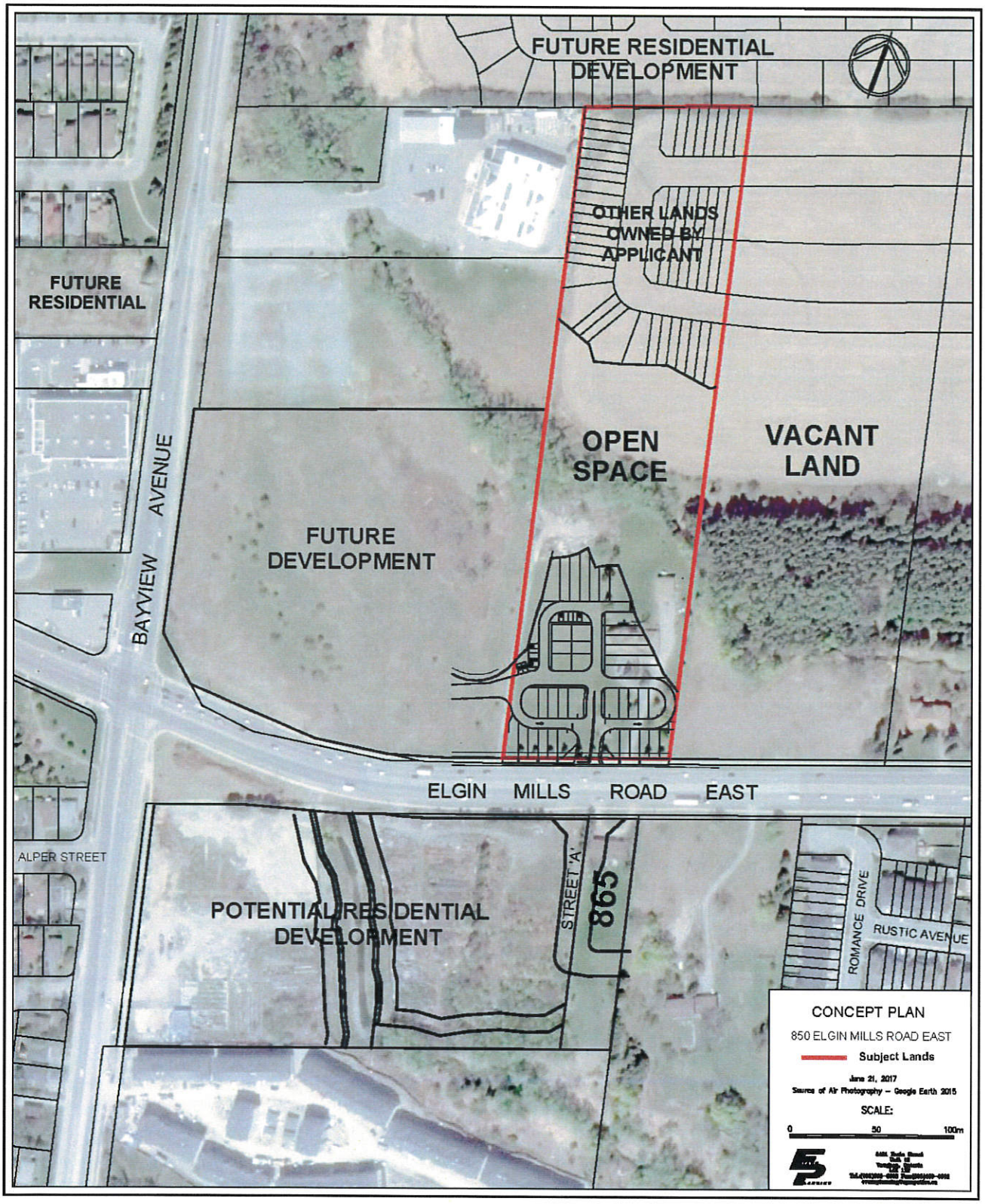

**BLOCK NO. 14**

**FILE NOS. D02-16003, D03-16001 D05-16004, D06-17057**

**Town of Richmond Hill Planning and Regulatory Services Department**

**BR/SS SRPRS.17.180**

# MAP 5 - REVISED DEVELOPMENT CONCEPT



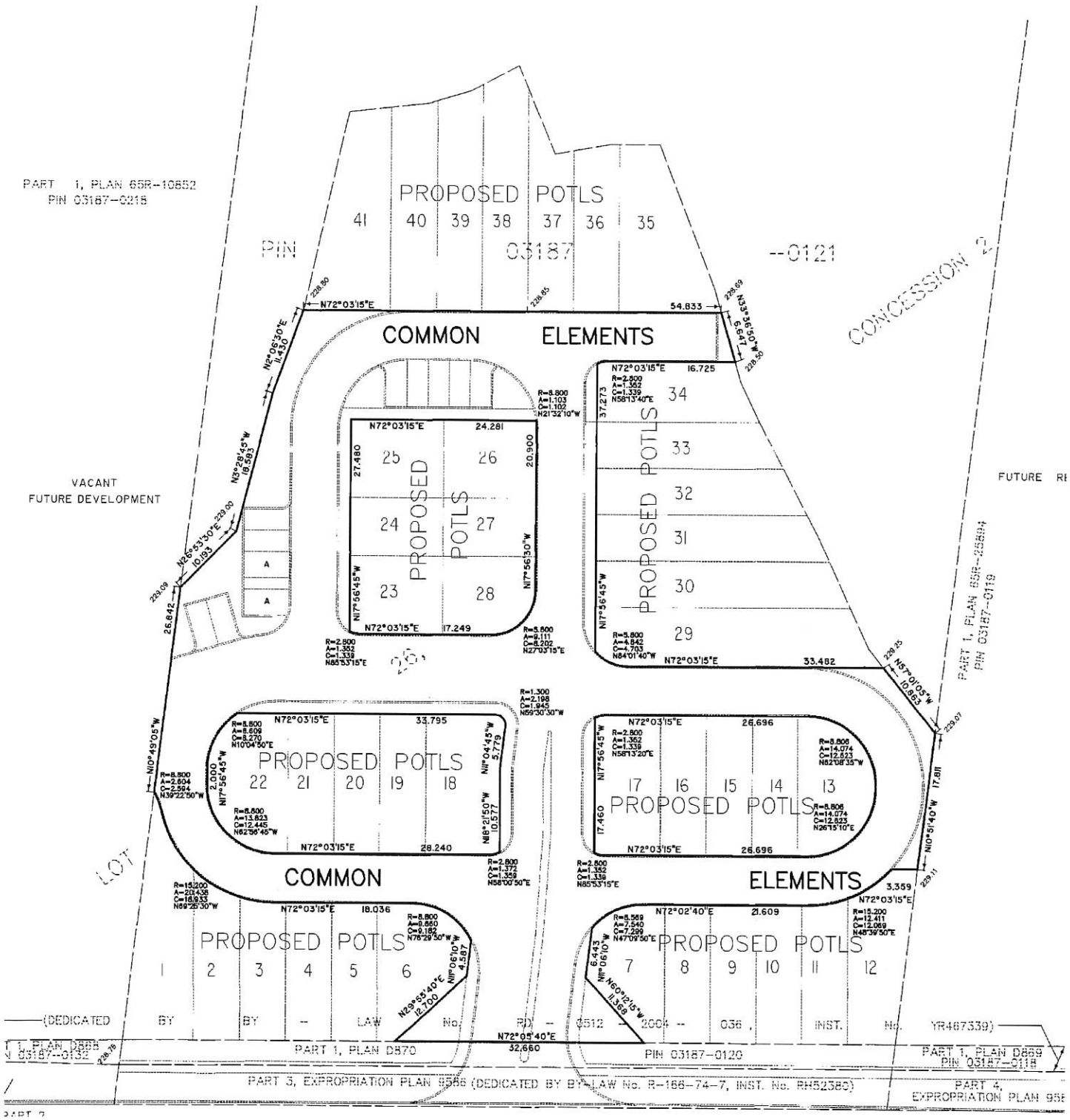

BLOCK NO. 14

FILE NOS. D03-16003, D03-16001
D06-16004, D06-17067

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

**BR/SS SRPRS.17.180**

# MAP 6 - REVISED DRAFT PLAN OF COMMON ELEMENT CONDOMINIUM

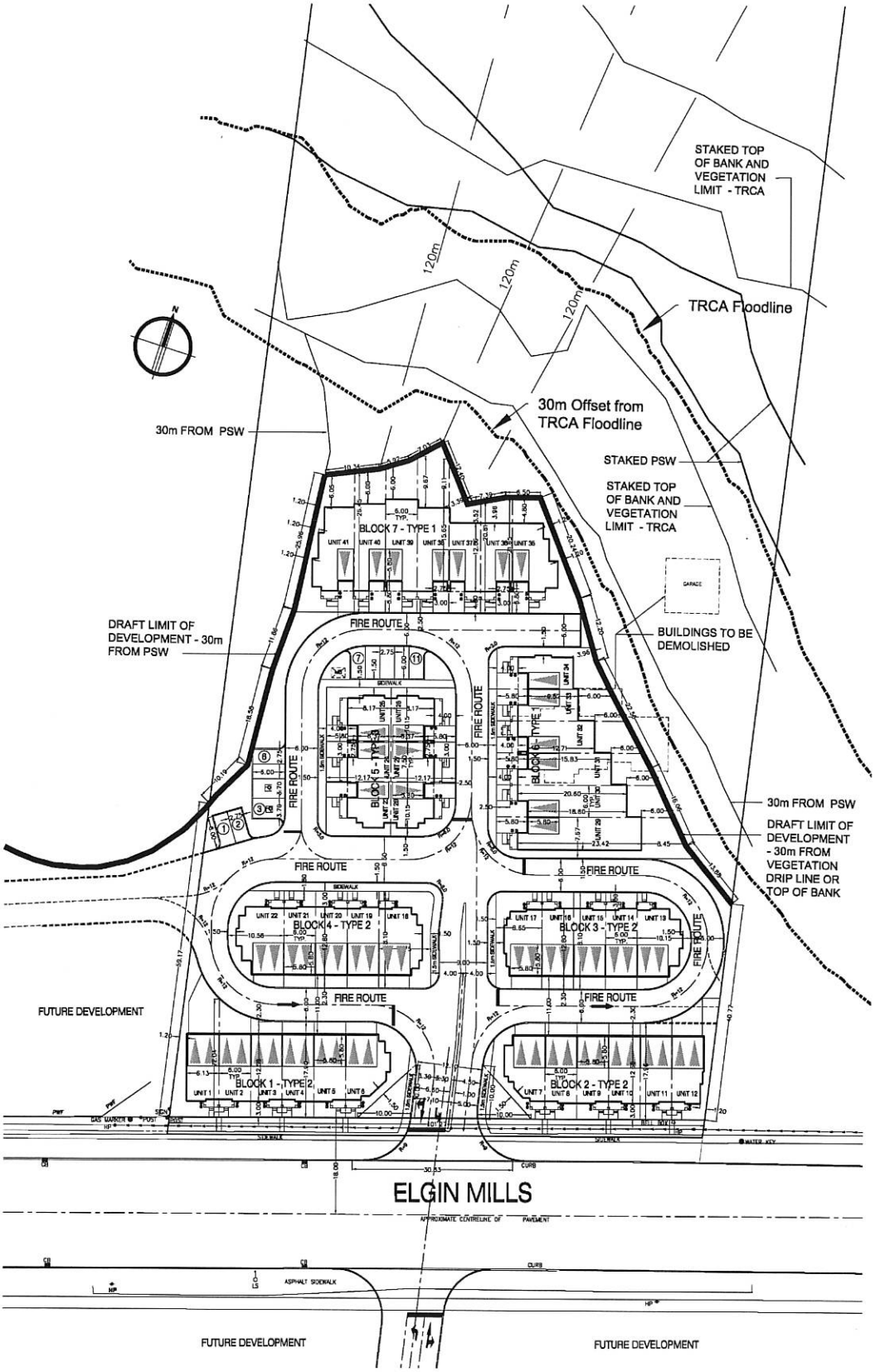



**BLOCK NO. 14**

**FILE NOS. D02-16003, D03-16001 D06-16004, D06-17057**

**Town of Richmond Hill Planning and Regulatory Services Department**

# MAP 7 - SITE PLAN

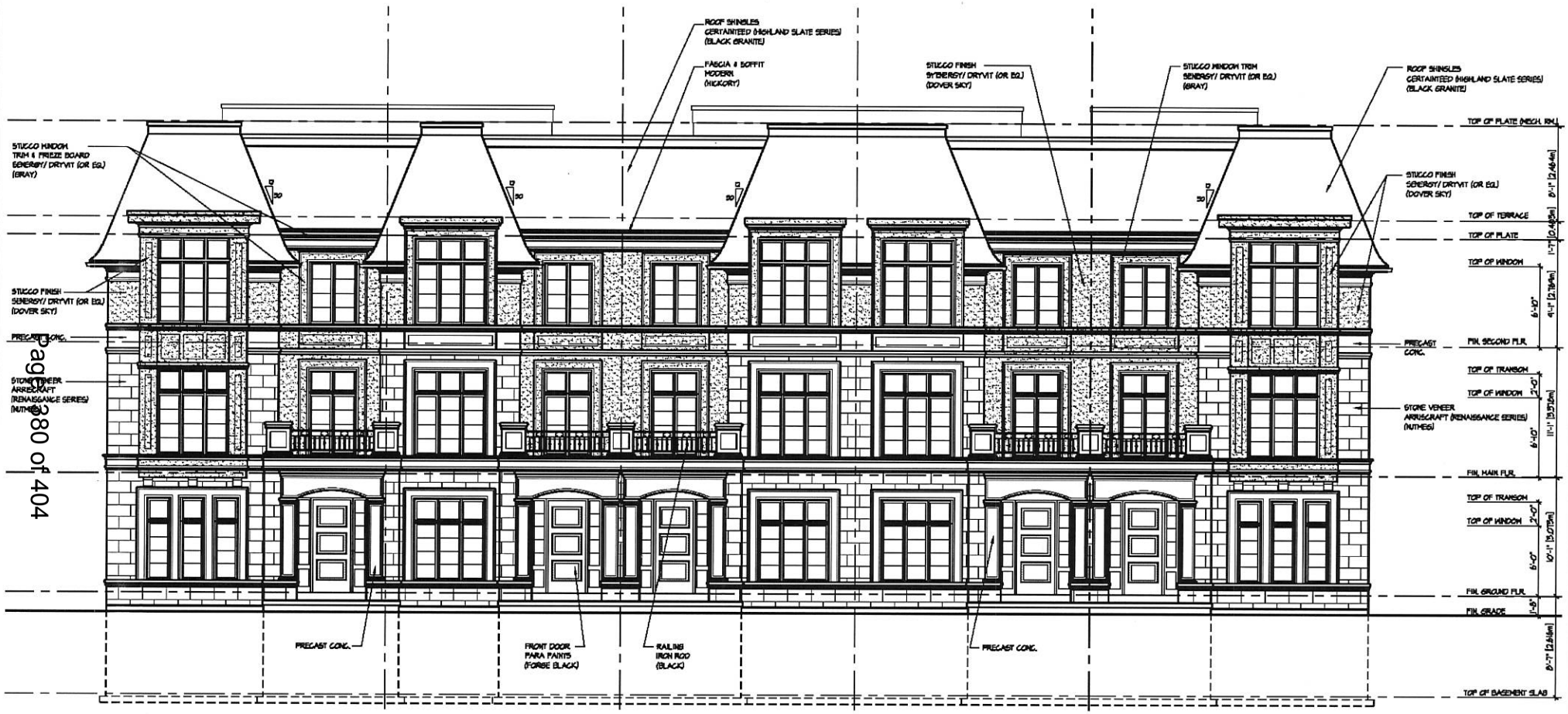



**BLOCK NO. 14**

**FILE NOS. D02-16003, D03-16001 D05-16004, D06-17057**

**Town of Richmond Hill Planning and Regulatory Services Department**

# MAP 8 - ELEVATIONS PLAN - Rear Access Townhouses




BLOCK ELEVATIONS (REAR LOADED TOWNES)

FRONT ELEVATION - BLOCK 4 (REAR LOADED TOWNS)
(COLOUR PACKAGE NO. 1)

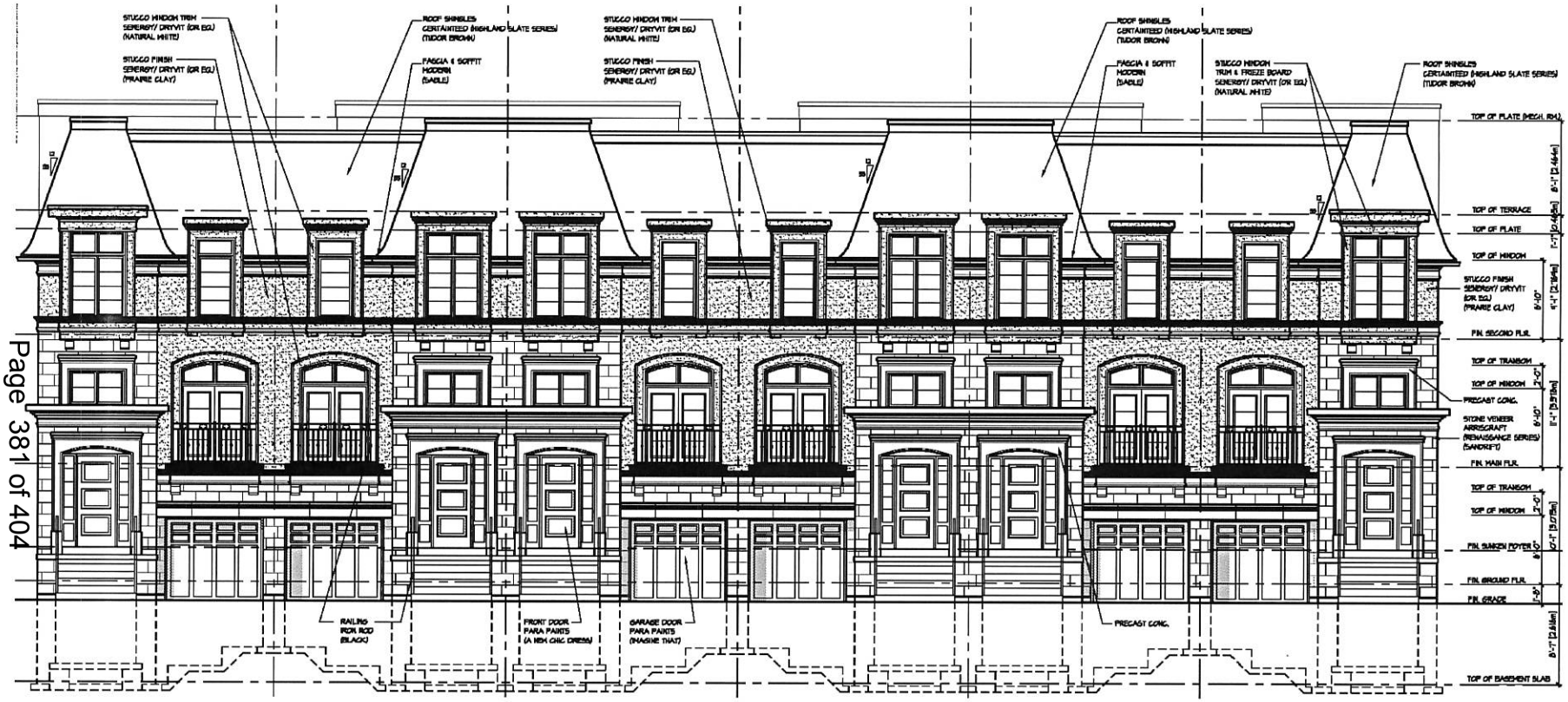
Block 14

FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

BR/SS SRPRS.17.180

# MAP 9 - ELEVATIONS PLAN - Front Access Townhouses




FRONT ELEVATION - BLOCK 6 (STREET TOWNS)
(COLOUR PACKAGE NO. 3)

BLOCK ELEVATIONS (FRONT LOADED TOWNS)

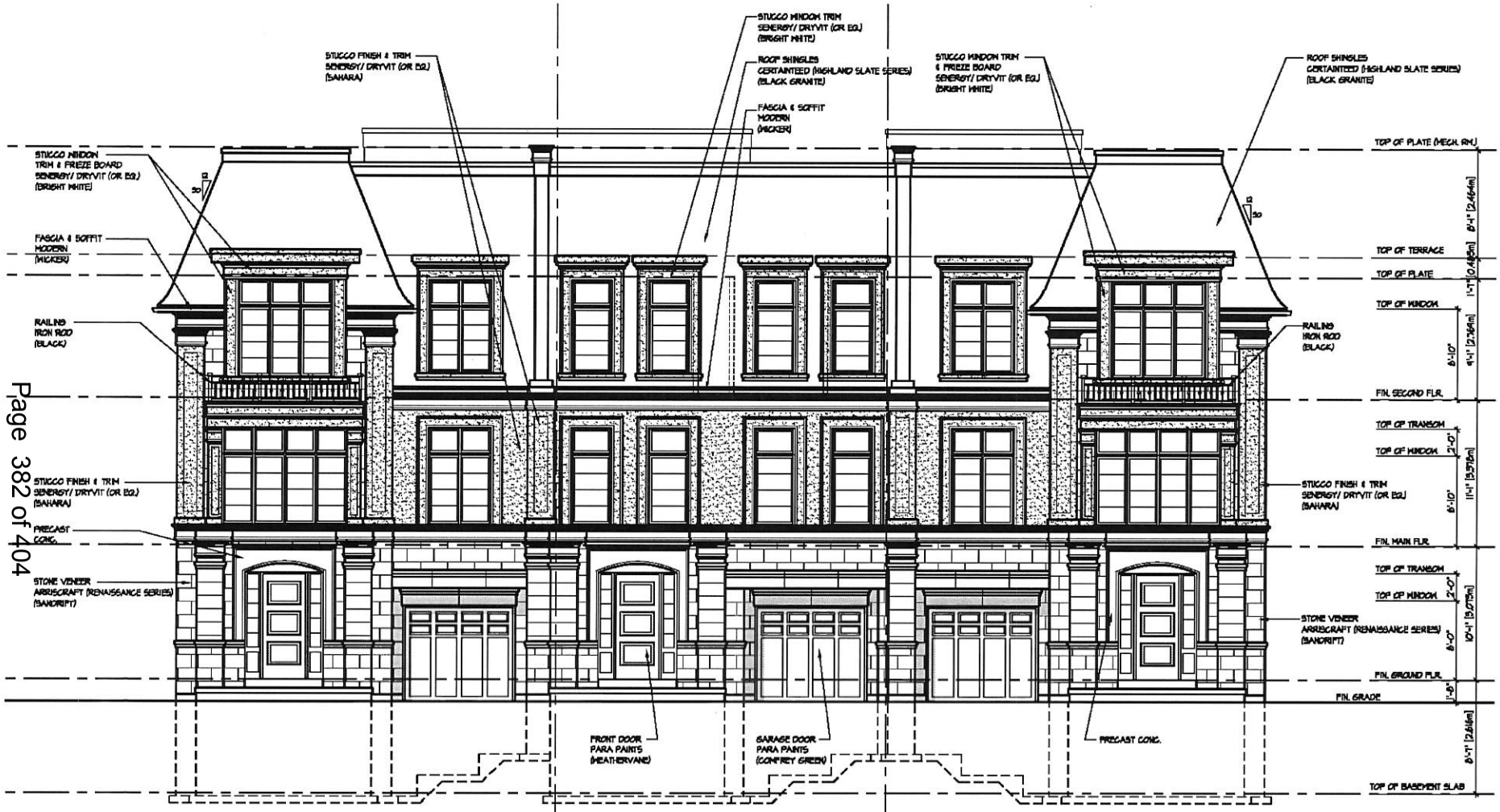
Block 14

FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

BR/SS SRPRS.17.180

# MAP 10 - ELEVATIONS PLAN - Back To Back Townhouses




FRONT ELEVATION - BLOCK 5 (BACK TO BACK TOWNS)
(COLOUR PACKAGE NO. 2)

BLOCK ELEVATIONS (BACK TO BACK TOWNS)

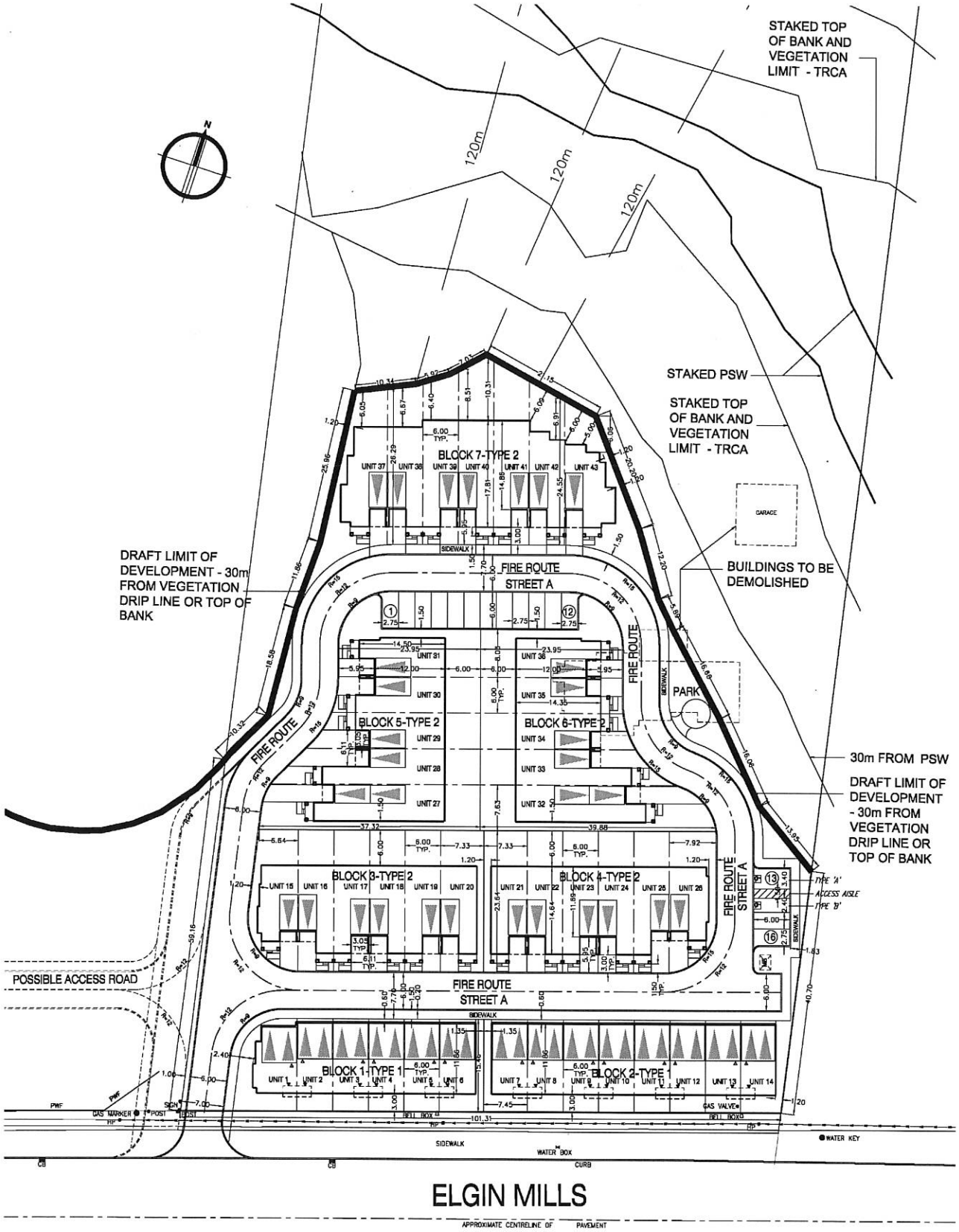
Block 14

FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

BR/SS SRPRS.17.180

# MAP 11 - ORIGINAL DEVELOPMENT CONCEPT




BLOCK NO. 14

FILE NOS. D02-16003, D03-16001
D05-16004, D06-17057

**Town of Richmond Hill**
**Planning and Regulatory Services Department**

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRCFS.17.044**

**Department: Corporate and Financial Services**
**Division: Information Technology**

## Subject: Support and Maintenance for Fleet of Sharp Multifunctional Devices

## Purpose:

Information Technology is seeking Council approval for a non-competitive acquisition greater than $100,000, in accordance with the Procurement By-law No.113-16. The acquisition is for the supply, installation, and servicing of the Town's fleet of Multifunctional Devices.

## Recommendation(s):

a) That the contract for the provision of Sharp MFD Support and Maintenance be awarded non-competitively to Sharp Electronics of Canada for a cost not exceeding $950,000 (exclusive of Taxes) pursuant to Article 7.1 Appendix "B" Part I – Sole Source Acquisitions Section (c) of the Procurement By-law No. 113-16 as the goods and/or services is to ensure compatibility with existing products that must be maintained by the manufacturer or its representative;

b) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract upon the recommendation of the Commissioner of Corporate & Financial Services.

## Contact Person:

Rob Jones, Manager – Client Services, 905-771-9996 ,2445.

## Report Approval:

**Submitted by:** Mary-Anne Dempster, Commissioner of Corporate and Financial Services

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

## Background:

The Town currently utilizes a total of 57 Multifunction Devices (MFD) to service its approximately 760 fulltime and 1100 part-time staff. The majority of the existing fleet of MFD's were purchased and implemented in 2017 as a part of the Town's Print Strategy. The Town hopes to support and maintain the devices throughout its expected 4-year lifecycle.

Maintaining the current Support and Maintenance agreement with Sharp Canada provides the following benefits in its MFD Service Program:

a) Average 4-hour response time for all copier service calls.
b) 95% fill ratio on parts and supply deliveries.
c) 100% usage of genuine Sharp parts and supplies.
d) Free moves and installations of all Sharp MFD's to any Town location.
e) Free ongoing training to all Town employees on Sharp systems.
f) Access to Sharp Canada's Service lab and engineering department for IT diagnostic testing and research.

Working directly with the manufacturer provides the Town an added benefit of reducing exposure to a third party buyout which would put the Town at risk of not being supported by an authorized reseller.

## Financial/Staffing/Other Implications:

A 4-year maintenance agreement with Sharp Electronics of Canada would secure a standard Multi-Functional Device fleet rate of $0.009 for Black & White pages and $0.069 for colour. High capacity devices used in Office Services have been secured at $0.0075 for black & white pages and $0.06 for colour pages. This pricing is favourable when comparing the fleet rates other surrounding municipalities have negotiated with Sharp Electronics of Canada.

A projected 4-year cost of $950,000 of MFD Support and Maintenance was derived from a 2017 projected expense of $225,000 with a $50,000 contingency. This amount is provisioned for annually in the Information Technology operating budget.

## Relationship to the Strategic Plan:

The maintenance and support as identified in this report demonstrates an ongoing commitment to responsible municipal management and the wise use of municipal resources.

## Conclusion:

The IT Division recommends awarding the Sharp MFD Support and Maintenance agreement to Sharp Electronics of Canada.

**Report Approval Details**

| | |
|---|---|
| Document Title: | SRCFS.17.044.docx |
| Attachments: | |
| Final Approval Date: | Oct 12, 2017 |

This report and all of its attachments were approved and signed as outlined below:

**Anthony Iannucci - Oct 10, 2017 - 8:19 AM**

**David Dexter - Oct 11, 2017 - 8:47 AM**

**Mary-Anne Dempster - Oct 11, 2017 - 11:49 AM**

**Neil Garbe - Oct 12, 2017 - 4:29 PM**

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRCAO.17.23**

**Department:** **Office of the Chief Administrative Officer**
**Division:** **Office of Strategic Initiatives**

## Subject: Management Structure Review Update

## Purpose:

The purpose of this report is to provide Council with an update on the implementation of the Management Structure Review.

## Recommendation:

That Staff Report SRCAO.17.23 Management Structure Review Update be received for information.

## Contact Person:

Neil Garbe, Chief Administrative Officer, Extension 6366

## Report Approval:

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

## Background:

In March 2016, WMC was retained to complete an organizational management structure review for the Town. The purpose was to assess the Town's current management structure and service alignment to determine the extent of change required to meet current and future needs of Richmond Hill. The consultant's final report was shared with all staff in October 2016.

At the October 24, 2016 meeting, Council considered staff report SRCAO.16.31 Management Structure Review and approved the following:

a) That staff Report SRCAO.16.31 be received;
b) That the new staff positions proposed on page 36 of Staff Report SRCAO.16.31(Director, By-law and Licensing Enforcement; Director, Natural

Environment; Manager, Capital Asset Management Planning; Project Manager, Asset Management Planning; Manager, Economic Development) be presented as separate business cases for consideration during the 2017 Budget Committee of the Whole – Operating Budget deliberations;

c) That staff immediately undertake necessary steps to fill existing Town of Richmond Hill staff vacancies;
d) That consideration of all further organizational structural changes described and suggested in Staff Report SRCAO.16.31 be referred back to the CAO until recruitment for most of the current staff vacancies in all departments has been completed, following which a report be presented again to Council for review and consideration;
e) That the comments from Members of Council regarding the organizational management review be referred back to the CAO.

This is the final report referenced in recommendation d).

As part of the 2017 Operating Budget deliberations, Council considered staff report SRCAO.17.02 Management Structure Review Progress on Filling Staff Vacancies. This report provided the status of existing staff vacancies and information regarding how these vacancies would be filled. The staff report was received for information.

At a Special Council Meeting on February 28, 2017 Council approved four of the five new staff positions proposed in the Management Structure Review. The Director, Natural Environment position was not requested in the 2017 Operating Budget as it was deferred to allow for continued evaluation of the roles and responsibilities of the environment functions.

## Management Structure Review Implementation

Staff report SRCAO.16.31 identified that implementation of the Review would be immediate with changes effective on November 1, 2016. However, after considering the limited capacity in the organization to absorb this type of change and feedback from Council, implementation has been pushed back to the summer of 2017 through to early 2018.

The approach to implementing the Management Structure Review has been an incremental one that takes into account the ability and capacity of the organization to absorb change. With other significant initiatives underway in the organization, such as operational reviews, key IT transformation projects, and the recent implementation of the Administrative Monetary Penalty System (AMPS), there has been limited staff capacity to accommodate changes to the structure. In addition, key senior positions that were approved by Council during the 2017 Operating Budget process needed to be in place before a number of the more significant changes could be implemented.

After further consultation with Council and reflecting on the amount of change that is underway in the organization for the foreseeable future, the structural changes will be limited in scope as follows:

- *Separate the Regulatory Service Division of the Planning and Regulatory Services Department into two functions, Building Services and By-law and Licensing Enforcement, with a Director position leading each of these functions and change the reporting relationship for the Director of By-law and Licensing Enforcement to the Commissioner, Community Services.* The process of disentangling the two functions has been completed and the recruitment process for the new Director, By-law and Licensing Enforcement is underway. The new Division is expected to be operational and part of the Community Services Department in January 2018.

- *Realign the Environment Services Division.* Staff report SRCAO.16.31 proposed realignment of portions of the Environment Services Division under Planning and Regulatory Services, and further proposed the creation of a new Division within PRS and the addition of a new Natural Environment Director. WMC recommended that the Environment Division be reviewed in more detail to identify a specific strategy for realignment. For that reason, as mentioned earlier, the Natural Environment Director position was not requested in the 2017 Operating Budget to allow more time for review and visioning. A series of meetings between EIS and PRS occurred throughout the summer of 2017 to examine the detailed workflow of individuals within the Environment Services Division, as well as interdependencies between work groups and support required to advance Strategic Plan priorities. A plan has been developed to realign the environmental policy mandate under the existing Policy Planning Division and Director within PRS, and to maintain operating projects and programs under the existing Director within EIS. A transition plan to affect these changes has been developed and will be implemented in early 2018.

Two other changes that were identified in the October 2016 report will not be proceeding are moving Public Works Operations to the Environment and Infrastructure Department and moving Legislative Services/Clerk to the Community Services Department.

As the Capital Asset Management Planning function matures in the coming years, further evaluation of the roles and responsibilities of the areas involved with Capital Asset Management will be necessary to determine if any structural changes would be beneficial.

In the meantime, the new responsibilities of the Environment and Infrastructure Services Department, namely creation of the new Asset Management Planning Division, as well as the implementation of the Civic Precinct Project and a new responsibility managing the Town's responsibilities for the Yonge Bus Rapid Transit Project workload impacts will be the focus of the organization.

The move of Legislative Services/Clerk to Community Services was principally a workload re-balancing, which is now supported by the new Commissioner of Corporate Services.

Two other minor changes that were identified in the report have been made including joining the Sustainable Transportation with the Transportation Planning function and moving the Insurance and Risk Management function to Legal Services.

No other changes are contemplated at this time. As part of good, healthy management practice, the organization will continue to be reviewed to ensure that the Town can respond in an effective manner to the changing demands of the people that we serve. One area that will need to be addressed in the future is the Geographic Information Systems (GIS) function, which currently does not exist. The future governance of this function is the subject of a separate strategic planning exercise that will include recommendations on governance.

Staff Vacancies

Another implementation consideration has been the number of staff vacancies in the organization. In February 2017 when staff report SRCAO.17.02 Management Structure Review Progress on Filling Staff Vacancies was considered by Council, there were 50 vacant staff positions. 27 staff positions were subsequently approved by Council as part of the 2017 Operating Budget process. Between mid-January and the end of September, 97 positions (including contracts) were filled (including 3 positions with future start dates) through the Human Resources Division.

While good work has progressed in filling vacant positions, a number of positions remain difficult to fill especially those in Information Technology. Compensation and a lack of available talent are issues challenging recruitment efforts. At present, work is being managed through our Vendor of Record (Deloitte) however, functions are being reassessed to determine the best way forward. Additionally, staff is undertaking a comprehensive compensation review to be presented to Council in November 2017 that is intended to address compensation gaps in IT and across the organization to ensure that Richmond Hill is competitive in the fierce competition to recruit and retain high quality people.

At present there are 38 positions not filled (excluding those approved in the 2017 budget) 23 of which are in the recruitment process.

## Financial/Staffing/Other Implications:

There are no new financial implications associated with this staff report. The financial implications associated with the Management Structure Review were identified in staff report SRCAO.16.31 Management Structure Review and included funding of new staff positions as well as an update to the accommodation plan, which were approved as part of the 2017 Budget process.

## Relationship to the Strategic Plan:

Undertaking a review of the Town’s management structure helps to ensure that the organization is aligned to the Strategic Plan and able to fulfill its mission of providing

exceptional public service. With Phase Three of Strategic Plan implementation underway, the review is an opportunity to ensure that the Town's organization is responsive to the present and future needs of Richmond Hill.

## Conclusion:

This staff report provides an update on implementation of the Management Structure Review. Recognizing the limited capacity within the organization to absorb change implementation has been pushed to 2017 and 2018, and is being approached incrementally at a comfortable pace for the organization.

**Report Approval Details**

| | |
|---|---|
| Document Title: | SRCAO.17.23.docx |
| Attachments: | |
| Final Approval Date: | Oct 30, 2017 |

This report and all of its attachments were approved and signed as outlined below:

**Neil Garbe - Oct 30, 2017 - 3:30 PM**

# Staff Report for Committee of the Whole Meeting

**Date of Meeting: November 6, 2017**
**Report Number: SRCAO.17.31**

**Department:** **Office of the Chief Administrative Officer**
**Division:** **Strategic Initiatives**

## Subject: SRCAO.17.31 Ontario Municipal Greenhouse Gas Challenge Fund Application

## Purpose:

This report seeks Council's endorsement of projects for submission to the Ontario Municipal Greenhouse Gas Challenge Fund.

## Recommendation(s):

a) That the LED Streetlight Conversion Project, Interior Lighting Retrofit project (2018), and Phase 1 of the Energy Conservation Capital Projects be endorsed for submission to the Municipal Greenhouse Gas Challenge Fund;

b) That the Director of Financial Services and Treasurer be authorized to sign the application.

## Contact Person:

Daniel Olding, ext. 5505

## Report Approval:

**Submitted by:** Gwen Manderson, Director of Strategic Initiatives

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

# Background:

The Municipal Greenhouse Gas (GHG) Challenge Fund was announced by the Province of Ontario in August 2017. The fund aims to allocate up to $100 million in 2017/18 across Ontario to support community-led action on climate change. The deadline for applications, which must be endorsed by Council, is November 14, 2017.

The Municipal GHG Challenge Fund will fund municipal projects that reduce greenhouse gas emissions in any sector, including buildings, energy supply, transportation, water, waste and organics. Eligible costs are those directly related to the reduction of greenhouse gas emissions associated with the project. More than one project application may be submitted. Projects must begin by March 2019.

The Municipal GHG Challenge Fund will contribute up to 100% of eligible costs to a maximum of $10 million per project; however a higher score will be given to projects that leverage funds for up to 50% of eligible costs. Projects currently underway are eligible if they were initiated after June 1, 2016. In this case, municipalities are only eligible to request funding up to 25% of eligible costs.

In order to be eligible for funding, municipalities must have Council-approved:

- Community-wide GHG emissions inventory
- Community-wide GHG emissions reduction targets
- Community-wide strategy/plan to reduce GHG emissions; and
- Up-to-date O.Reg. 397/11 CDM 5-years plans and annual reporting

Richmond Hill meets all the requirements to be eligible for funding. A community-wide GHG emissions inventory, reduction target and plan were approved by Council in 2004 as part of our Clean Air Local Action Plan (SRE.04.051). The community-wide emissions inventory was last updated in 2012 (SREIS.15.022). The Town's Conservation Demand Management (CDM) plan and reporting is up-to-date (SREIS.14.022).

## Evaluation of Potential Projects

Potential projects were evaluated from the Town's Capital Budget and Ten Year Capital Forecast. There was a strong fit between the Municipal GHG Challenge Fund and the work proposed in the 2018 Energy Conservation Capital Projects business case which recommends work to reduce energy use in the Town's top 13 energy consuming facilities. The LED Streetlight Conversion Project, which is currently in progress, and the Interior Lighting Retrofit Project (2018) also fit the criteria.

Staff are recommending that the LED Streetlight Conversion Project (Project No. 1 in table below), which commenced in September 2016, the Interior Lighting Retrofit Project (2018), which is scheduled for construction in 2018 (Project No. 2), and the five projects from Phase 1 of the Energy Conservation Capital Projects (Projects No. 3 to 7), which are scheduled to be designed in 2018 and constructed in 2019, be submitted as the

Town's application to the Municipal GHG Challenge Fund. The LED Streetlight Conversion Project has a value of $8,050,000. The Interior Lighting Retrofit Project (2018) has a value of $580,000. The five projects in Phase 1 of the Energy Conservation Capital Projects have a combined total project value of $1,208,000. Further details on the recommended projects for this application are given below:

| **Project No.** | **Project Type** | **Applicable Facilities** | **Estimated Annual GHG Reduction (tonnes)** | **Funding Request ($)** | **Total Project Cost ($)** |
|---|---|---|---|---|---|
| 1 | LED Streetlight Conversion | 11,500 streetlights | 178 | 2,012,500 | 8,050,000 |
| 2 | Interior Lighting Retrofit 2018 | Bayview Hill CC<br>Elgin West CC<br>Centennial Pool<br>RHCPA (Theatre) | 15 | 290,000 | 580,000 |
| 3 | Filter Pump VFD | Richvale CC<br>Elgin West CC<br>Wave Pool | 16.3 | 39,000 | 78,000 |
| 4 | Arena Low e-Ceiling | Ed Sackfield<br>Tom Graham | 18 | 103,000 | 206,000 |
| 5 | Interior Lighting Retrofit 2019 | Ed Sackfield<br>Bond Lake<br>Tom Graham<br>Elgin Barrow<br>Municipal Office | 20.4 | 181,000 | 362,000 |
| 6 | Arena Floating Head Pressure Control | Tom Graham | 15.3 | 47,000 | 94,000 |
| 7 | Facility Re-Commissioning | Elgin Barrow<br>Bond Lake<br>Ed Sackfield<br>Tom Graham<br>Centennial Pool<br>Richvale CC<br>Wave Pool<br>Bayview Hill CC<br>Elgin West CC<br>Municipal Office<br>Operations Ctr. | 233 | 234,000 | 468,000 |

| | | | | | |
|---|---|---|---|---|---|
| | | RHCPA (Theatre)<br>Central Library | | | |

## Financial/Staffing/Other Implications:

SRCAO.17.31 recommends submitting seven projects to the Municipal GHG Challenge Fund. The total estimated value of the projects is $9,838,000. A breakdown of the funding sources and the dollar values for the proposed projects is shown below:

LED Streetlight Conversion Project

- Provincial Funding: $2,012,500 requested
- Municipal Funding: $6,037,500 previously approved in 2016 capital budget

Interior Lighting Retrofit Project (2018)

- Provincial Funding: $290,000 requested
- Municipal Funding: $290,000 proposed from the Gas Tax Reserve

Energy Conservation Capital Projects (Phase 1)

- Provincial Funding: $604,000 requested
- Municipal Funding: $604,000 proposed from the Gas Tax Reserve

## Relationship to the Strategic Plan:

Application for infrastructure funding for Town projects aligns to Goal Four: Wise Management of Resources by serving as a role model for municipal management.

## Conclusion:

The LED Streetlight Conversion Project, Interior Lighting Retrofit Project (2018) and Phase 1 of the Energy Conservation Capital Projects meet the criteria for the Municipal Greenhouse Gas (GHG) Challenge Fund and Council endorsement is needed to submit an application prior to the November 14, 2017 deadline.

**Report Approval Details**

| | |
|---|---|
| Document Title: | SRCAO.17.31.docx |
| Attachments: | |
| Final Approval Date: | Oct 30, 2017 |

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Gwen Manderson was completed by delegate Tricia Myatt**

**Gwen Manderson - Oct 27, 2017 - 2:04 PM**

**David Dexter - Oct 27, 2017 - 3:30 PM**

**Neil Garbe - Oct 30, 2017 - 11:59 AM**

# Member Motion

## Section 5.4.4(b) of Procedure By-law

**Meeting:** **Committee of the Whole**

**Meeting Date:** **November 6, 2017**

**Subject/Title:** **Ban the Use of Electronic Cigarettes**

**Submitted by:** **Regional and Local Councillor Spatafora**

Whereas various Town of Richmond Hill by-laws and policies ban smoking to protect the health of residents.

Whereas the use of electronic cigarettes ("e-cigarettes") is a growing trend.

Whereas Bill 45, the *Making Healthier Choices Act, 2014*, enacted the *Electronic Cigarettes Act, 2015*, S.O. 2015, c.17, ("the *Electronic Cigarettes Act, 2015*") which will regulate the sale and use of e-cigarettes.

Whereas the use of e-cigarettes may be hazardous to health.

Whereas the use of e-cigarettes may be a nuisance for non-smokers,

Therefore be it resolved that all Town by-laws and policies that ban smoking be updated to include a ban on the use of electronic cigarettes, as defined in the *Electronic Cigarettes Act, 2015*.

**Moved by:** **Regional and Local Councillor Spatafora**

**Seconded by:**

# Member Motion

## Section 5.4.4(b) of Procedure By-law

**Meeting:** **Committee of the Whole**

**Meeting Date:** **November 6, 2017**

**Subject/Title:** **Ward Councillor Events**

**Submitted by:** **Mayor Barrow**

Whereas the Town of Richmond Hill Festivals and Events Strategy includes specific definitions for Local Events, Community Events, Signature Events and Mega Events;

Whereas the Ward Councillor events coordinated by the Community Liaison Staff of the Mayor and Council Office are categorized as Local Events in the Strategy;

And Whereas Section 6.4 of the Town's Sign By-law (By-law 52-09) includes a provision governing Community Special Event Signs only with no guidelines for Local Events;

Therefore it is recommended that Council approve that Ward Councillor Events be included in the Community Event category of the Richmond Hill Festivals and Events Strategy for the purpose of compliance with Section 6.4 of the Town's Sign By-law.

**Moved by:** **Mayor Barrow**

**Seconded by:**

**6.3.5.** On a *Multi-Storey Building*, a *Banner Sign* shall only be permitted on the first *Storey*.

**6.3.6.** A *Banner Sign* shall be *Non-Illuminated*.

**6.4. Community Special Event Signs**

**6.4.1.** A maximum of two (2) *Community Special Event Sign* in the form of *Banner Signs* may be placed so as to hang over *Public Property* provided that:

(a) if the *Banner Sign(s)* is to be fastened to structures that are located on (1) *Private Property* or (2) *Public Property* but that are not owned and/or controlled by the *Corporation*:

(i) the *Sign Owner* provides the *Corporation* with evidence of written permission from the *Property Owner(s)* to fasten the *Banner Sign* to those structures prior to locating, erecting or displaying the *Community Special Event Sign(s)*; and

(ii) the *Sign Owner* abides by any specific fastening conditions stipulated by the *Property Owner* of the structures; and

(b) the lowest extremity of the *Community Special Event Sign* shall be a minimum 6 metres above average grade if it hangs over a *Street*;

**6.4.2.** A *Community Special Event Sign* in the form of a *Portable Sign* may be located, erected, or displayed on the inner or outer boulevard of a *Street* provided that it is a minimum of 0.5 metres from any curb or sidewalk, or where there is no curb or sidewalk, a minimum of 2.0 metres from the *Street* or a minimum of 0.5 metres from the edge of a shoulder of a *Street* where such exists.

**6.4.3.** A *Community Special Event Sign* in either form referred to in this Section 6.4 shall not be located, erected, or displayed more than twenty-one (21) days immediately preceding the event date, and shall be removed within forty-eight (48) hours following the event date.

**6.5. Directory Signs – Multiple Residential Property –Property in Commercial – Industrial – Institutional Zone**

**6.5.1.** A *Directory Sign* for a multiple residential *Property* or any *Property* in a Commercial, Industrial or Institutional *Zone* shall:

(a) be marked or impressed on durable material;

(b) be of a contrasting colour to the background;

(c) have a maximum *Sign Area* of 0.50 square metres;

(d) if it is in the form of a *Ground Sign*, have a maximum *Height* of 1.20 metres;

(e) if it is in a form other than a *Ground Sign*, shall be located on the first *Storey* of a *Premises* only; and

(f) be *Non-Illuminated* or *Externally Illuminated*.

**6.5.2.** A maximum of one (1) *Directory Sign* may be located, erected, or displayed per driveway access for *Property* in a Commercial, Industrial or Institutional *Zone*.

**6.5.3.** A minimum of one (1) *Directory Sign* shall be located, erected, or displayed on a multiple residential *Property* in a Residential Zone.