



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** December 11, 2018

**Report Number:** SRCAO.18.25

**Department:** Office of the Chief Administrative Officer

**Division:** Office of the CAO

**Subject:** Delegation of Authority – Election Recess Accounting  
(September 25 to November 18, 2018).

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### **Purpose:**

To report to Council with respect to the approvals granted during the Delegated Authority Election Recess (September 25 to November 18, 2018).

Reference SRCAO.18.13 June 9, 2018 Council Meeting and SRCAO.18.18 July 9, 2018 Council Meeting.

### **Recommendation(s):**

That SRCAO.18.25 Delegation of Authority – Election Recess Accounting be received.

### **Contact Person:**

Neil Garbe, Chief Administrative Officer, Extension 6366

### **Report Approval:**

**Submitted by:** Neil Garbe, Chief Administrative Officer

**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.

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### Background:

On June 19, 2018 and July 9, 2018, Council delegated authority to the Chief Administrative Officer during the period September 25 to November 18, 2018 (the “Election Recess”) to approve, grant or authorize:

- a) The carrying of all activities in connection with an acquisition of goods and services otherwise requiring Council approval, including authorizing;
  - i) Any non-competitive acquisition over \$100,000; and
  - ii) Scope of changes of any amount
- b) The execution of the Richmond Hill Office Development and Local Centre Community Improvement Plan Agreements and Cash-in-Lieu of Parking Agreements.
- c) The execution of Offers to Connect and Letters of Consent with Alectra Utilities (formerly known as PowerStream);
- d) The sale of municipal property where Council has previously considered such sale and declared the land surplus to the Town’s needs and where any offer received for such lands (which the Chief Administrative Officer is prepared to accept pursuant to this delegated authority) meets or exceeds the listing price established by the Manager of Real Estate when the lands were offered for sale, or is not more than 5% below such listing price or reserve bid, and to authorize the execution of any agreement related to such sale;
- e) The transfer or sale of any easement, right-of-way or other comparable limited right in or over any land owned by the Corporation or the release of any easement, right-of-way or other comparable limited right in favour of the Corporation in or over any land;
- f) The giving of consent to the alteration of a property and to the demolition or removal of a building or structure under Part IV and Part V of the *Ontario Heritage Act*;
- g) The determination, pursuant to Section 29 of the *Ontario Heritage Act*, of an intention to designate a property to be of cultural heritage value or interest and the authorization of the giving of notice of intention to designate the property;
- h) The determination, pursuant to Section 30.1 of the *Ontario Heritage Act*, of an intention to amend the Designation By-law of a property and the authorization of the giving of notice of intention to amend the by-law;
- i) The execution and/or extension of any other agreements or documents which would otherwise require the express approval and authorization of Council,

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where the CAO deems the matter either to be of a minor nature or determines that until after the Election Recess on November 19, 2018 would have adverse consequences; and

- j) The acquisition of any lands or easements by the Town (provided there is a source of funding for such acquisition approved by the Treasurer) and the execution by the Mayor and Clerk of any agreements required for such acquisition;
- k) AND THAT during the Election Recess from September 25 to November 18, 2018, the Chief Administrative Officer be delegated the legislative power:
  - i) To enact a by-law to remove lands from part lot control pursuant to Subsection 50(7) of the *Planning Act*;
  - ii) To enact a by-law extending the time period specified in any by-law passed pursuant to Subsection 50(7) of the *Planning Act*; and/or
  - iii) Repeal or amend a by-law passed pursuant to Subsection 50(7) of the *Planning Act*, pursuant to Subsection 50(7.5) of the *Planning Act*.

AND THAT during the Election Recess from September 25 to November 18, 2018, the procedure for obtaining comments on proposed site plans for properties located on arterial roads be revised as:

- a) Comments will not be sought from or through the Committee of the Whole; and
- b) Comments will be sought from and through the Mayor and the appropriate Ward Councillor

AND THAT during the Election Recess from September 25 to November 18, 2018, the Chief Administrative Officer is hereby delegated all of Council's authority under Section 51 of the *Planning Act* in respect of the draft approval of plans of subdivisions, upon the recommendation of the Commissioner of Planning and Regulatory Services, provided that each respective application has been circulated for comments in accordance with the provisions of the *Planning Act* and procedures approved by Council, and the Regional Municipality of York and all other circulated agencies have requested routine conditions of approval, and not otherwise, and subject to the condition that Council's standard conditions of approval together with the conditions requested by the Regional Municipality of York and all other circulated agencies be imposed as conditions of approval of the respective plan.

AND THAT during the Election Recess from September 25 to November 18, 2018, the Chief Administrative Officer is hereby delegated the authority to award sanitary servicing allocation in respect of a draft approval of a plan of subdivision or site plan approval in accordance with the *Planning Act* upon the satisfaction of the criteria in the

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Interim Growth Management Strategy and upon the recommendation of the Commissioner of Planning and Regulatory Services.

AND THAT during the Election Recess, from September 25 to November 18, 2018, the Chief Administrative Officer be delegated the legislative authority to add street names to the Town's approved Street Name List and assign street names for site plans upon the recommendation of the Commissioner of Planning and Regulatory Services and in accordance with the adopted Town Policy for Municipal Street Naming.

AND THAT during the Election Recess from September 25 to November 18, 2018, the Chief Administrative Officer be delegated the authority to facilitate the timely resolution of matters before the Local Planning Appeal Tribunal (LPAT):

- a) Notwithstanding any other conflicting or inconsistent Town by-law, the Chief Administrative Officer be authorized to take the following actions:
  - i) Upon the recommendation of the Commissioner of Planning and Regulatory Services having advised the Mayor and respective Ward Councillor, instruct the Town Solicitor to take a position in respect of matters before the Local Planning Appeal Tribunal, including, without limitation, with respect to any *Planning Act* appeals;
  - ii) Upon the recommendation of the Commissioner of Planning and Regulatory Services, authorize the acceptance of cash-in-lieu of parkland dedication; and,
  - iii) Declare Town lands surplus without public notice and authorize the disposition of such lands to an appellant in exchange for lands and/or monetary compensation of comparable value;
- b) That the Town Solicitor be authorized to take any necessary actions to effect those actions authorized pursuant to paragraph (a), including the signing and registration of any electronic transfer documents; and
- c) That the Mayor and the Clerk be authorized to execute any necessary agreements or other documentation to effect those actions authorized pursuant to paragraph (a), upon the recommendation of the Chief Administrative Officer.

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The following matter(s) were approved in accordance with Council's authorization:

### **Appendix A:**

**Request for approval to enactment of a By-law to remove lands from Part Lot Control.**

**ASPEN (OHD) DEVELOPMENTS INC. Lot 110, Plan 65M-4547 (7 Orbit Avenue AND 11 Solar Street Town of Richmond Hill) Town File D04-18010**

Approval was given to pass By-law 110-18: Part Lot Control Exemption By-law to exempt the said lands from Part Lot Control pursuant to Subsection 50(7) of the *Planning Act* to facilitate the creation of two (2) semi-detached dwelling lots.

### **Appendix B:**

**Request for approval to enactment of a By-law to remove lands from Part Lot Control.**

**OH (Richlands) Inc. Block 276, Plan 65M-4571 (6, 8, 10, 12, 14, 16, 18 and 20 Hilts Drive, Town of Richmond Hill) Town File – D04-18011**

Approval was given to pass Bylaw 111-18: Part Lot Control Exemption By-law to exempt the said lands from Part Lot Control pursuant to Subsection 50(7) of the *Planning Act* to facilitate the creation of eight (8) residential townhouse units.

### **Appendix C:**

**Request for approval to add the DDO location to the list of facilities for Special Occasion Permits (referenced Municipal Alcohol Policy revised in 2015 per staff report SRCS.15.37).**

Approval was given to add the DDO location to the list of facilities for Special Occasion Permits to accommodate the event request from The Royal Astronomical Society of Canada (RASC).

### **Appendix D:**

**SRCS.18.21 Sole Source Acquisition of Parts & Maintenance for Highly Specialized Equipment**

Approval was given to acquire parts and maintenance services for highly specialized equipment already in use at the Town.

- a) That the sole source acquisition of parts, maintenance services including the purchase of ancillary attachments for highly specialized equipment be authorized pursuant to the Procurement By-law #113-16, Appendix B, Part 1 – Sole Source Acquisitions, Section c) to ensure the compatibility with existing products to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative; and

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- b) That the Chief Administrative Officer be authorized to execute any and all necessary documentation to affect the contract including any exercised optional term(s).

### **Appendix E:**

#### **Request for approval: Granting of Municipal Servicing Allocation to Deergate Holdings – Town File D03-03013**

Approval was given to:

- 1) That the request by Deergate Holdings Inc. for 335.72 persons equivalent of servicing allocation for the lands known as Part of Lot 31, Concession 2, E.Y.S (Municipal Address: 11546 Leslie Street), Town File D03-03013, be approved; and,
- 2) That the assigned servicing allocation be released by the Commissioner of Planning and Regulatory Services in accordance with By-law 109-11.

### **Appendix F:**

#### **SRCS.18.22 – William Bond Park – Shared Use Agreement – York Region District School Board**

Approval was given to the share use agreement between the Corporation of the Town of Richmond Hill and the York Region District School Board upon the written recommendation of the Commissioner of Community Services.

### **Appendix G:**

#### **Request for Approval: Granting of Municipal Servicing Allocation – Countrywide Homes (Jefferson) Inc. and Giuseppina Brunetto – Town File D03-14008**

Approval was given to:

- 1) That the request by Countrywide Homes (Jefferson) Inc. and Giuseppina Brunetto for 2.99 persons equivalent of additional servicing allocation for the lands known as Lots 1 to 5, Plan 9597, and Lots 15 to 18, 20 and 24, 56 and 57, Plan 1916 (Municipal Addresses: 30 Beech Avenue, 226 to 228 Harris Avenue, 223 to 305 Jefferson Sideroad), Town File D03-14008, be approved, and,
- 2) That the assigned servicing allocation be released by the Commissioner of Planning and Regulatory Services in accordance with By-law 109-11.

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### Appendix H:

#### **DA.18.048 Request for Direction – Zoning By-law Amendment Application – Rodeo Homes Richmond Hill Inc. – Town File D02-17007- LPAT Case PL171283**

Approval was given to:

- a) That pursuant to the delegation powers of the Chief Administrative Officer in By-law 95-18, the Local Planning Appeal Tribunal be advised as follows:
  - i) That the Town supports the revised Zoning By-law Amendment application submitted by Rodeo Homes Richmond Hill Inc. for lands known as Lot 10, Plan 65M-4511 (Municipal Address: 143 Pathlane Road), Town File D02-17007, for the reasons outlined in Staff Report DA.18.048, subject to the following:
    - a) that the subject lands be rezoned to Low Density Residential Six (R6) Zone and Park (P) Zone under By-law 255-96, as amended, with site specific provisions as set out in Appendix B; and,
    - b) that Part of Block 100, Plan 65M-2798, further depicted as Parts 6, 7 and 8 on Map 6, be added to the Zoning By-law Amendment application and be rezoned from Park (P) Zone to Low Density Residential Six (R6) Zone under By-law 255-96, as amended, with site specific provisions as set out in Appendix B;
  - ii) That the Local Planning Appeal Tribunal withhold the issuance of its Final Order until such time as the Town advises the Tribunal that:
    - a) Provisional Consent approvals have been granted by the Committee of Adjustment;
    - b) a Development Servicing Agreement has been executed between the Town and the applicant; and,
    - c) the land exchange between the Town and the applicant has been fully implemented;
- b) That appropriate Town staff be directed to appear at the Local Planning Appeal Tribunal in support of the Town's position concerning the subject application;
- c) That pursuant to the delegation powers of the Chief Administrative Officer in By-law 95-18, the Town owned lands described as Part of Block 100, Plan 65M-2798, further depicted as Parts 6 and 7 on Map 6, be declared surplus to the Town's needs without public notice, pursuant to the Town's policy for the Sale and Other Disposition of Land adopted under Section 270 of the *Municipal Act 2001*, S.O. 2001, C. 25.

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- d) That pursuant to the delegation powers in By-law 95-18, and upon the written recommendation of the Chief Administrative Officer and the Commissioner of Planning and Regulatory Services, the Mayor and Town Clerk be authorized to:
  - i) execute Minutes of Settlement between the Town and the applicant to facilitate the settlement described in this Staff Report DA.18.048;
  - ii) execute a Development/Servicing Agreement between the Town and the applicant as described in this Staff Report DA.18.048; and
  - iii) execute any further agreements or documentation as are necessary to implement the settlement described in this Staff Report DA.18.048;
- e) That pursuant to the delegation powers in By-law 95-18, the Town Solicitor is authorized to take any necessary actions to execute conveyance of the Town owned lands described as Part of Block 100, Plan 65M-2798, further depicted as Parts 6 and 7 on Map 6, to the applicant in accordance with the terms and conditions of executed Minutes of Settlement; and,
- f) That upon the written recommendation of the Commissioner of Planning and Regulatory Services, a by-law be brought forward to establish the Town owned lands described as Part of Block 100, Plan 65M-2798, further depicted as Part 8 on Map 6, as public highway to become part of Grey Alder Avenue.

### **Appendix I**

#### **DA.18.049 – Request for Approval – Draft Plan of Subdivision – Carval Homes (Maple Grove) Inc. – Town File D03-16014 (Related File D02-16043)**

#### **Approval was given to:**

- a) That the proposed draft Plan of Subdivision application submitted by Carval Homes (Maple Grove) Inc. for lands known as Lot 117 and Part of Lots 116 and 118, Plan 202 (Municipal Addresses: 28, 30 and 32 Maple Grove Avenue) Town File D03-16014 (19T(R) – 16014) be draft approved, subject to the following:
  - i) that draft approval be subject to the conditions as set out in Appendix B to Staff Report DA.18.049; and,
  - ii) that prior to draft approval being granted, the applicant pay the applicable processing fees in accordance with the Town's Tariff of Fees By-law 79-17, as amended.
- b) That 32 persons equivalent of servicing allocation (9 additional single-detached dwellings) be assigned to the subject lands, to be released by the Commissioner of Planning and Regulatory Services in accordance with Bylaw 109-11.



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### **Appendix J**

#### **Request for approval for enactment of a By-law to remove lands from Part Lot Control.**

**Livante Holdings (305 Bloomington) Inc. Part of Block 1, Plan 65M-4516, 251 to 301 Bloomington Road West and 5 to 57 Milbourne Lane (formerly 305 Bloomington Road West) Town of Richmond Hill. Town File D04-18013**

Approval was given to pass By-law 114-18: Part Lot Control By-law to exempt the subject lands from Part Lot Control pursuant to Subsection 50(7) of the *Planning Act* to facilitate the creation of forty-four (44) residential townhouse units.

### **Appendix K**

#### **DA.18.051 – Request for Approval of Sole Source Acquisition for the Richmond Hill Centre Secondary Plan Study**

Approval was given to:

- a) That the contract for the provision of Richmond Hill Centre Secondary Plan be awarded non-competitive by sole source to Urban Strategies Inc. pursuant to Article 7.1 Section (b)(1) and Appendix “B” Part I – Sole Source Acquisitions, Section (g) of the Procurement By-law No. 113-16;
- b) That Urban Strategies Inc. be confirmed to undertake the Richmond Hill Centre Secondary Plan at a cost not exceeding \$377,000 (exclusive of taxes);
- c) That staff work with Urban Strategies to finalize a detailed workplan prior to commencement of the project to ensure the scope of work, time and budget allocation are to the satisfaction of the Town as set out in the Terms of Reference of the Richmond Hill Centre Secondary Plan.

### **Financial/Staffing/Other Implications:**

There will be no financial implications which will exceed approved capital or operating budgets, or otherwise allowable adjustments within the Town’s Financial Control Bylaw.

### **Relationship to the Strategic Plan:**

Delegation of approval of these matters will allow normal business to proceed during the Election Recess from September 25 to November 18, 2018.

### **Conclusion:**

That Council receive this accounting of delegated approvals during the Election Recess from September 25 to November 18, 2018

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### 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: Request for Approval – Enactment of By-law to Remove Lands from Part Lot Control to facilitate the creation of two (2) semi-detached dwelling lots.  
Town File: D04-18010
- Appendix B: Request for Approval – Enactment of By-law to Remove Lands from Part Lot Control to facilitate the creation of eight (8) residential townhouse units.  
Town File: D04-18011
- Appendix C: Request for approval to add the DDO location to the list of facilities for Special Occasion Permits
- Appendix D: SRCS.18.21 – Sole Source Acquisition of Parts & Maintenance Services for Highly Specialized Equipment
- Appendix E: Request for approval: Granting of Municipal Servicing Allocation to Deergate Holdings – Town File D03-03013
- Appendix F: SRCS.18.22 – William Bond Park – Shared Use Agreement – York Region District School Board
- Appendix G: Request for Approval: Granting of Municipal Servicing Allocation – Countrywide Homes (Jefferson) Inc. and Giuseppina Brunetto – Town File D03-14008
- Appendix H: DA.18.048 Request for Direction – Zoning By-law Amendment Application – Rodeo Homes Richmond Hill Inc. – Town File D02-17007- LPAT Case PL171283
- Appendix I: DA.18.049 – Request for Approval – Draft Plan of Subdivision – Carval Homes (Maple Grove) Inc. – Town File D03-16014 (Related File D02-16043)
- Appendix J: Request for approval for enactment of a By-law to remove lands from Part Lot Control to facilitate the creation of forty-four (44) residential townhouse units.
- Appendix K: DA.18.051 – Request for Approval of Sole Source Acquisition for the Richmond Hill Centre Secondary Plan Study.

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### Report Approval Details

Document Title:	SRCAO.18.25 Delegation of Authority - Election Recess Accounting.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A.pdf</li><li>- Appendix B.pdf</li><li>- Appendix C.pdf</li><li>- Appendix D.pdf</li><li>- Appendix E.pdf</li><li>- Appendix F.pdf</li><li>- Appendix G.pdf</li><li>- Appendix H.pdf</li><li>- Appendix I.pdf</li><li>- Appendix J.pdf</li><li>- Appendix K.pdf</li></ul>
Final Approval Date:	Nov 27, 2018

This report and all of its attachments were approved and signed as outlined below:

**Ilmar Simanovskis - Nov 22, 2018 - 1:45 PM**

**MaryAnne Dempster - Nov 26, 2018 - 10:29 AM**

**Italo Brutto - Nov 27, 2018 - 10:01 AM**

**Kelvin Kwan - Nov 27, 2018 - 3:20 PM**

**Antonio Dimilta - Nov 27, 2018 - 3:31 PM**

**Neil Garbe - Nov 27, 2018 - 3:40 PM**