



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

**Date of Meeting:** September 4, 2019

**Report Number:** SRCM.19.11

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

**Subject:** SRCM.19.11 Delegation of Authority - Summer Recess Accounting - Reference SRCM.19.06 June 25, 2019 Council Meeting (July 10 to September 2, 2019 Council Summer Recess)

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### **Purpose:**

To report to Council with respect to the approvals granted during the Delegated Authority Summer Recess (July 10 to September 2, 2019)

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

That SRCM.19.11 Delegation of Authority – Summer Recess Accounting be received.

### **Contact Person:**

Neil Garbe, City Manager, Extension 6366

### **Report Approval:**

**Submitted by:** Neil Garbe, City Manager

**Approved by:** Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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### Background:

On June 25, 2019, Council delegated authority to the City Manager during the period July 10 to September 2, 2019 (the “Summer Recess”) to approve, grant or authorize:

- a) That 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 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
- 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 declare the land surplus to the City’s needs and where any offer received for such lands (which the City Manager 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 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 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, where the City Manager deems the matter wither to be of a minor nature or

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determines that waiting until after the Summer Recess on September 2, 2019 would have adverse consequences; and

- j) The acquisition of any land or easements by the City (provided there is a source of funding for such acquisition approved by the Treasurer) and the execution of the Mayor and Clerk of any agreements required for such acquisition;
- k) AND THAT during the Summer Recess from July 10 to September 2, 2019, the City Manager 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 Summer Recess from July 10 to September 2, 2019, the procedure for obtaining comments on proposed site plans for properties located on arterial roads be revised as follows:

- 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 Summer Recess from July 10 to September 2, 2019, the City Manager 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 Summer Recess from July 10 to September 2, 2019, the City Manager 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 Interim Growth Management Strategy and upon the recommendation of the Commissioner of Planning and Regulatory Services.

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AND THAT during the Summer Recess from July 10 to September 2, 2019, the City Manager be delegated the legislative authority to add street names to the City'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 City Policy for Municipal Street Naming.

AND THAT during the Summer Recess from July 10 to September 2, 2019, the City Manager be delegated the authority to facilitate the timely resolution of matters before the Local Planning Appeal Tribunal (LPAT).

- a) That the City Manager 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 City 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 City 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 City 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 documents to effect those actions authorized pursuant to paragraph (a), upon the recommendation of the City Manager.

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

### **Appendix A: Request for approval of Stream Gauge License Agreement with the Toronto and Region Conservation Authority**

Approval was given to authorize a License Agreement with the Toronto and Region Conservation Authority (TRCA) for the installation, operation and maintenance of a stream gauge on City of Richmond Hill property in German Mills Creek.

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### **Appendix B: D.A.19.011 Request for Approval – Private Street Naming Application – Stateview Homes (Edge Towns) Inc. – City File D15-19008**

Approval was given to add two names to the Council Approved Street Name List and to assign street names to private streets within the approved residential development to be constructed on the subject lands.

- a) That Staff Report D.A.19.011 regarding a Private Street Naming Application submitted by Stateview Homes (Edge Towns) Inc. for the lands known as Block 43, Plan 65M-3786 (Municipal Address: 1335 Elgin Mills Road East) be approved subject to the following:
  - i) That the names “John Greene” and William Adams” be added to the Council Approved Street Name List;
  - ii) That the proposed private street names (John Greene Land (P) and William Adams Lane (P)) be approved in accordance with D.A.19.011; and
  - iii) That staff be directed to bring forward a by-law through Council’s Delegated Authority to implement the approval of the private street names in accordance with D.A.19.011.

### **Appendix C: SRCS.19.23 Non-Competitive Acquisition of Two (2) Multi-purpose Articulating Sidewalk Machines**

Approval was given to Community Services, Public Works Operations Division for award of exempt acquisition greater than \$500,000.00 in accordance with the Procurement By-law No. 113-16.

- a) That the contract for the provision of (2) Growth Related and (2) Replacement articulated tractors with attachments be awarded to Joe Johnson Equipment Inc. at the cost of \$588,192.00 (exclusive of taxes),
- b) That Council approve Joe Johnson Equipment Inc. as the exclusive supplier for trackless parts, services and equipment to the City for a term of 5 years ending December 31, 2024, pursuant to 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;
- c) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract and, if exercised, the option(s) to extend the contract, upon the recommendation of the Commissioner of Community Services

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### **Appendix D: D.A.19.008 Community Improvement Plan – Façade, Landscaping, and Signage Grant Program Application – CIPG-19.004 (10211 Yonge Street, Richmond Hill, Ontario)**

Approval was given to a Community Improvement Plan (CIP) grant application, under the Façade Improvement, Landscaping, and Signage Grant Program. The application is submitted by Hedy Luetjen-Scott, the tenant (authorized by the owner) of 10211 Yonge Street. The owner of the property is Wilanmar Holdings Ltd.

- a) That the City Manager approve a Community Improvement Plan – Façade Improvement, Landscaping, and Signage Grant application submitted by Hedy Luetjen-Scott for signage improvement of “Edward Jones”, one of the offices located on 10211 Yonge Street, in an amount not exceeding of \$4,500 as outlines in D.A.19.008; subject to the issuance of the required permits (Sign Permit and Tenant Permit) from the Building Division;
- b) That the Mayor and Clerk be authorized to sign the grant agreement noted in item (a), upon the recommendation of the Commissioner of Planning and Regulatory Services;
- c) That the Commissioner of Planning & Regulatory Services be authorized to enter into and execute assumption agreements to transfer the grant if property ownership changes;
- d) That the City Manager allow the Director of Financial Services and Treasurer to issue a cheque(s) to disburse the funding to the applicant after it is determined that the project has satisfied all requirements.

### **Appendix E: DA.19.009 – Community Improvement Plan – Building Renovation and Façade, Landscape and Signage Grant Application – 10156 and 10158 Yonge Street**

Approval was given to a Community Improvement Plan Building Renovation grant application submitted by Atoosa Parsi, the owner of 10156 & 10158 Yonge Street.

- a) That the City Manager approve a Community Improvement Plan Building Renovation grant application to Atoosa Parsi for improvements to 10156 & 10158 Yonge Street in the amount not to exceed \$144,000, as outlined in DA.19.009 and pending the issuance of the necessary permits from the Building Division and applicable Sign Permit.
- b) That the Mayor and Clerk be authorized to sign the grant agreement noted in item (a), upon the recommendation of the Commissioner of Planning and Regulatory Services.

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- c) That the Commissioner of Planning and Regulatory Services be authorized to enter into and execute assumption agreements to transfer the grant if property ownership changes.
- d) That the City Manager allow the Director of Financial Services and Treasurer to issue a cheque(s) to disburse the funding to the applicant after it is determined the project has satisfied all requirements

### **Appendix F: Request for Approval of Single/Sole Source Acquisition of (6) Windrow articulating plows to support the new windrow removal program**

Approval was given to award Metal Pesse at 1683 Secreries Blvd. Plessisville, Quebec the Single/Sole Source Acquisition of (6) Windrow articulating plows which are required as spares to allow for continuous services due to damage.

### **Appendix G: Request for Approval of a Product Usage Agreement with MPAC**

Approval was given to the Product Usage Agreement with MPAC for obtaining data to support the Development of the Community Energy and Emissions Plan. The cost of the data is \$3,500, which will be covered by the budget approved for this project in the Policy Planning Division.

### **Appendix H: SRCS.19.22 Special Occasion Permit Date Change**

Approval was given to the date change for the Home Publishing Group Special Occasion Permit.

Council approved the special occasion permit request from the Homes Publishing Group that was scheduled to take place on June 13 at Richmond Green. The Parks Division closed the sport fields on June 13 due to inclement weather. As a result of the City cancellation, the group requested for an alternative date of their event on September 19.

### **Appendix I: SRCFS.19.039 Upgrading Existing Internet Connection**

Approval was given to a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law No. 113-16 to upgrade the existing internet connections in use at the Municipal Offices and the Operations Centre.

- a) That the contract for the provision of Upgrading Existing Internet Connections be awarded non-competitively to Bell Canada for a three (3) year term, for a total cost not exceeding \$250,000 (exclusive of taxes) pursuant to Article 7.1 Section (b)(1) and Appendix “B” Part I – Sole Source Acquisitions, Section (c) of the Procurement By-law No. 113-16 to ensure compatibility with existing deployed technologies;
- b) That the Commissioner of Corporate and Financial Services be authorized to execute any necessary documentation to effect the contract.

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### **Appendix J: SRCFS.19.040 Supply of Wireless Cellular Services**

Approval was given to a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law No. 113-16 for the Supply of Wireless Cellular Services.

- a) That the contract for the Supply of Wireless Cellular Services be awarded non-competitively to Bell Mobility for a 4.5 year duration at a cost not exceeding \$981,915.48 (exclusive of Taxes) pursuant to Article 7.1 Section (b)(1) and Appendix “B” Part I – Sole Source Acquisitions, Section (c) of the Procurement By-law No. 113-16 to ensure compatibility with existing deployed technologies;
- b) That the Commissioner of Corporate and Financial Services be authorized to execute any necessary document to effect the contract.

### **Appendix K: SRCM.19.10 Yonge Subway Extension and Richmond Hill Centre Secondary Plan – Revised Scope of Work**

Approval was given to revise the scope of work for the Yonge Subway Extension and Richmond Hill Centre Secondary Plan and seek approval for an increase to the sole source non-competitive acquisition contract to Urban Strategies Inc.

- a) That staff report SRCM.19.10 be received;
- b) That the sole source non-competitive acquisition contract to Urban Strategies Inc. be increased by \$213,000 for the purpose of developing the Richmond Hill Centre Secondary Plan with the existing Yonge Subway Extension project budget allocation funding the project.

### **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 Summer Recess July 10 to September 2, 2019.

### **Conclusion:**

That Council receive this accounting of delegated approvals during the Summer Recess from July 10 to September 2, 2019.

### **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.

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- Appendix A: Request for Approval of a Stream Gauge License Agreement with the Toronto and Region Conservation Authority
- Appendix B: D.A.19.011 Request for Approval – Private Street Naming Application – Stateview Homes (Edge Towns) Inc. – City File D15-19008
- Appendix C: SRCS.19.23 Non-Competitive Acquisition of Two (2) Multi-purpose Articulating Sidewalk Machines
- Appendix D: D.A. 19.008 Community Improvement Plan – Façade, Landscaping, and Signage Grant Program Application – CIPG-19.004 (10211 Yonge Street, Richmond Hill, Ontario)
- Appendix E: D.A.19.009 Community Improvement Plan – Building Renovation and Façade, Landscape and Signage Grant Application – 10156 & 10158 Yonge Street
- Appendix F: Request for Approval of Single/Sole Source Acquisition of (6) Windrow articulating plows to support the new windrow removal program
- Appendix G: Request for Approval of a Product Usage Agreement with MPAC
- Appendix H: SRCS.19.22 – Special Occasion Permit Date Change
- Appendix I: SRCFS.19.039 – Upgrading Existing Internet Connection
- Appendix J: SRCFS.19.040 – Supply of Wireless Cellular Services
- Appendix K: SRCM.19.10 Yonge Subway Extension and Richmond Hill Centre Plan – Revised Scope of Work

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### Report Approval Details

Document Title:	SRCM.19.11 Delegation of Authority - Summer Recess Accounting.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Stream Gauge License Agreement.pdf</li><li>- Appendix B - D.A.19.011 Private Street Naming Application.pdf</li><li>- Appendix C - SRCS.19.23 Non-Competitive Acquisition.pdf</li><li>- Appendix D - D.A.19.008 Community Improvement Plan.pdf</li><li>- Appendix E - D.A.19.009 Community Improvement Plan.pdf</li><li>- Appendix F - Sole Source Approval Request for Windrow Program.pdf</li><li>- Appendix G - MPAC Product Use Agreement.pdf</li><li>- Appendix H - SRCS.19.22 Special Occasion Permit Date Change.pdf</li><li>- Appendix I - SRCFS.19.039 Upgrading Existing Internet Connection.pdf</li><li>- Appendix J - SRCFS.19.040 Supply of Wireless Cellular Services.pdf</li><li>- Appendix K - SRCM.19.10 Yonge Subway Extension.pdf</li></ul>
Final Approval Date:	Aug 22, 2019

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

**Italo Brutto - Aug 21, 2019 - 9:40 AM**

**Task assigned to Kelvin Kwan was completed by delegate Patrick Lee**

**Patrick Lee on behalf of Kelvin Kwan - Aug 21, 2019 - 11:03 AM**

**Ilmar Simanovskis - Aug 22, 2019 - 9:20 AM**

**MaryAnne Dempster - Aug 22, 2019 - 10:36 AM**

**Antonio Dimilta - Aug 22, 2019 - 3:51 PM**

**Neil Garbe - Aug 22, 2019 - 3:56 PM**