



Staff Report for Council Meeting

Date of Meeting: September 14, 2022

Report Number: SRCM.22.05

Department: Office of the City Manager

Subject: **SRCM.22.05 Delegated Authority Summer Recess Accounting – Reference By-law 86-20 as amended by Bylaw 113-20 (July 18 to August 31, 2022)**

Purpose:

To report to Council with respect to the approvals granted during the Delegated Authority Summer Recess Period (July 18 to August 31, 2022).

Recommendation(s):

- a) That SRCM.22.05 Delegated Authority Summer Recess Accounting be received for information.

Contact Person:

Darlene Joslin, Interim City Manager, Extension 2423

Report Approval:

Submitted by: Darlene Joslin, Interim City Manager

Approved by: Darlene Joslin, Interim 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.

Page 2

Background:

On June 24, 2020 Council enacted By-law 86-20 (as amended by By-law 113-20), being a by-law to delegate authority to the City Manager during the period July 18 to August 31, 2022 (the “Summer 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 \$1,000,000; 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;
- 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;

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;

- e) 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*;
- f) 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;
- g) 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;
- h) 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 either to be of a minor nature or

Page 3

determines that waiting until after the recess period would have adverse consequences;

- i) 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;
- j) the duty to seek comments pursuant to the procedure for obtaining comments on proposed site plans for properties located on arterial roads, which shall be revised during any Recess Period to require the City Manager to seek such comments from and through the Mayor and the appropriate Ward Councillor only;
- k) the award of 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 Planning and Infrastructure Department;
- l) to facilitate the timely resolution of matters before the Ontario Land Tribunal (OLT) (formerly known as the Local Planning Appeal Tribunal) and take the following actions:
 - i) upon the recommendation of the Commissioner Planning and Infrastructure Department having advised the Mayor and respective Ward Councillor, instruct the City Solicitor to take a position in respect of matters before the Ontario Land Tribunal (OLT) (formerly known as Local Planning Appeal Tribunal), including, without limitation, with respect to any *Planning Act* appeals;
 - ii) upon the recommendation of the Commissioner Planning and Infrastructure Department, authorize the acceptance of cash-in-lieu of parkland dedication; and
 - iii) declare lands owned by the Corporation 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.
- m) The following legislative powers, which Council deems to be of a minor nature;
 - 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*;

Page 4

- iii) to repeal or amend a by-law passed pursuant to Subsection 50(7) of the *Planning Act*,
- iv) to provide draft approval of plans of subdivision under Section 51 of the *Planning Act*, upon the recommendation of the Commissioner Planning and Infrastructure Department, 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 approved 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
- v) upon the recommendation of the Commissioner Planning and Infrastructure Department, to name or change the name of a private road pursuant to Section 48 of the *Municipal Act* for the purpose of adding such name(s) to the Corporation's approved Street Name List and assigning street names for site plan, subject to the giving of the requisite public notice;
- vi) to enact, upon consultation with the Mayor and Ward 1 Local Councillor, a by-law to amend Schedule "E" of Parking Regulation By-law 402-89 (Municipal Code Chapter 1116), as amended to implement permit parking on public highways near Lake Wilcox.

In connection with any actions authorized by the City Manager to facilitate the timely resolution of matters Ontario Land Tribunal (OLT) (formerly known as the Local Planning Appeal Tribunal) pursuant to paragraph (m) of Section 2 of this By-law:

- a) the City Solicitor is 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
- b) the Mayor and the Clerk are authorized to execute any necessary agreements or other documentation to effect those actions authorized pursuant to paragraph (a), upon the recommendation of the City Manager.

The delegated authorities to the City Manager under this by-law are subject to a report being submitted by the City Manager to Council at the earliest opportunity to advise of the approval of any matters pursuant to such delegated authority.

Page 5

The following matter(s) were approved in accordance with Bylaw 86-20:

Appendix A: SRPRI.22.091 Notice of Intent to Demolish 83 Arnold Crescent, City File D12-07016

Approval was given to recommendations for cultural heritage merit of the property located at 83 Arnold Crescent under Part IV of the *Ontario Heritage Act*.

Recommendations:

- a) That the property located at 83 Arnold Crescent does not merit cultural heritage designation under Part IV of the *Ontario Heritage Act*; and
- b) That 83 Arnold Crescent be removed from the City of Richmond Hill Heritage Register.

Appendix B: DA.22.09 Community Improvement Plan – Façade Improvement, Landscaping, and Signage Grant Program Application – CIPG.22.001 (22 Richmond Street)

Approval was given to a Community Improvement Plan grant application under the Façade Improvement, Landscaping, and Signage grant program submitted by Mason Sanglakhi, the owner of 22 Richmond Street.

Recommendations:

- a) That Council approve a Community Plan Façade Improvement grant application submitted by Mason Sanglakhi for improvements to 22 Richmond Street in the amount not to exceed 50% of eligible costs to a maximum of \$25,000, as outlined in DA.22.09.
- b) That the Mayor and Clerk be authorized to sign the grant agreement to provide the funding identified in Recommendation (a), upon the recommendation of the Commissioner of Planning and Infrastructure;
- c) That Council delegate approval authority to the Commissioner of Planning and Infrastructure Department to approve assumption agreements to transfer the grant agreement if property ownership changes.
- d) That Council authorize 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.

Page 6

APPENDIX C: D.A.22.005 Request for Approval – Private Street Naming Application – TACC Development Inc. – City File AA-22-0018

Approval was given to assign a street name from the Council Approved Street Name List to a private street to be established as part of an approved residential development to be constructed on the subject lands.

Recommendations:

- a) That Staff Report D.A.22.005 regarding a Private Street Naming Application submitted by TACC Development Inc. for the lands known as Block 284, Plan 65M-4571 (Municipal Address: 0 McCague Avenue) be approved subject to the following:
 - i) that the proposed private street name Harold Wilson Lane (P) be approved in accordance with D.A.22.005; and,
 - ii) that staff be directed to bring forward a by-law through the Council's Delegated Authority to implement the approval of the private street name in accordance with DA.22.005.

APPENDIX D: DA.22.008 AUTHORIZATION TO EXECUTE AMENDING SUBDIVISION AGREEMENT, CAL-LESLIE DEVELOPMENTS INC. (DA.22.08) City File: D03-17006

Approval was given to the execution of an Amending Subdivision Agreement with Cal-Leslie Developments Inc. (Subdivision File 19T-17006).

Recommendation:

- a) That the Mayor and Clerk be authorized to execute an Amending Subdivision Agreement with Cal-Leslie Developments Inc. under delegated authority outlined in Section 2(g) of By-Law 86-20, upon the written recommendation of the Commissioner of Planning and Infrastructure.

APPENDIX E: SRCFS.22.029 RENEW CONTRACT FOR INTERNET SERVICES

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

Recommendation:

- a) That the contract to renew Internet Services 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

Page 7

– 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.

APPENDIX F: SRCFS.22.025 RENEWAL AND SUPPORT SERVICES OF PARKING CONTROL SYSTEM SOLUTION

Approval was given to a non-competitive acquisition greater than \$100,000, in accordance with Procurement By-law 113-16.

Recommendations:

- a) That the non-competitive acquisition of AIMS Parking Control System Solution, including Cloud based hosting services for a term of five (5) years ending October 31, 2027, be awarded to Electronic Data Collection Corporation (EDC) for a cost not exceeding \$565,000 exclusive of taxes. This recommendation is pursuant to Appendix “B” Part I, Section (c) of Procurement By-law No. 113-16 to support business continuity and to ensure compatibility with the existing AIMS parking management system solution already in use at the City of Richmond Hill.
- b) That the Commissioner Corporate and Financial Services (CFS) be authorized to execute any and all necessary documentation to affect the contract during its term.

Financial/Staffing/Other Implications:

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

Relationship to Council’s Strategic Priorities 2020-2022:

Delegation of approval of these matters will allow normal business to proceed during Council Summer Recess from July 18 to August 31, 2022.

Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

Conclusion:

That Council receive this accounting of delegated approvals during Council Summer Recess from July 18 to August 31, 2022.

Page 8

Attachments:

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

- Appendix A: SRPI.22.091 Notice of Intent to Demolish 83 Arnold Crescent, City File D12-07016
- Appendix B: DA.22.09 Community Improvement Plan – Façade Improvement, Landscaping and Signage Grant Program Application – CIPG.22.001 (22 Richmond Street)
- Appendix C: D.A. 22.005 – Request for Approval – Private Street Naming Application – TACC Development Inc. – City File AA-22-0018
- Appendix D: Authorization to Execute Amending Subdivision Agreement, Cal-Leslie Developments Inc. (DA.22.008) City File: D03-17006
- Appendix E: SRFCS.22.029 Renew Contract for Internet Services
- Appendix F: SRCFS.22.025 Renewal And Support Services Of Parking Control System Solution

Page 9

Report Approval Details

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| Document Title: | SRCM.22.05 Delegated Authority Summer Recess Accounting (July 18 to August 31, 2022).docx |
| Attachments: | <ul style="list-style-type: none">- Appendix A SRPI.22.091 Notice of Intent to Demolish 83 Arnold Crescent.pdf- Appendix B DA.22.009 CIP 22 Richmond Street.pdf- Appendix C D.A.22.005 - AA-22-0018.pdf- Appendix D DA.22.008 Authorization to Execute Amending Subdivision Agreement 19T-17006 Final.pdf- Appendix E SRCFS.22.029 Renew Contract for Internet Services (Delegated Authority).pdf- Appendix F SRCFS.22.025 Renewal and Support Services of Parking Control System Solution (Delegated Authority).pdf |
| Final Approval Date: | Aug 26, 2022 |

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

Task assigned to Stephen Huycke was completed by delegate Ryan Ban

Ryan Ban on behalf of Stephen Huycke - Aug 25, 2022 - 3:35 PM

Task assigned to Sherry Adams was completed by delegate Cathy Treacy

Cathy Treacy on behalf of Sherry Adams - Aug 25, 2022 - 4:05 PM

Kelvin Kwan - Aug 26, 2022 - 10:02 AM

Antonio Dimilta - Aug 26, 2022 - 10:04 AM

Darlene Joslin - Aug 26, 2022 - 11:00 AM