



## **Committee of the Whole Meeting**

### **Minutes**

**CW#03-25**

**Wednesday, February 19, 2025, 9:30 a.m.**

**Council Chambers**

**225 East Beaver Creek Road**

**Richmond Hill, Ontario**

A Committee of the Whole meeting of the Council of the City of Richmond Hill was held on Wednesday, February 19, 2025 at 9:30 a.m. in Council Chambers via videoconference.

Committee Members present in Council Chambers:

Councillor Liu (Chair)  
Mayor West  
Councillor Davidson  
Councillor Thompson  
Councillor Cui  
Councillor Cilevitz  
Councillor Shiu

Staff Members present via videoconference:

Regional and Local Councillor Chan  
Regional and Local Councillor DiPaola

Staff Members present in Council Chambers:

D. Joslin, City Manager  
S. Adams, Commissioner of Corporate and Financial Services  
G. Galanis, Commissioner of Planning and Building Services  
P. Masaro, Commissioner of Infrastructure and Engineering Services  
T. Steele, Commissioner of Community Services  
M. Flores, Director, Policy Planning  
A. Ierullo, Director, Economic Development and Richmond Hill Centre  
G. Li, Director, Financial Services and Treasurer  
G. Onizuka, Assistant City Solicitor  
F. Quarisa, Director, Public Works Operations  
M. Dobbie, Manager, Park and Natural Heritage Planning

V. Gaiu, Manager, Energy and Waste  
M. Kotylak, Manager, Procurement Services  
D. Olding, Senior Manager, Richmond Hill Centre Subway  
R. Rendon, Manager, Sustainability  
L. Bal, Waste Management Coordinator  
D. Lau, Project Manager, Climate Change and Sustainable Development  
T. Posey, Planner II - Parks  
T. Colandrea, Intern  
S. Huycke, City Clerk  
S. Dumont, Council/Committee Coordinator  
K. Hurley, Council/Committee Coordinator  
C. Connolly, Legislative Services Assistant

Staff Members present via videoconference:

D. Guy, Director, Community Standards  
R. Jones, Director, Information Technology/CIO  
B. Akingbade, Manager, Application Services  
L. Conde, Manager, Strategy and Government Relations  
C. Debi, Director, Communications Services  
C. Greco, Manager, Real Estate  
D. Oliveira, Manager, Water, Wastewater and Roads  
J. Walters, Manager, Engineering Subdivisions and Infrastructure Planning  
J. Wychreschuk, Manager, Infrastructure Planning

**1. Call to Order**

The Chair called the meeting to order at 9:30 a.m.

Councillor Liu transferred the Chair to Councillor Thompson between:

- 10:40 a.m. and 10:46 a.m. during consideration of Item 11.3.

**2. Council Announcements**

Councillor Cilevitz extended her thanks and appreciation on behalf of herself and residents of Ward 5 to the staff in Public Works Operations who have been working tirelessly clearing the snow over the last few days.

Councillor Shiu also acknowledged the staff who have been working to clear the snow and extended his thanks and appreciation to the Director of Public Works Operations and his team for their efforts in keeping residents safe.

Councillor Cui echoed the comments made regarding the hard work and efforts of staff in Public Works Operations who have been working day and night to clear the snow and extended his appreciation.

Councillor Cui advised that this Saturday, February 22nd the Jefferson Community Association was hosting a fundraising event at St. Mary's Church with all proceeds going to SickKids Hospital.

Councillor Thompson echoed the sentiments of his colleagues and extended thanks to staff in Public Works Operations for a great job clearing the snow and acknowledged the information that was readily available to residents through social media regarding the ongoing snow clearing operations.

Councillor Thompson advised that this past Saturday, February 15th was National Flag of Canada Day and shared his pride in being Canadian.

Regional and Local Councillor DiPaola acknowledged the residents for their patience throughout the winter storm event as City staff worked to clear the snow and extended his thanks to staff for the new communications tools such as Track my Plow that he could refer residents to.

Regional and Local Councillor Chan echoed the comments of his colleagues and extended his sincere thanks to staff in Public Works Operations who have been working hard to clear the snow and to the Director of Public Works Operations for the daily updates.

Regional and Local Councillor Chan advised that February 17th to 23rd was Heritage Week and encouraged everyone to cheer on Team Canada in the hockey game tomorrow night versus the United States.

Councillor Davidson also thanked staff in Public Works Operations for their efforts and a job well done clearing the snow during the winter storm event.

Councillor Liu also acknowledged the staff in Public Works Operations and noted that he received a lot of positive feedback from his residents which he has passed along to the Director of Public Works Operations.

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

There were no emergency/time sensitive matters raised by Members of Committee.

**4. Adoption of Agenda**

Moved by: Mayor West

That the agenda be adopted as distributed by the Clerk with the following additions:

a) Delegation by Ross Vaccaro, 82 Duncan Road, regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue - (Item 10.1);

b) Correspondence from Ross Vaccaro, 82 Duncan Road, dated February 18, 2025, regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue - (Item 11.16).

Carried Unanimously

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

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

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

Committee consented to separate items 11.3, 11.4, 11.5, 11.8, 11.9, 11.12 and 12.1 for discussion.

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

On a motion of Councillor Cilevitz, Committee unanimously adopted those items not identified for separate discussion.

**8. Public Hearing(s)**

There were no public hearings.

**9. Presentation(s)**

**9.1 Presentation by Frank Quarisa, Director, Public Works Operations, and Vlad Gaiu, Manager, Energy and Waste, regarding Blue Box Transition Update - (refer to Items 11.3 and 11.4)**

Vlad Gaiu, Manager, Energy and Waste, made a presentation to Committee regarding the Blue Box Program Transition: Non-Eligible Sources and Contract Amendments. He shared information regarding the current Blue Box program in Richmond Hill and legislative changes specific to the Blue Box Transition; provided a detailed overview of Eligible Blue Box Sources and Non-Eligible Blue Box Sources; and highlighted

recommendations for consideration including options for Super Mailboxes. V. Gaiu provided an update regarding the current and new Waste Contracts, summarized the estimated 2026 financial impacts and concluded the presentation by outlining next steps.

Moved by: Councillor Cilevitz

a) That the presentation by Vlad Gaiu, Manager, Energy and Waste, regarding Blue Box Transition Update, be received with thanks.

Carried

## 10. Delegation(s)

### 10.1 **Ross Vaccaro, 82 Duncan Road, regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue - (refer to Item 11.9)**

Ross Vaccaro, 82 Duncan Road, addressed Committee regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue. He provided background information related to his property located including the challenges faced trying to develop the rear portion of the lot and advised of infill development that has occurred in the area. R. Vaccaro noted that he retained the services of a planning consultant and they were seeking a road easement so that he could develop his property and requested that Committee review his request as further detailed in his correspondence distributed as Item 11.16.

## 11. Committee and Staff Reports

### 11.1 **Minutes - Heritage Richmond Hill meeting HRH#09-24 held December 5, 2024**

Moved by: Councillor Cilevitz

a) That the minutes of Heritage Richmond Hill meeting HRH#09-24 held December 5, 2024, be adopted.

Carried Unanimously

### 11.2 **Extract - Heritage Richmond Hill meeting HRH#01-25 held February 6, 2025**

11.2.1 SRPBS.25.021 - Notice to Demolish the Buildings at 53 St. Laurent Drive - City File D12-07405 - (HRH Item 6.1)

Moved by: Councillor Cilevitz

- a) That staff report SRPBS.25.021 regarding Notice to Demolish the Buildings at 53 St. Laurent Drive - City File D12-07405, be received;
- b) That Council approve the demolition of 53 St. Laurent Drive;
- c) That once the buildings are demolished, 53 St. Laurent Drive be removed from Richmond Hill's Heritage Register.

Carried Unanimously

**11.3 SRCS.25.01 - Blue Box Collection Changes - Non-Eligible Sources**

Moved by: Mayor West

- a) That staff report SRCS.25.01 regarding Blue Box Collection Changes - Non-Eligible Sources, be received;
- b) That the City continue providing recycling collection services, effective January 1, 2026, to:
  - i. City Facilities; and,
  - ii. 88 businesses currently receiving municipal collection in the downtown core Business Improvement Area (BIA).
- c) That a waste management fee of \$365 per year be implemented for each of the businesses currently receiving municipal waste collection in the downtown core BIA, effective January 1, 2026;
- d) That the City's Super Mailbox Recycling Program be terminated effective January 1, 2026;
- e) That recycling collection services be discontinued as of January 1, 2026, from the following:
  - i. religious institutions currently receiving service;
  - ii. non-profit organizations currently receiving service; and,
  - iii. daycare providers currently receiving service.
- f) That collection of all waste streams be discontinued effective January 1, 2026, from industrial and commercial properties outside of the BIA currently receiving service.

**Motion to Refer to Council without Recommendation:**

Moved by: Mayor West

a) That staff report SRCS.25.01 regarding Blue Box Collection Changes - Non-Eligible Sources, be referred to the Council meeting on February 26, 2025 without recommendation for Council direction.

Motion to Refer Carried Unanimously

**11.4 SRCS.25.02 - Blue Box Transition - Waste Collection Contract Update**

Moved by: Mayor West

a) That staff report SRCS.25.02 regarding Blue Box Transition - Waste Collection Contract Update, be received;

b) That the Mayor and the Clerk be authorized to execute any necessary documentation to amend the existing waste collection contract SS-30-17 to remove residential recycling collection services; amend the cost per tonne for organics collection; and enact a 1-year optional contract extension;

c) That a Request for Proposal (RFP) be issued for the provision of new long-term residential waste collection services commencing in April 2028.

Carried

**11.5 SRCS.25.05 - 2024 Municipal Drinking Water Reporting**

Moved by: Mayor West

a) That staff report SRCS.25.05 containing various 2024 Municipal Drinking Water Reporting documents including the Summary Report required by Schedule 22 of O. Reg. 170/03 be received;

b) That the “City of Richmond Hill Drinking Water Annual Report 2024” (attached as Appendix 1 to staff report SRCS.25.05) required under Section 11 of O. Reg. 170/03 be received and made available to the public on the City’s website;

c) That the Quality Management System Report 2024 (attached as Appendix 2 to staff report SRCS.25.05) required by the Drinking Water Quality Management Standard, be received.

Carried Unanimously

**11.6 SRIES.25.002 - 2024 - Municipal Infrastructure Assumptions Summary under Delegated Authority**

Moved by: Councillor Cilevitz

a) That staff report SRIES.25.002 regarding 2024 - Municipal Infrastructure Assumptions Summary under Delegated Authority, be received.

Carried Unanimously

**11.7 SRPBS.25.012 - Park Naming Report (Heron View Park) - Follow Up**

Moved by: Councillor Cilevitz

a) That the proposed name “Heron View Park” for the site described in staff report SRPBS.24.092, attached as Appendix 'A' to staff report SRPBS.25.012, be granted final approval.

Carried Unanimously

**11.8 SRPBS.25.013 - Federation of Canadian Municipalities Community Efficiency Financing Grant for Home Energy Retrofit Financing Program Feasibility Study**

Moved by: Mayor West

a) That staff report SRPBS.25.013 regarding Federation of Canadian Municipalities Community Efficiency Financing Grant for Home Energy Retrofit Financing Program Feasibility Study be received;

b) That the Mayor and City Clerk be authorized to execute the Memorandum of Understanding between the Cities of Richmond Hill and Markham to give effect to the joint Feasibility Study as part of the Federation of Canadian Municipalities Community Efficiency Financing grant as recommended in staff report SRPBS.25.013, upon the recommendation of the Commissioner of Planning and Building Services.

Carried

**11.9 SRPBS.25.016 - Request for Approval - Draft Plan of Condominium - 243 Sixteenth Ave. GP Inc. - 243 16th Avenue - City File D05-14003 (Related City Files D01-17007, D02-14013, D03-14002, D06-14038)**

Moved by: Councillor Shiu

a) That the Draft Plan of Condominium application submitted by 243 Sixteenth Ave. GP Inc. known as Block 1, Registered Plan 65M-4689



(municipal address: 243 16th Avenue), City File D05-14003, be draft approved, subject to the following:

- i. that draft approval be subject to the conditions as set out in Appendix "A" to staff report SRPBS.25.016;
- ii. that prior to draft approval being granted, the applicant pay the applicable processing fees in accordance with the City's Tariff of Fees By-law; and,
- iii. that the Mayor and Clerk be authorized to execute the Condominium Agreement referred to in Appendix "A" to staff report SRPBS.25.016, if required.

Carried Unanimously

**11.10 SRPBS.25.018 - Request for Approval - Private Street Naming Application - Sunny Communities Elgin Mills Inc. - City File AA-24-0055**

Moved by: Councillor Cilevitz

a) That staff report SRPBS.25.018 regarding a Street Naming Application submitted by Sunny Communities Elgin Mills Inc. for the lands known as Part of Lot 26, Concession 2, E.Y.S. (municipal address: 1080 Elgin Mills Road East) be approved subject to the following:

- i. That the proposed private streets Gathering Lane (P) and Harry Chadwick Lane (P) be approved in accordance with staff report SRPBS.25.018; and,
- ii. That staff be directed to bring forward a by-law to implement the approval of the street names in accordance with staff report SRPBS.25.018.

Carried Unanimously

**11.11 SRPBS.25.019 - Request for Approval - Private Street Naming Application - 1430518 Ontario Limited - City File AA-24-0062**

Moved by: Councillor Cilevitz

a) That staff report SRPBS.25.019 regarding a Street Naming Application submitted by 1430518 Ontario Limited for the lands known as Part of Lot 26, Concession 2, E.Y.S. (municipal address: 0 Elgin Mills Road East) be approved subject to the following:

- i. That the proposed private streets Ernest Mitchell Lane (P), Parfait Lane (P), and Damask Lane (P) be approved in accordance with staff report SRPBS.25.019; and,
- ii. That staff be directed to bring forward a by-law to implement the approval of the street names in accordance with staff report SRPBS.25.019.

Carried Unanimously

**11.12 SRCM.25.04 - Provincial Housing Pledge and Federal Housing Accelerator Fund: Launch of Richmond Hill Centre Zoning By-law**

Moved by: Councillor Cui

- a) That staff report SRCM.25.04 regarding Provincial Housing Pledge and Federal Housing Accelerator Fund: Launch of Richmond Hill Centre Zoning By-law, be received for information.

Carried Unanimously

**11.13 SRS.25.01 - Conveyance of Easement located at 64 Castleridge Drive from Qing Sun**

Moved by: Councillor Cilevitz

- a) That the Mayor and Clerk be authorized to execute any and all documents as may be required to implement the conveyance of an easement designated as Part 1 on Reference Plan 65R-41234 as Part 1 (Reference Project No. 24-B8300) from the property at 64 Castleridge Drive upon the written recommendation of the City Manager.

Carried Unanimously

**11.14 SRCFS.25.001 - Semi Annual Report - Non Competitive Acquisitions**

Moved by: Councillor Cilevitz

- a) That staff report SRCFS.25.001 regarding Semi Annual Report, Non Competitive Acquisitions, be received for information purposes only.

Carried Unanimously

**11.15 SRCFS.25.005 - Non-Competitive Acquisition of SAP Payroll Upgrade Licenses**

Moved by: Councillor Cilevitz

a) That staff report SRCFS.25.005 for the Non-Competitive Acquisition of SAP Payroll Upgrade Licenses, Maintenance and Support be received;

b) That a contract for the provision of licenses required for the upgrade of the City's Payroll system on the SAP ERP Platform, including the maintenance and support for a term of four (4) years (2025 - 2028) be awarded non-competitively to SAP Canada Inc. for an acquisition value not exceeding \$1,734,000 exclusive of taxes, pursuant to Appendix "B" Part I, Sections (b) and (c) of the Procurement By-law 113-16, in order to ensure compatibility with existing SAP S4HANA ERP Platform (S4HANA) software used and maintained by the City of Richmond Hill;

c) That the Commissioner of Corporate and Financial Services, and upon the recommendations of the Chief Information Officer, be authorized to execute any necessary documentation to affect the procurement of the Licenses and the contract(s).

Carried Unanimously

**11.16 Correspondence from Ross Vaccaro, 82 Duncan Road, dated February 18, 2025, regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue - (refer to Item 11.9)**

Moved by: Councillor Cilevitz

a) That the correspondence from Ross Vaccaro, 82 Duncan Road, dated February 18, 2025, regarding the proposed Draft Plan of Condominium submitted by 243 Sixteenth Ave. GP Inc. for 243 16th Avenue, be received.

Carried Unanimously

**12. Other Business**

**12.1 Member Motion - Councillor Davidson - Richmond Hill's Commitment to Transparency and Accountability**

Moved by: Councillor Davidson

Whereas, the City of Richmond Hill is committed to fiscal responsibility, transparency, and the continuous improvement of municipal operations; and

Whereas, the City strives to deliver services and projects that maximize value for taxpayers while effectively meeting the needs and expectations of the community; and

Whereas, the City's continuous improvement initiatives must play a vital role in streamlining operations, improving service delivery, and optimizing the use of taxpayer dollars; and

Whereas, maintaining transparency and accountability necessitates regular reporting to City Council and residents on efficiencies, cost savings, and service improvements; and

Whereas, this motion reinforces Council and the City's commitment to fiscal responsibility, transparency, and the continuous improvement of municipal operations.

Now Therefore Be It Resolved:

1. That staff be directed to prepare a presentation on Richmond Hill's Continuous Improvement Journey, including but not limited to:

- Efficiencies identified and implemented;
- Service improvements achieved;
- Resulting cost savings and financial impacts;
- Opportunities for further enhancements;
- Recommendations for sustaining and expanding continuous improvement efforts across all departments;
- Ongoing and upcoming projects planned for 2025 and beyond.

2. That the staff presentation be presented to Council by April 16, 2025 for review and discussion.

Carried Unanimously

**13. Emergency/Time Sensitive Matters**

There were no emergency/time sensitive matters.

**14. Adjournment**

Moved by: Mayor West

That the meeting be adjourned

Carried Unanimously

The meeting was adjourned at 12:06 p.m.