



Memorandum

May 2, 2025

MEMO TO: Mayor and Members of Council

COPY TO: Executive Leadership Team

FROM: Paolo Masaro, Commissioner Infrastructure and Engineering Services

SUBJECT: **SRIES.25.008 – Site Alteration Permit Process for 10 Residential Units or Less, Site Alteration By-law Update and Administrative Penalty By-law Update**

Recommendation(s):

- a) That the Memorandum from the Commissioner Infrastructure and Engineering Services dated May 2, 2025, be received;

Background:

Staff report SRIES.25.008 will be considered by Council at the May 7th Committee of the Whole Meeting. An amendment to the Administrative Penalty By-law is required that was inadvertently not included in staff report SRIES.25.008.

Discussion:

Administrative Penalty By-law 69-16 has provisions to allow issuance of penalties for violations under the current Site Alteration By-law 166-07. As outlined in the recommendations in staff report SRIES.25.008, Site Alteration By-law 166-07 will be repealed and replaced with By-law 47-25. To ensure continued ability to issue penalties under By-law 47-25, Table 6 of Schedule A of the Administrative Penalty By-law needs to be amended to refer to the new Site Alteration By-law 47-25. By-law 70-25 is to be enacted to amend the Administrative Penalty By-law and is attached as Attachment 2. In addition, the recommendations from staff report SRIES.25.008 are to be amended to ensure that Municipal Code Chapter 967 is replaced with Site Alteration By-law 47-25.

When Council considers staff report SRIES.25.008, the following additional recommendation is to be included:

That By-law No. 70-25, attached as Attachment 2 to staff report SRIES.25.008, be enacted to designate Site Alteration By-law No. 47-25 violations in Schedule 'A' of the Administrative Penalty By-law No. 69-16, as amended;

In addition, the recommendations in staff report SRIES.25.008 are to be revised as follows:

Recommendation c) from staff report SRIES.25.008 is to be replaced with:

That Site Alteration By-law 47-25, attached as Attachment 1 to staff report SRIES.25.008, be enacted and replace Chapter 967 of the City of Richmond Hill Municipal Code.

Recommendation d) and from staff report SRIES.25.008 is to be replaced with:

That By-law 166-07 and all amendments thereto be repealed.

Attachment(s):

- SRIES.25.008 Attachment 2 - By-law No. 70-25 AMPS By-law Amendment

Submitted by:



Paolo Masaro
Commissioner Infrastructure and Engineering Services