



Staff Report for Committee of the Whole Meeting

Date of Meeting: October 22, 2025

Report Number: SRPBS.25.092

Department: Planning and Building Services

Division: Development Planning

Subject: SRPBS.25.092 – Site Plan Streamlining Updates

Purpose:

The purpose of this report is to authorize the Mayor and Clerk to execute any and all documents for the purposes of terminating and/or deregistering Site Plan Agreements, including any amendments, upon the written recommendation of the Director of Financial Services and Treasurer and the Commissioner of Planning and Building Services. Additionally, the report seeks to clarify acquisition authority related to Site Plan approvals.

Recommendations:

- a) That staff report SRPBS.25.092 be received; and,
- b) That Council approve and enact proposed Amending Site Plan Control By-law 114-25, attached as Appendix "B" to Staff Report SRPBS.25.092.

Contact Persons:

- Kaitlyn Graham, Project Manager, 905-771-5563
- Deborah Giannetta, Director of Development Planning, 905-771-5542
- Gus Galanis, Commissioner, Planning and Building Services, 905-771-2465
- Antonio Dimilta, City Solicitor, Legal Services

Report Approval:

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:

The Corporation of the City of Richmond Hill enacted By-law 38-25 on April 9, 2025, establishing comprehensive Site Plan control provisions under Section 41 of the *Planning Act* (refer to Appendix “A”). This by-law designated all lands within the City as a Site Plan Control Area and established procedures for Site Plan applications, approvals, and agreements. As the City continues to administer Site Plan agreements entered into under this framework, staff have identified the need for clear administrative authority to efficiently terminate and deregister agreements that have fulfilled their purpose or are no longer required without having to report to Council, necessitating this administrative amendment to provide the necessary procedural tools for effective Site Plan agreement management.

Summary Analysis:

Administrative Updates

The proposed amendment to the Site Plan Control By-law 38-25 provides staff with necessary administrative authority to terminate and deregister outdated Site Plan Agreements without having to report to Council (refer to Appendix “B”) and clarifies acquisition authority. This amendment includes appropriate procedural safeguards that align with sound municipal governance practices, requiring joint written recommendations from both the Director of Financial Services and Treasurer and the Commissioner of Planning and Building Services based on clear criteria including development completion, satisfaction of financial obligations, security release considerations, and the Corporation's best interests. This streamlined process will enable more effective management of the Corporation's Site Plan process and related agreements by providing clear authority to acquire related lands and easements and remove agreements that have fulfilled their purpose or are no longer required, ultimately improving administrative efficiency without compromising oversight or accountability.

Financial Implications:

The recommendations of this report do not have any financial, staffing or other implications.

Relationship to Strategic Plan 2024-2027:

The recommendations of this report are aligned with **Pillar 3: Strengthening our Foundations** in providing an improved level of customer service with a continuous improvement mindset by contributing to the streamlining of the development approvals process with respect to Site Plan approvals in the City of Richmond Hill.

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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”, Extract from Council Meeting #09-25 held April 9, 2025
- Appendix “B”, Draft Amending Site Plan Control By-law 114-25

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Report Approval Details

Document Title:	SRPBS.25.092 - Site Plan Streamlining Updates.docx
Attachments:	- SRPBS.25.092 - Appendix B - Site Plan Control By-law Amendment 114-25.docx - SRPBS.25.092 - Appendix A - C09-25 Extract - AODA.pdf
Final Approval Date:	Sep 29, 2025

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

Gus Galanis - Sep 29, 2025 - 3:43 PM

Darlene Joslin - Sep 29, 2025 - 4:04 PM