



City of Richmond

Report to Committee

To: Planning Committee
From: Joe Erceg
Manager, Development Applications

To Planning - Nov 18, 2003

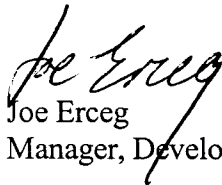
Date: November 3, 2003

File: 4105-00

Re: Policy 1007 – Servicing Agreements – Execution of Agreements

Staff Recommendation

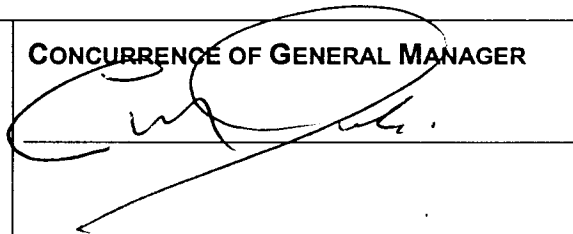
That Council Policy 1007 - Servicing Agreements – Execution of Agreements be amended to update bylaw and statute references and to update the list of City staff who may authorize the execution of standard Servicing Agreements.



Joe Erceg
Manager, Development Applications

JE:blg

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| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
|---------------------|--|--|
| City Clerk..... | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| City Solicitor..... | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | |
| Engineering | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | |

Staff Report

Origin

As part of "Why Not" Project No. 23, which is looking at streamlining internal processes, it has been identified that it is desirable to change the signing authority for Servicing Agreements (previously referred to as Development Contracts). Agreements are currently authorized for execution by the General Manager, Urban Development, General Manager, Engineering and Public Works and the City Solicitor in accordance with Policy 1007 (Attachment 1).

Proposal

It is proposed that, in place of the above-mentioned General Managers, the Manager, Development Applications and Manager, Engineering Planning be designated to authorize the execution of Servicing Agreements. The benefits of this change include:

1. It will enable staff to execute Agreements more quickly while conforming to all City requirements; and
2. It ensures that the staff most directly involved in the Servicing Agreements are responsible for authorizing their completion.

Provision has also been made for alternate staff to perform this function during periods when the primary staff are absent from the office. In addition to the above, several minor "housekeeping" amendments to Policy 1007 (Attachment 2) have been made.

Financial Impact

None to the City. The proposed changes will help to expedite the development process and can be expected to result in some savings to the development community.

Conclusion

Staff are proposing to amend City Policy Number 1007 – Servicing Agreements – Execution of Agreements to streamline the approval process.


Joe Erceg
Manager, Development Applications
(4138)

JE:blg

**City of Richmond****Policy Manual**

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Adopted by Council: Sept. 14/92

POLICY 1007

File Ref: 4105-00

DEVELOPMENT CONTRACTS – EXECUTION OF AGREEMENTS**POLICY 1007:**

It is Council policy that:

Standard Development Contracts which are authorized under section 991 of the Municipal Act between private developers and the City as specified in section 1 of the Subdivision (Control) Bylaw No. 5428, may be executed by the Mayor and City Clerk without further reference to Council. These contracts pertain to the installation of any or all of the following services:

- (a) Highways, including lanes, walkways, emergency access, sidewalks, curbs and gutters, as required
- (b) Street lights
- (c) Storm water collection systems
- (d) Water distribution systems
- (e) Sanitary sewage collection systems
- (f) Electrical power, telephone, and gas distribution systems

This policy applies to the execution of standard Development Contracts which,

1. are in substantial compliance with the form of Agreement shown as Schedule "E" of Subdivision (Control) Bylaw No. 5428; and
2. have been authorized for execution in writing by the City Engineer, the Director of Planning and the City Solicitor.

Any agreement not satisfying all of these criteria will be presented to Council for approval.

(City Clerk's Office)



POLICY 1007:

It is Council policy that:

Standard Servicing Agreements which are authorized under the Local Government Act between private developers and the City as specified in Subdivision Bylaw No. 6530, may be executed by the Mayor and City Clerk without further reference to Council. These contracts pertain to the installation of any or all of the following services:

- (a) Highways, including lanes, walkways, emergency access, sidewalks, curbs and gutters, as required
- (b) Street lights
- (c) Storm water collection systems
- (d) Water distribution systems
- (e) Sanitary sewage collection systems
- (f) Electrical power, telephone, and gas distribution systems

This policy applies to the execution of standard Servicing Agreements which,

1. are in substantial compliance with the form of Agreement shown as Schedule "E" of Subdivision Bylaw No. 6530; and
2. have been authorized for execution in writing by the Manager, Engineering Planning or designate, the Manager, Development Applications or designate and the City Solicitor or designate.

Any agreement not satisfying all of these criteria will be presented to Council for approval.

(City Clerk's Office)