THE CORPORATION OF THE TOWN OF GEORGINA

COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 21, 2013
(9:00 a.m.)

1. MOMENT OF MEDITATION:

2. ROLL CALL:

3. COMMUNITY SERVICE ANNOUNCEMENTS:

4. INTRODUCTION OF ADDENDUM ITEMS AND DEPUTATIONS:

5. APPROVAL OF AGENDA:

6. DECLARATION OF PECUNIARY INTEREST:

7. ADOPTION OF THE MINUTES:

Pages 1-18

7.1 Minutes of the Committee of the Whole Meeting held on May 6, 2013.

8. BUSINESS ARISING FROM THE MINUTES:

9. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION:

10.1 Matters not subject to individual conflicts
10.2 Matters subject to individual conflicts

11. DEPUTATIONS: None.

12. PRESENTATIONS: None.

13. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

14. PUBLIC MEETINGS: None.

15. COMMUNICATIONS:

15.1 Matters for Routine:

Page 19

15.1.1 Routine Correspondence

(Advisement: please advise the Town Clerk prior to the meeting if you would like an item discussed, so that it can be made available at the meeting)

15. COMMUNICATIONS cont'd:

15.2 Matters for Disposition:

Pages 20-21

15.2.1 Amanda Allen and Michael Harris requesting permission for an outdoor licensed event to take place at the Georgina Pioneer Village on September 7th, 2013, in order to serve alcohol from 3:30pm to 6:30pm.

Pages 22-35

15.2.2 Upper York Sewage Solutions Project Update, Project 74270, for discussion.

(Advisement: A Council member requested this be placed on the agenda for discussion purposes)

Page 36

15.2.3 The Association of Francophones of the Region of York requesting Council proclaim September 25th as 'Franco-Ontarian Day' and to fly their flag.

(Advisement: Council has made this proclamation and flown the flag since 2010)

Pages 37-38

15.2.4 Magna International Inc. requesting the Town to assist them in promoting their annual Wild Wild West Hoedown event to be held on September 14th, 2013.

16. PETITIONS: None.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS:

17.1 Reports from the Economic Development Division:

Pages 39-42

17.1.1 Approval of 2013 Annual Budget for the Jackson's Point Village Association (BIA)

Report No. ED-2013-0007

Recommendation:

A. That Report ED-2013-0007 prepared by the Economic Development and Tourism Division and dated May 21, 2013 respecting the approval of the 2013 budget for the Jackson's Point Village Association be received.

B. That the annual budget for the Jackson's Point Village Association as indicated on Schedule '1' of Report ED-2013-0007 be approved.

C. That the Economic Development and Tourism Division provide notice in accordance with Section 210(1) of The Ontario Municipal Act of the Town's intent to pass a by-law to implement a tax levy to support the 2013 annual budget of the Jackson's Point Village Association.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Pages 43-47

17.1.2 Approval of 2013 Annual Budget for the Downtown Sutton Merchant's Association (BIA)

Report No. ED-2013-0008

Recommendation:

A. That Report ED-2013-0008 prepared by the Economic Development and Tourism Division and dated May 21, 2013 respecting the approval of the annual budget for the Downtown Sutton Merchant's Association be received.

B. That the annual budget for the Downtown Sutton Merchant's Association as indicated on Schedule '1' of Report ED-2013-0008 be approved.

C. That the Economic Development and Tourism Division provide notice in accordance with Section 210(1) of The Ontario Municipal Act of the Town's intent to pass a by-law to implement a tax levy to support the 2013 annual budget of the Downtown Sutton Merchant's Association.

Pages 48-49

17.1.3 Grant Application Program – Approval of Funding as recommended by the Economic Development Committee

Report No. ED-2013-0010

Recommendation:

A. That Report ED-2013-0010 prepared by the Economic Development and Tourism Division, dated May 21, 2013 regarding the grant applications considered by the Economic Development Committee on May 6, 2013 be received.

b. That Council approve the disbursement of the following grants:

Georgina Studio Tour	**$2,500.00**
Educating All Our Children Pow Wow	**$1,500.00**
Canadian Senior Mens Golf Championship	**$5,000.00**

17.2 Reports from the Operations and Engineering Department:

Pages 50-123

17.2.1 Drinking Water Works Permit

Report No. OED-2013-0007

Recommendation:

1. That Report No. OED-2013-0007 prepared by the Operations and Engineering Department dated May 21, 2013 respecting the Drinking Water Works Permit be received for information.

2. And that Council endorse Procedure W/WW 13.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

3. And further, that Council directs staff to prepare the appropriate public notice to be advertised in the local newspaper and on the Town's website advising of Report OED-2013-0007 and the proposed changes to the fees and charges by-law.

4. And further, that Council direct staff to prepare the draft by-law amendment(s) for proposed fees and charges for Council's consideration.

Pages 124-132

17.2.2 Dedication of 0.3 metre (1') Reserves as Public Highway
Simcoe Landing Subdivision – Phases 7A and 7B
Part Lots 2 and 3, Concession 3 (NG)
Plan of Subdivision 19TG-2003-001

Report No. OED-2013-0010

Recommendation:

1. That Report OED-2013-0010 prepared by the Operations and Engineering Department dated May 21, 2013 respecting the dedication of 0.3 metre (1') reserves as public highway within the Simcoe Landing Subdivision be received.

2. That a by-law be passed to dedicate the blocks and parts identified in Tables I and II hereto to form part of the public highways as noted.

TABLE I 0.3 METRE (1') RESERVES TO BE DEDICATED SIMCOE LANDING SUBDIVISION – PHASE 7A PLAN OF SUBDIVISION 19TG-2003-001		
Block 123	65M-4009	Forming Part of Thornlodge Drive
Block 125	65M-4009	Forming Part of Bardawil Avenue
Block 127	65M-4009	Forming Part of Paulgrave Avenue
Block 128	65M-4009	Forming Part of Thornlodge Drive
Blocks 148 and 149	65M-4131	Forming Part of Bostock Drive
Block 150	65M-4131	Forming Part of Lundigan Drive
Block 151	65M-4131	Forming Part of Hickory Ridge Street
Block 152	65M-4131	Forming Part of Paulgrave Avenue

TABLE II 0.3 METRE (1') RESERVES TO BE DEDICATED SIMCOE LANDING SUBDIVISION – PHASE 7B PLAN OF SUBDIVISION 19TG-2003-001		
Blocks 43,44,45	Plan 65M-4347	Forming Part of Paulgrave Avenue
Blocks 46, 47,48	Plan 65M-4347	Forming Part of Bardawill Avenue
Blocks 50, 51, 52 and 53	Plan 65M-4347	Forming Part of Hickory Ridge Street
Blocks 54 and 55	Plan 65M-4347	Forming Part of Bostock Drive
Blocks 61, 62, 63	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 64	Plan 65M-4347	Forming Part of Grey Wing Ave and Thornlodge Dr
Block 66	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 67	Plan 65M-4347	Forming Part of Bardawill Avenue
Block 122	Plan 65M-4009	Forming Part of Carness Crescent
Block 151	Plan 65M-4131	Forming Part of Paulgrave Avenue
Part 18	Plan 65R-21660	Forming Part of Fred Mason Street

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Pages 133-141

17.2.3 Georgina Safe Streets Committee
Terms of Reference

Report No. OED-2013-0017

Recommendation:

1. That Report No. OED-2013-0017 dated May 6, 2013 respecting the Georgina Safe Streets Committee's Terms of Reference be received.

2. That Council endorse the Georgina Safe Streets Committee's Terms of Reference and appoint one or more members of Council to the committee.

3. That the office of the Clerk be directed to proceed with an application and selection process to recruit two members of the public and to contact the following in order to obtain their recommendations for appointment to the Georgina Safe Streets Committee:

- **York Regional Police**
- **York Region District School Board**
- **York Catholic District School Board**

to form the Georgina Safe Streets Committee.

Pages 142-146

17.2.4 Pricing of Green Bins and Blue Boxes

Report No. OED-2013-0019

Recommendation:

1. That Report No. OED-2013-0019 dated May 21, 2013 with respect to the pricing of green bins and blue boxes be received for information;

2. And further, that Council directs staff to prepare the appropriate public notice to be advertised in the local newspaper and on the Town's website advising of Report No. OED-2013-0019 and the proposed changes to the fees and charges by-law;

3. And further that Council direct staff to prepare draft by-law amendment(s) for proposed fees and charges for Council's consideration.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Pages 147-168

17.2.5 Development Design Criteria and Standards (May 2013)

Report No. OED-2013-0022

Recommendation:

1. **That Report OED-2013-0022 prepared by the Operations and Engineering Department dated May 21 2013 respecting the Development Design Criteria and Standards (May 2013) be received.**

2. **That Council endorse the use of the May 2013 Development Design Criteria and Standards for development applications and authorize the Director of Operations and Engineering to amend same from time to time as may be necessary to reflect improvements or innovations in technology and the industry.**

17.3 Report from the Emergency Services Department:

Pages 169-174

17.3.1 Regional Fire Consolidation

Report No. DES-2013-0003

Recommendation:

1. **That Report No. DES-2013-0003 prepared by the Emergency Services Department dated May 21, 2013 respecting Regional Fire Consolidation be received; and**

2. **That Council pass a resolution requesting the Region of York to establish a Steering Committee to investigate the feasibility of consolidating the fire services of all municipalities within the Region of York; and**

3. **That the Fire Chief be authorized to enter into discussions regarding automatic aid agreements with neighbouring municipalities, to consult with the Georgina Professional Firefighters Association representatives on this matter, and to report back to a future Council meeting.**

Pages 175-176

17.3.2 Capital Purchase of TNT Rescue Tools – Single Source

Report No. DES-2013-0004

Recommendation:

1. **That Report No. DES-2013-0004 prepared by the Emergency Services Department dated May 21, 2013 respecting Capital Purchase of TNT Rescue Tools be received; and**

2. **That Council authorize the Fire Chief to proceed with a single source purchase of the TNT Rescue Tools.**

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

17.4 Report from the Administrative Services Department:

Pages 177-197

17.4.1 2013 Water and Sewer Budgets and Rates

Report No. DAS-2013-0018

Recommendation:

1. **That Council receive Report No. DAS-2013-0018 dated May 21, 2013 regarding the 2013 Water and Sewer Budgets and Rates.**

2. **That Council adopt the 2013 Water and Sewer Budget, reflecting an overall increase of 8.2% to the quarterly water and sewer bill for an average home.**

3. **That the flat rate capital cost recovery charge of $5.50 per quarter for each of water services and sewer services remain at the same rate.**

4. **That the rate for water usage be established at $1.50 per cubic metre.**

5. **That the rate for sewer services be established at $1.62 per cubic metre of water.**

6. **That the rate of $3.24 per cubic metre for bulk water dispensed from a municipal hydrant or bulk water station to a Town authorized water hauler remain at the same rate.**

7. **That the above-noted proposed water and sewer rates be effective commencing on the June 2013 billing.**

8. **That Council authorize staff to prepare the necessary by-laws to give effect to the above-noted changes in the water and sewer rates and to place appropriate notice provisions in the local newspaper and on the Town's web page.**

17.5 Report from the Recreation and Culture Department:

Pages 198-199

17.5.1 Young's Harbour – Addressing Public Concerns

Report No. RC-2013-0017

Recommendation:

1. **That Report RC-2013-0017 presented on May 21, 2013 regarding Young's Harbour – addressing public concerns be received.**

2. **That Council approve staff recommendations for addressing public concerns in the Young's Harbour and Adeline Park areas.**

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Pages 200-208

17.5.2 Facility Needs Assessment Study and Trails and Active Transportation Master Plan Contract

Report No. RC-2013-0019

Recommendation:

1. **That Report RC-2013-0019 presented on May 21, 2013 regarding the Facility Needs Assessment Study and Trails and Active Transportation Master Plan Contracts be received.**

2. **That Mayor and Council authorize staff to enter into a contract with Montieth Brown Planning Consultants for the Facility Needs Assessment Study and MMM Group for the Trails and Active Transportation Master Plan at a total cost of $92,897.50 (plus applicable taxes).**

3. **As $80,000 was already approved for these projects through the 2013 budget, that Mayor and Council authorize staff to draw an additional $12,897.50 from the park, Recreation and Culture Future Expenditures Reserve.**

4. **That the Purchasing Manager be authorized to issue a Purchase Order and Agreement accordingly, for Request for Proposal Contract No. RC2013-003.**

18. UNFINISHED BUSINESS:

19. REGIONAL BUSINESS:

20. MOTIONS:

21. NOTICES OF MOTION:

22. OTHER BUSINESS:

23. RECESS COMMITTEE OF THE WHOLE AND RESOLVE INTO CLOSED SESSION:

Be it resolved that the Committee of the Whole Meeting recess at this time and move into a closed session pursuant to Section 239 of The Municipal Act, 2001, as amended, to consider:

I) MINUTES OF THE CLOSED SESSIONS HELD ON APRIL 29TH AND MAY 6TH, 2013.

II) LITIGATION OR POTENTIAL LITIGATION, INCLUDING MATTERS BEFORE ADMINISTRATIVE TRIBUNALS, AFFECTING THE MUNICIPALITY OR LOCAL BOARD – SECTION 239 (2) (e), MA
-Site Alteration Matter

23. RECESS COMMITTEE OF THE WHOLE AND RESOLVE INTO CLOSED SESSION cont'd:

III) SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD – SECTION 239 (2) (a), MA
-Outstanding Accounts Receivable

24. RISE AND REPORT FROM CLOSED SESSION:

25. ADJOURNMENT:

THE CORPORATION OF THE TOWN OF GEORGINA

COMMITTEE OF THE WHOLE MINUTES

Monday, May 6, 2013
(9:07 a.m.)

Staff in attendance:

Winanne Grant, Chief Administrative Officer
Rebecca Mathewson, Director of Administrative Services and Treasurer
Harold Lenters, Director of Planning and Building
Robin McDougall, Director of Recreation and Culture
Velvet Ross, Manager of Planning
Mike Baskerville, Engineering Manager
Jordan Redshaw, Communications Coordinator
Karyn Stone, Economic Development Officer
Rod Larmer, Manager of Building and Chief Building Officer
Ryan Cronsberry, Manager of Municipal Law Enforcement
Yvonne Aubichon, Town Clerk
Carolyn Lance, Council Services Coordinator

1. MOMENT OF MEDITATION:

A moment of meditation was observed.

Town Council recognized the passing of Gerrit Dekkema, the father-in-law of Harold Lenters, Director of Planning and Building for the Town of Georgina.

2. ROLL CALL:

The Town Clerk gave the roll call and the following Committee Members were present:

Mayor Grossi	Regional Councillor Wheeler
Councillor Craig	Councillor Davison
Councillor Hackenbrook	Councillor Smockum
Councillor Szollosy	

3. COMMUNITY SERVICE ANNOUNCEMENTS:

Committee Members were made aware of a number of community events taking place.

3. COMMUNITY SERVICE ANNOUNCEMENTS cont'd:

3.1 2012 Ontario Heritage Trust Awards

Councillor Craig presented the Ontario Heritage Trust Award in the 'Built Category' to Albert Ingoglia, the owner of 33 High Street, for his outstanding efforts to refurbish this beautiful heritage home that is currently being designated by the Town of Georgina. A Heritage Plaque from the Town was recently installed on the building to commemorate its heritage value.

Councillor Craig presented the Ontario Heritage Trust Award in the 'Cultural Category' to Dalt Mercer, a retired teacher who welcomes people from all walks of life into his home to view one of the finest private collections of Aboriginal Art in Canada. Mr. Mercer has placed part of his collection for public viewing at Southlake Regional Health Centre. He has been, and still is, instrumental in teaching on the artistic expressions of Georgina's First Nation population.

Councillor Craig presented a 'Certificate of Recognition and Congratulations' to Paul Harpley in addition to the Ontario Heritage Trust 'Lieutenant Governor's Award for Lifetime Achievement' which was previously awarded to Mr. Harpley at Queen's Park in February of this year. Mr. Harpley is one of 10 recipients for 2012 of the Lieutenant Governor's Award and recognizes his 25 years of leadership in many areas. Namely, as a respected artist of natural heritage (landscapes, birds); his active engagement in the South Lake Simcoe Naturalists and his two decades of contributions to the conservation of Lake Simcoe.

4. INTRODUCTION OF ADDENDUM ITEMS AND DEPUTATIONS:

The following addendum items were identified as part of the agenda:

4.1 Routine Item vii, correspondence from the Ministry of Municipal Affairs and Housing announcing the approval of the first amendment to the Greenbelt Plan and Greenbelt area boundary regulation.

4.2 Routine Item ix, correspondence from the Province of Ontario News Release respecting the unveiling of a plan for a new infrastructure fund to assist small, rural and northern municipalities build roads and bridges.

4.3 Routine Item No. x, Infrastructure Ontario advising of the P3 Canada Fund Round Five application intake with a deadline for applications of June 14, 2013.

5. APPROVAL OF AGENDA:

Moved by Councillor Smockum, Seconded by Councillor Craig

RESOLUTION NO. CW-2013-0077

That the agenda, with the following addendum items, be approved:

5. APPROVAL OF AGENDA cont'd:

5.1 Routine Item vii, correspondence from the Ministry of Municipal Affairs and Housing announcing the approval of the first amendment to the Greenbelt Plan and Greenbelt area boundary regulation.
5.2 Routine Item ix, correspondence from the Province of Ontario News Release respecting the unveiling of a plan for a new infrastructure fund to assist small, rural and northern municipalities build roads and bridges.
5.3 Routine Item No. x, Infrastructure Ontario advising of the P3 Canada Fund Round Five application intake with a deadline for applications of June 14, 2013.

Carried.

6. DECLARATION OF PECUNIARY INTEREST: None.

7. ADOPTION OF THE MINUTES:

Moved by Regional Councillor Wheeler, Seconded by Councillor Hackenbrook

RESOLUTION NO. CW-2013-0078

That the following minutes be adopted as presented:

Committee of the Whole Meeting held on March 4, 2013
Committee of the Whole Meeting held on April 2, 2013
Committee of the Whole Meeting held on April 15, 2013

Carried.

8. BUSINESS ARISING FROM THE MINUTES: None.

9. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

The following items were identified for separate discussion:

9.1 Routine Item vii, correspondence from the Ministry of Municipal Affairs and Housing announcing the approval of the first amendment to the Greenbelt Plan and Greenbelt area boundary regulation.
9.2 Routine Item ix, correspondence from the Province of Ontario News Release respecting the unveiling of a plan for a new infrastructure fund to assist small, rural and northern municipalities build roads and bridges.
9.3 Routine Item No. x, Infrastructure Ontario advising of the P3 Canada Fund Round Five application intake with a deadline for applications of June 14, 2013.
9.4 Item No. 15.2, various matters for disposition
9.2 Item No. 17.1.1, Report No. DAS-2013-0015 entitled Application for Sign By-law Relief for a Roof Sign at 20947 Dalton Road, Sutton;
9.6 Item No. 17.1.2, Report No. DAS-2013-0016 entitled 'Capital Investment Summary for 'The ROC"

9. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION cont'd:

9.7 Item No. 17.1.3, Report No. DAS-2013-0017 entitled 'Town of Georgina – 2013 Property Tax Rates'
9.8 Item No. 17.3.1, Report No. RC-2013-0012 entitled 'The ROC – Food Vendor Event Pass'
9.9 Item No. 17.3.3, Report No. RC-2013-0018 entitled 'Former Sutton Public School Steering Committee Terms of Reference and membership Expansion'
9.10 Item No. 17.4.1, Report No. OED-2013-0017 Entitled 'Georgina Safe Streets Committee, Terms of Reference'
9.11 Item No. 17.4.2, Report No. OED-2013-0018 entitled 'Removal of Parking Restrictions, Fairpark Lane between Snooks Road and West Street'
9.12 Item No. 17.5.1, Report No. PB-2013-0041 entitled 'Provincially Mandated (mandatory) Maintenance Inspections of On-Site Sewage Systems Regulated by the Ontario Building Code.
9.13 Item No. 17.5.2, Report No. PB-2013-0042 entitled 'Appeal Against Council's and the Committee of Adjustment's Failure to make a decision respecting a Zoning By-law Amendment Application and an associated Consent Application, Edward and Constance Minielly/Estate of Howard Phoenix/Minielly'

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION:

10.1 Matters not subject to individual conflicts

Moved by Councillor Szollosy, Seconded by Councillor Davison

Routine:

RESOLUTION NO. CW-2013-0079

That the Routine Correspondence be received, as listed;

i) Monthly Building Report for the month of March, 2013.
ii) Georgina Library Board Minutes of February 21, 2013.
iii) Province of Ontario Newsroom Bulletin entitled 'Be Bear Wise This Spring – 2013'; reminding people to take simple precautions this spring to help prevent attaching black bears as they come out of hibernation.
iv) Susan Sheridan, Deputy CAO Clerk-Treasurer, Corporation of the Township of Killaloe-Hagarty-Richards, advising that its Council has passed a resolution to support stopping the spread of contraband tobacco.
v) AMO Watch File concerning various issues; Bill 56, Aggregate Recycling Promotion Act 2013, Bill 36, Local Food Act, 2013 Annual Symposium.
vi) AMO concerning the release of the final reconciliation of the 2010 Ontario Municipal Partnership Fund; 180 Ontario municipalities to receive payments totalling nearly $28 Million.
viii) Ministry of the Environment announcing the extension of the application deadline to May 31st for flooding assistance.
xi) Metrolinx announcing a Technical Update to The Big Move, the Regional Transportation Plan for the Greater Toronto and Hamilton Area.

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION cont'd:

xii) Region of York concerning a report entitled 'Vector Borne Disease Program, 2012/2013 Annual Update'; diseases that are transmitted to humans through the bite of an infected insect or arthropod such as a mosquito or tick.

xiii) Region of York concerning a report entitled 'Transportation Master Plan Update, Proposed Approach and Process'; presenting an approach and process for the update of the 2009 Master Plan.

xiv) Region of York concerning a report entitled 'Forest Conservation By-law Amendments'; recommending the enactment of a revised by-law which reflects legislative amendments and minor changes to align procedures with current forest management practices and municipal delivery approaches across southern Ontario.

xv) Region of York concerning a report entitled 'Long Term Water Conservation Strategy Implementation'; updating Council on the status of implementing water conservation and efficiency programs identified in the strategy which was endorsed in 2011.

xvi) Region of York concerning a report entitled 'Increase Public Awareness of the Value of Water to Achieve Sustainable Program Delivery'; to inform Council on the multi-year approach to increase awareness and public education on the value of water and costs associated with providing clean safe drinking water to residents.

Reports:

17.2.1 Grant Application Program – Approval of funding as recommended by the Economic Development Committee

Report No. ED-2013-0006

RESOLUTION NO. CW-2013-0080

A. That Report No. ED-2013-0006 prepared by the Economic Development and Tourism Division, dated May 6, 2013 regarding the grant applications considered by the Economic Development Committee on April 2, 2013 be received.

B. That Council approve the disbursement of the following grants:

Music In The Streets	$2,000.00
Military Museum	$1,500.00
Eaglewood Folk Festival	$3,000.00

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION cont'd:

17.3.2 The ROC - Fees

Report No. RC-2013-0016

RESOLUTION NO. CW-2013-0081

1. That Report RC-2013-0016 presented on May 6, 2013 regarding The ROC Fees be received.

2. That Mayor and Council approve The ROC Fees remain the same for 2013 Challenge Course and 2013/14 Tube and Terrain Park and therefore are not subject to the 3% increase as noted in the fees by-law.

17.4.3 Road Dedication – Dovedale Drive
Part of Block 55, Plan 65M-3332
Designated as Part 3 on Plan 65R-24645

Report No. OED-2013-0021

RESOLUTION NO. CW-2013-0082

1. That Report OED-2013-0021 prepared by the Operations and Engineering Department dated May 6, 2013 respecting the road dedication of Part Block 55, Plan 65M-3332 designated as Part 3 on Registered Plan 65R-24645 as public highway and forming part of Dovedale Drive be received.

2. That a by-law be passed dedicating Part 3 on Registered Plan 65R-24645 as public highway and forming part of Dovedale Drive.

17.5.3 2012-13 Keswick Servicing Allocation Assignment Program

Report No. PB-2013-0043

RESOLUTION NO. CW-2013-0083

A. That Report PB-2013-0043 prepared by the Planning Division dated May 6, 2013 in regards to the 2012 Keswick Servicing Allocation Assignment Program and the request by certain applicants for an extension to the deadline for submitting complete Planning Act applications be received.

B. That the June 17, 2013 deadline for submitting complete Planning Act applications be amended to December 20, 2013; with September 20, 2013 as the deadline for requesting an extension to that date in regards to the following proposed development projects.

10. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION cont'd:

I. Daycornet (Keswick) Inc. project proposal (town file: 05.242.1);

II. Greystone Development Limited; Carlinds Development Corporation project proposal (town file: 05.242.12).

C. That the applicants/proponents of the Crates Harbourpoint and the Douglas MacEachern Development projects be required to retain the necessary consultants and file a Pre-consultation Application Meeting Request by the end of July, 2013.

D. That the correspondence dated February 27, 2013 submitted by Michael Smith Planning Consultants; Development Coordinators Ltd., requesting withdrawal of the Allen Berg Development project proposal (file: 02.242.4) from the 2012-13 Keswick Servicing Allocation Assignment program, be received and acknowledged.

17.6.1 New Website and Content Management System Contracts

Report No. CAO-2013-0008

RESOLUTION NO. CW-2013-0084

A. That Report CAO-2013-0008 prepared by the Communications Division and dated May 6, 2013, respecting contracts for the development of a new Website and Content Management System be received.

B. That Council direct staff to exercise the piggy-back option included in Newmarket RFP No. CRFP2012-08.

C. That Council direct staff to enter into an agreement in the amount of $18,400 (taxes excluded) with eSolutions Group for the development of a new website.

D. That Council direct staff to enter into an agreement in the amount of $9,667.67 (taxes excluded) with Imex Systems Inc. for the purchase of a new content management system.

Carried.

10.2 Matters subject to individual conflicts: None

11. DEPUTATIONS: None

12. PRESENTATIONS: None

14. PUBLIC MEETINGS: None

13. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION:

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS:

17.1 Reports from the Administrative Services Department:

17.1.1 Application for Sign By-law Relief for a Roof Sign at 20947 Dalton Road, Sutton

Report No. DAS-2013-0015

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0085

1. That Report No. DAS-2013-0015 dated May 6, 2013 regarding application for a roof sign at 20947 Dalton Road, Sutton be received; and

2. That Town Council approve the application for sign by-law relief submitted by Murray Taylor of Moolicious Ice Cream Shop for a roof sign at 20947 Dalton Road, Sutton.

Carried.

17.1.2 Capital Investment Summary for "The ROC"

Report No. DAS-2013-0016

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0086

That Council receive Report DAS-2013-0016 dated May 6th, 2013 regarding the Capital Investment Summary for "The ROC".

Carried.

Mayor Grossi moved forward Item Nos. 15.2.4 and 15.2.5 to be dealt with in conjunction with Item No. 17.1.3.

15. COMMUNICATIONS:

15.2 Matters for Disposition:

15.2.4 Memo from the Director of Administrative Services and Treasurer regarding recent correspondence from Mr. Gerry Bones and recent letters to the editor of the Georgina Advocate from Mr. Gerry Bones and Mr. Darryl Hope.

15. COMMUNICATIONS cont'd:

15.2.5 Gerry Bones clarifying his comments concerning the proposed 2013 budget, that the rate of taxation in Georgina is higher than elsewhere in the region and that it is not an urban myth.

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0087

That the correspondence from Gerry Bones clarifying his comments concerning the proposed 2013 budget indicating that the rate of taxation in Georgina is higher than elsewhere in the region, along with the memorandum from the Director of Administrative Services and Treasurer clarifying the tax rate issue as discussed in recent correspondence from Gerry Bones and recent letters to the editor of the Georgina Advocate from Gerry Bones and Darryl Hope, be received, and that the Director of Administrative Services and Treasurer forward correspondence to Gerry Bones to this effect.

Carried.

17.1.3 Town of Georgina – 2013 Property Tax Rates

Report No. DAS-2013-0017

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0088

1. That Council receive Report No. DAS-2013-0017, dated May 6, 2013, regarding "Town of Georgina – 2013 Property Tax Rates".

2. That Council authorize staff to prepare the by-law to establish the 2013 Property Tax Rates for the Town of Georgina, as detailed in Appendix "A" attached.

Carried.

17.3.1 The ROC – Food Vendor Event Pass

Report No. RC-2013-0012

Moved by Councillor Davison, Seconded by Councillor Szollosy

RESOLUTION NO. CW-2013-0089

1. That Report RC-2013-0012 pertaining to The ROC Food Vendor Event Pass dated May 6, 2013 be received.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

2. That Mayor and Council authorize the Recreation and Culture staff to implement The ROC Food Vendor Event Pass for all refreshment vendors that wish to sell products on The ROC property – north (soccer pitches) and that Council confirm the value of the pass.

3. That Council direct staff to facilitate the necessary requirements for public notification of opening the Fees and Charges By-law 2011-0029 (LI-3).

Carried.

17.3.3 Former Sutton Public School Steering Committee Terms of Reference and Membership Expansion

Report No. RC-2013-0018

The following amendments were suggested for the Terms of Reference;
Page 3, Section 6(ii), remove 'or' and replace with 'and Council', to read; '...to the Committee and Council'
Page 4, Section 8, should remuneration be provided to Committee members?
Page 4, Section 10(ii), remove Treasurer and replace with Council

Moved by Regional Councillor Wheeler, Seconded by Councillor Davison

RESOLUTION NO. CW-2013-0090

1 That Report RC-2013-0018 prepared by the Recreation and Culture Department dated May 6, 2013 respecting the former Sutton Public School Steering Committee Terms of Reference and Membership Expansion be received

2 That Mayor and Council approve the Terms of Reference for the former Sutton Public School Steering Committee

3 That Mayor and Council approve expanding the membership of the former Sutton Public School Steering Committee

4 And further, that Report RC-2013-0018 respecting the former Sutton Pubic School Steering Committee be referred to the Chief Administrative Officer and to the Director of Administrative Services and Treasurer to review the current remuneration policy and report back to Council.

Carried.

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

17.4 Reports from the Operations and Engineering Department:

17.4.1 Georgina Safe Streets Committee
Terms of Reference

Report No. OED-2013-0017

The following amendments were suggested to the Terms of Reference:
Page 3, Section 6(i), remove the second bullet as it is a duplicate of the first bullet
Page 3, Section 6(ii), remove 'or' and replace with 'and Council', to read; '...to the Committee and Council.'
Page 4, Section 10(i), remove the words 'through the Town Treasurer'
Page 1 of Policy RD 18, should traffic calming measures be implemented based on a certain percentage of the residents being in favour

Moved by Councillor Szollosy, Seconded by Councillor Davison

RESOLUTION NO. CW-2013-0091

That Report No. OED-2013-0017 entitled 'Georgina Safe Streets Committee, Terms of Reference' be referred back to staff for further review and report back to Council with an explanation of the changes.

Carried.

Council inquired when the community safety zone signs on Lake Drive will be posted.

17.4.2 Removal of Parking Restrictions
Fairpark Lane between Snooks Road and West Street

Report No. OED-2013-0018

Mayor Grossi left the meeting at 10:09 a.m. and Deputy Mayor Wheeler took the chair.

Mayor Grossi returned to the meeting at 10:10 a.m. and resumed the chair.

This item was deferred for later in the agenda pending clarification from staff members.

17.5 Report from the Planning Department:

17.5.1 Provincially Mandated (mandatory) Maintenance Inspections of On-Site Sewage Systems Regulated by the Ontario Building Code

Report No. PB-2013-0041

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Moved by Councillor Craig, Seconded by Councillor Szollosy

RESOLUTION NO. CW-2013-0092

A. That Report No. PB-2013-0041 prepared by the Planning and Building Department respecting mandatory maintenance inspections of existing on-site sewage systems be received.

B. That Council endorse the proposed mandatory on-site sewage maintenance inspection program to be delivered by the Town's Building Division as set out in Section 6 of Report No. PB-2013-0041.

C. That staff be directed to proceed with undertaking the notification requirements as set out in the Building Code Act for the purpose of scheduling a public meeting to obtain comments on the proposed fees for covering the cost associated with enforcement procedures under the Ontario Building Code.

Carried.

Item No. 17.4.2 discussions resumed on this item at this time.

17.4.2 Removal of Parking Restrictions
Fairpark Lane between Snooks Road and West Street

Report No. OED-2013-0018

Moved by Councillor Szollosy, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0093

That Report No. OED-2013-0018 entitled 'Removal of Parking Restrictions, Fairpark Lane between Snooks Road and West Street', be referred back to staff for clarification with respect to the local residents' wishes in this regard and report back to Council.

Carried.

17.5.2 Appeal Against Council's and the Committee of Adjustment's Failure to make a decision respecting a Zoning By-law Amendment Application and an associated Consent Application
Edward and Constance Minielly/Estate of Howard Phoenix/Minielly
Part Lot 5, Conc. 1 (G), Part 2, Reference Plan 65R-1653, 6725 Old Shiloh Road
Part Lot 5, Conc. 1 (G), Registered Plan GE9765, Part No. 03553-0070, 6673-6677 Old Shiloh Road
Agent: Feehely, Gastialdi, Barristers & Solicitors c/o James Feehely

Report No. PB-2013-0042

17. COMMITTEE RECOMMENDATIONS AND STAFF REPORTS cont'd:

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. CW-2013-0094

A. That Report PB-2013-0042 prepared by The Planning Division dated May 6, 2013 regarding the Ontario Municipal Board Appeals filed by Edward and Constance Minielly; Estate of Howard Phoenix/Minielly respecting Council's and the Committee of Adjustment's failure to make a decision respecting the subject rezoning application and associated consent application pursuant to Sections 34(11) and 53(14) of The Planning Act be received.

B. That staff and Council do not support the zoning by-law and consent applications as presently proposed and appealed to the Ontario Municipal Board.

C. That staff and the Town Solicitor be directed to represent the Town of Georgina at future Ontario Municipal Board hearings.

D. That the Town Clerk forward a copy of Report PB-2013-0042 and Council's resolution thereon to the Town Solicitor, the York Region Commissioner of Planning and Development Services, and the Ontario Municipal Board.

Carried.

The Director of Planning and Building was requested to provide Council with an update on the Crates Landing development.

15. COMMUNICATIONS cont'd:

15.1 Matters for Routine:

Item No. (vii) was separated for discussion

Moved by Councillor Szollosy, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0095

That correspondence from the Ministry of Municipal Affairs and Housing announcing the approval of the first amendment to the Greenbelt Plan and Greenbelt area boundary regulation be received.

Carried.

Direction was given to staff to forward all correspondence regarding potential funding opportunities to the Chief Administrative Officer rather than placing it on Routine Correspondence, in order for the CAO to review the opportunities available and report to Council regarding the actions taken by the Town and whether or not the Town may qualify.

15. COMMUNICATIONS cont'd:

15.1 Matters for Routine:

Routine Item Nos. (ix) and (x)

Moved by Councillor Szollosy, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0096

That correspondence from the Province of Ontario News Release respecting the unveiling of a plan for a new infrastructure fund to assist small, rural and northern municipalities build roads and bridges and that correspondence from Infrastructure Ontario advising of the P3 Canada Fund Round Five application intake with a deadline for applications of June 14, 2013, be received and referred to the Chief Administrative Officer for disposition.

Carried.

15.2 Matters for Disposition:

15.2.1 Connor's Music requesting road closures during its annual 'Music In The Streets' event on Saturday, June 22nd, 10am to 5pm; Simcoe Street, and the west side of The Queensway from Fellini Fine Wines to Cenotaph Park.

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0097

That the request from Connor's Music for temporary road closures of Simcoe Street and the west side of The Queensway from Fellini Fine Wines to Cenotaph Park during its annual 'Music In the Streets' event on Saturday, June 22nd, from 10:00 a.m. to 5:00 p.m. be approved in principle and referred to the Economic Development Officer to ensure through the Roads Department that appropriate access is maintained in the immediate area and to confirm with the organizer that immediate business owners are aware of and in favour of the temporary road closures.

Carried.

15.2.2 E-mail correspondence from Greta Zinck, Waste Disposal Inspector, respecting user fees implemented by York Region for yard waste as of December 1, 2012.

15. COMMUNICATIONS cont'd:

Moved by Regional Councillor Wheeler, Seconded by Councillor Davison

That the e-mail correspondence from Greta Zinck, Waste Disposal Inspector, respecting user fees implemented by York Region for yard waste as of December 1, 2012, be received.

Defeated.

Moved by Councillor Szollosy, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0098

That Town Council formally request the York Region Environmental Services Committee to exempt residential yard waste disposal charges from any transfer station in order to encourage environmental responsible practices and to discourage the practice of burning yard waste.

Carried.

15.2.3 Sutton District High School requesting an exemption from the Noise By-law for music and announcements during its annual Relay For Life event to be held on June 7th from 12:00 p.m. to 12:00 a.m. on the school track.

Moved by Councillor Hackenbrook, Seconded by Regional Councillor Wheeler

RESOLUTION NO. CW-2013-0099

That Town Council grant an exemption from the Town Noise By-law for music and announcements during Sutton District High School's annual 'Relay for Life' event being held on June 7, 2013, from 12:00 p.m. to 12:00 a.m. on the school track area, that staff confirm that the organizer has advised the neighbouring properties of the noise exemption request and that the Town By-law Enforcement Division be notified.

Carried.

15.2.6 The Building Industry and Land Development Association (BILD) requesting Council's support for the new home buyer and housing affordability by not honouring any requests to assist with the processing of the newly introduced $200 Canada Post Community Mail Box Fee.

Moved by Councillor Szollosy, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0100

That correspondence from the Building Industry and Land Development Association (BILD) requesting Council's support for the new home buyer and housing affordability by

15. COMMUNICATIONS cont'd:

not honouring any requests to assist with the processing of the newly introduced $200 Canada Post Community Mail Box Fee, be received.

Carried.

15.2.7 PFLAG Canada, York Region, requesting Council proclaim the week of June 15-23, 2013 as 'Pride Week' and fly the rainbow flag during this week.

Moved by Councillor Davison, Seconded by Councillor Szollosy

RESOLUTION NO. CW-2013-0101

That the week of June 15-23, 2013, be proclaimed 'Pride Week' throughout the Town of Georgina, that the rainbow flag be flown at the Town offices during this week and that the Georgina Equity and Diversity Advisory Committee be advised in order that they can participate in the flag-raising.

Carried.

15.2.8 Region of York Road Capacity Report entitled 'Georgina, East Gwillimbury and Newmarket Traffic Capacity Analysis'.

Staff was requested to clarify the official completion date for the Highway 404 extension.

Moved by Councillor Davison, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0102

That the Region of York Road Capacity Report entitled 'Georgina, East Gwillimbury and Newmarket Traffic Capacity Analysis' be received and referred to staff to discuss the planned closure of the 2nd Concession between Green Lane and Queensville Sideroad which is necessary in order to construct the 2nd Concession project, and put a position forward regarding other options to the May 13th Council meeting for its consideration of the York Region Transportation Services Committee.

Carried.

16. PETITIONS: None

18. UNFINISHED BUSINESS: None

19. REGIONAL BUSINESS: None

20. MOTIONS: None

21. NOTICES OF MOTION: None

22. OTHER BUSINESS: None

23. RECESS COMMITTEE OF THE WHOLE AND RESOLVE INTO CLOSED MEETING:

Moved by Regional Councillor Wheeler, Seconded by Councillor Craig

Be it resolved that the Committee of the Whole Meeting recess at this time at 11:23 a.m. and move into closed session pursuant to Section 239 of The Municipal Act, 2001, as amended, to consider:

I) **PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY; SECTION 239 (2) (C), MA**
- Lease of Space and Operating Agreement Renewal - Willow Beach

II) **SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD – SECTION 239 (2) (a), MA**
- Outstanding Accounts Receivable

Carried.

24. RISE AND REPORT FROM CLOSED MEETING:

The Committee of the Whole Members rose from the Closed Session at 2:33 p.m. with report.

I) **PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY; SECTION 239 (2) (C), MA**
- Lease of Space and Operating Agreement Renewal - Willow Beach

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. CW-2013-0106

1. That Confidential Report RC-2013-0015 presented on May 6, 2013 regarding Willow Wharf Parking Lot lease renewal be received.

2. That the Mayor and Clerk be authorized to extend the lease agreement and operating agreement between Angelo Stamboultzis regarding the Willow Parking Lot for a period of one year and renewable for a further one year on mutual consent.

Carried.

II) **SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD – SECTION 239 (2) (a), MA**
- Outstanding Accounts Receivable

24. RISE AND REPORT FROM CLOSED MEETING cont'd:

Moved by Regional Councillor Wheeler, Seconded by Councillor Hackenbrook

RESOLUTION NO. CW-2013-0107

That staff be directed to report back at the next meeting of Council with a draft agreement for Council's consideration.

Carried.

25. ADJOURNMENT:

Moved by Councillor Davison, Seconded by Councillor Smockum

That the meeting adjourn at 2:36 p.m.

Carried.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

MEMORANDUM

TO: Mayor Grossi
Members of Council

File #05-03

FROM: Yvonne Aubichon, Town Clerk

SUBJECT: Routine correspondence

DATE: May 14, 2013

Please notify the Clerk's office if you wish to have any of these items placed on the agenda for discussion:

i) Georgina Library Board Minutes of March 21, 2013.
ii) Jackie Tiedeman, Clerk, Municipality of North Middlesex, advising of their position that they are 'Not a Willing Host Community' for Wind Turbine Projects.
iii) AMO Communications 'Watch File' concerning Provincial and Federal matters and AMO events.
iv) AMO Communications 'Breaking News' concerning the Ontario Government's mandatory sprinklers in vulnerable occupancies announcement; taking force on January 1, 2014.
v) AMO Policy Update; 'OPP begins municipal consultations on Billing Reform and other updates'.
vi) AMO Communications concerning training workshops to be held prior to the AMO Annual Conference; 'Heads of Council 101' and 'What are your Personal Responsibilities as a Councillor?
vii) Ontario Provincial Police advising of the financial impact to municipalities of the 2010 Public sector Compensation Framework Agreement; salary freeze applied to 2012 and 2013 and concluding with a salary increase in 2014.

:ya

RECEIVED
AUG 16 2012
ADMINISTRATIVE SERVICES

Town of Georgina Clerks Office,

We are writing to gain approval for an outdoor licensed event to take place on September 7th, 2013. The event is to take place at Georgina Pioneer Village in Keswick. It is for the wedding of Mike Harris and Amanda Allen. We will be having the ceremony at the Jackson's Point Band Stand within the Pioneer Village, weather permitting. If the weather is not favourable the ceremony will be moved inside to the Free Methodist Church on the grounds.

We are requesting an outdoor permit to serve alcohol during our ceremony and cocktail hour from the hours of 3:30pm to 6:30pm on September 7th, 2013 in the Georgina Pioneer Village. There will be food provided during this period, as well as non-alcoholic beverages. We will provide a Smart Serve certified bar tender for our event & we can provide that information closer to the date of our event if needed.

This event is a private event for invited guests only. Our approximate number of guests is 60 adults. This can be confirmed with us closer to the date of the wedding if needed. The public will not be admitted. This is a no sale event, where we will not be collecting any money either directly or indirectly from guests. The boundaries of this event are marked on the following paper and will stay inside the Georgina Pioneer Village. We will mark the boundaries of our event with several "no alcohol beyond this point" signs. If there is any other requirements we are to comply with, we are more than happy to.

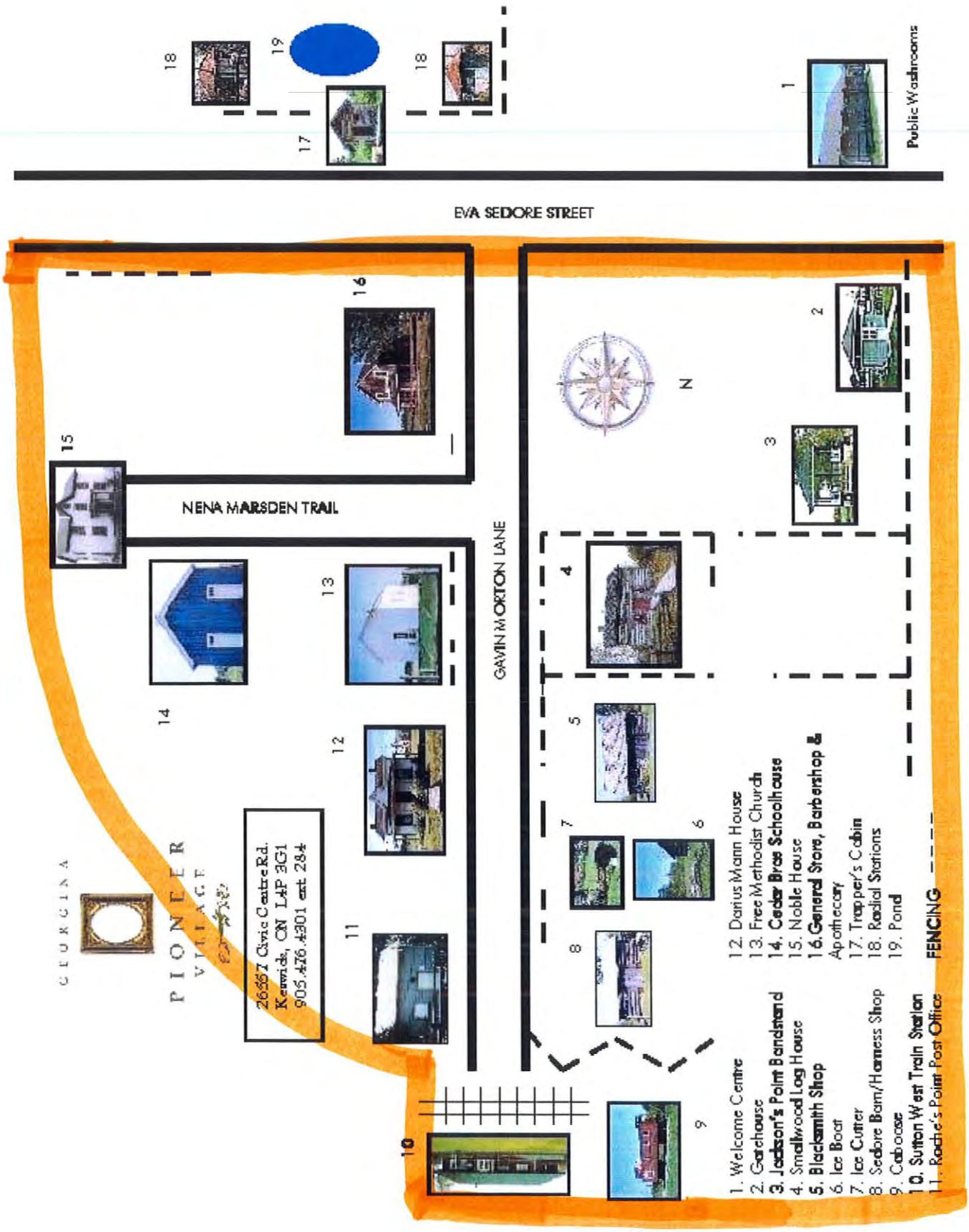
We will be providing transportation for our guests from the Georgina Pioneer Village to our reception site which is the hall at De La Salle.

Thank you for your consideration,

Amanda Allen and Michael Harris
905-952-9546 or 905-960-6000

GEORGINA PIONEER VILLAGE MAP (CONT'D)

26557 Civic Centre Road, Keswick
905-476-4301 x 284



THE REGIONALMUNICIPALITY OF YORK

Environmental Services Committee
May 8, 2013
Report of the
Commissioner of Environmental Services

UPPER YORK SEWAGE SOLUTIONS PROJECT UPDATE PROJECT 74270

1. RECOMMENDATION

It is recommended that:

1. The Regional Clerk circulate this report to the Clerks of the Towns of Aurora, East Gwillimbury, Newmarket and Georgina.

2. PURPOSE

This report provides information on recent developments on the Upper York Sewage Solutions project related to mitigation of impacts of recommended design elements. This information will be presented for public, agency and First Nations review and comment as part of the project's ongoing Individual Environmental Assessment study.

3. BACKGROUND

Upper York Sewage Solutions project will provide sustainable sewage servicing and is being conducted in accordance with approved Terms of Reference

The purpose of the Upper York Sewage Solutions project is to develop a local sustainable sewage servicing solution to accommodate planned growth for complete communities of 153,000 residents and employment in the Towns of Aurora (34,500), East Gwillimbury (91,500) and Newmarket (27,000). All of these municipalities are located within the Lake Simcoe watershed.

The Upper York Sewage Solutions project is being conducted within defined parameters, guidelines and processes as detailed in a Terms of Reference document, approved by the Minister of the Environment in March 2010.

Council adopted the Upper York Sewage Solutions Project Update report September 2012

At its meeting of September 20, 2012, Council received the Upper York Sewage Solutions Project Update report (Clause 2 of Report No. 7 of the Environmental Services Committee). The purpose of the report was to advise Council of the following recommended design elements for the preferred alternative to the Upper York Sewage Solutions project – the Lake Simcoe Water Reclamation Centre with York-Durham Sewage System Modifications:

- Siting of the Lake Simcoe Water Reclamation Centre on the east side of 2nd Concession approximately one kilometre north of Queensville Sideroad
- Routing of trunk sewer pipes to and from the Lake Simcoe Water Reclamation Centre on 2nd Concession and Queensville Sideroad
- Location of the Lake Simcoe Water Reclamation Centre outfall on the south side of Queensville Sideroad discharging into the East Holland River
- Routing of trunk sewer pipes required modifications to the existing York-Durham Sewage System to follow existing forcemain alignment

These recommended design elements were established after extensive consultation and review of feedback from residents and agencies.

Recommended location of the Lake Simcoe Water Reclamation Centre is on the east side of 2nd Concession approximately one kilometre north of Queensville Sideroad

After full consideration of technical criteria, public consultation comments, the natural, built and economic environments and the net effects analysis, a 36-hectare site located 1.05 kilometres north of Queensville Sideroad on the east side of 2nd Concession has been established as the recommended site for the Lake Simcoe Water Reclamation Centre (*see Attachment 1*).

Recommended routing of linear infrastructure providing conveyances to and from the Lake Simcoe Water Reclamation Centre includes sections of 2nd Concession and Queensville Sideroad

The infrastructure includes twin 900-millimetre diameter forcemains from the 2nd Concession Pumping Station and twin 600-millimetre diameter forcemains from the Queensville West Pumping Station extending approximately 1.25 kilometres north along 2nd Concession from the Queensville West Pumping Station to the recommended site. The gravity discharge pipe (1,350-millimetre diameter) will carry treated effluent from the Lake Simcoe Water Reclamation Centre for 3.2 kilometres south on 2nd Concession then west along the south side of Queensville Sideroad to the outfall at the East Holland River from the south side of Queensville Sideroad (*see Attachment 1*).

Comprehensive scientific study and analysis have established East Holland River immediately south of Queensville Sideroad bridge as best location for discharge of treated water

The East Holland River was identified as the best location for treated water discharge of clean phosphorus-reduced effluent from the Lake Simcoe Water Reclamation Centre. To confirm the river was capable of accommodating the anticipated (for year 2031) 40 million litres per day of treated water discharge, several scientific studies were completed based on water quality and quantity modelling.

The studies concluded:

- 40 million litres per day of treated water discharge to the river would be negligible compared to the annual average maximum flow in the East Holland river of 1,866 million litres per day (less than an inch increase to the water level)
- East Holland River is able to accept the anticipated treated water discharge from the Lake Simcoe Water Reclamation Centre for the full build-out to 2031
- There would be no noticeable impacts to the stream hydrology and potential flooding or stream bank erosion
- There would be no negative effect on the aquatic ecosystem both in the river and Lake Simcoe
- The river would benefit from water quality improvement past the point of discharge due to the phosphorus-reduced effluent
- Effect of effluent temperature on the river in relation to ice formation and ice safety in winter months would be limited to the area in close proximity to the treated water discharge location

These studies were key to evaluating potential outfall locations into the East Holland River. Based on this comprehensive evaluation, the recommended outfall location to discharge the treated effluent from the proposed Lake Simcoe Water Reclamation Centre is at Queensville Sideroad through a surface discharge on the east side of the East Holland River immediately south of the Queensville Sideroad bridge (*see Attachment 1*).

Recommended routing of trunk sewer pipes requires modifications to existing York-Durham Sewage System to follow existing forcemain alignment

Guiding principles established to develop the York-Durham Sewage System modifications were to:

- Maximize use of road/utility rights-of-way and/or existing easements
- Maximize use of existing infrastructure to avoid or minimize the need for significant upgrades to the existing Newmarket and Bogart Creek Pumping Stations
- Minimize construction impacts to the environment, traffic and community

The route to provide an additional connection between the Newmarket and Aurora Pumping Stations will consist of a 900-millimetre diameter forcemain connecting the Newmarket Pumping Station to the 1,050-millimetre gravity sewer immediately north of

the Aurora Pumping Station on St. John's Sideroad. Approximately 5.4 kilometres in length, the recommended route of the forcemain is within the Bayview Parkway road allowance from the Newmarket Sewage Pumping Station to Davis Drive, crossing Davis Drive and continuing south along Charles Street to the Wesley Brooks Memorial Conservation Area. The forcemain crosses Mulock Drive and continues south in the Bailey Ecological Park and connects with the existing Aurora Pumping Station gravity sewer. There is an additional 450-millimetre diameter forcemain from Bogart Creek Pumping Station that will connect to the proposed 900-millimetre diameter forcemain (*see Attachment 2*).

Key advantage of recommended route is ability to minimize disruption

A key advantage of this recommended alternative route is that it minimizes disruption to adjacent residents and businesses by using established Regional easements for the existing York-Durham Sewage System through Newmarket parklands. Mitigation of impacts during construction will include:

- Proposed forcemain crossing of Davis Drive will be accomplished by trenchless technology and in coordination with VIVA improvement works
- Proposed forcemain adjacent to Tom Taylor Trail will be installed by directional drilling, where required
- Construction staging areas and access routes will be strategically located to avoid sensitive areas
- Construction activities within park areas will be completed during winter months

Advanced treatment demonstration facility completed one-year testing and confirmed that proposed technologies are highly effective in removing phosphorus

At its meeting of June 28, 2012, Council received the Upper York Sewage Solutions Project Advanced Treatment Demonstration Facility Update report (Clause 4 of Report No. 6 of the Environmental Services Committee). The purpose of the report was to advise Council of the status of the advanced treatment demonstration facility being operated as part of the Upper York Sewage Solutions Individual Environmental Assessment study.

A key component of the environmental assessment is demonstrating that the advanced treatment technology proposed for the Lake Simcoe Water Reclamation Centre will be effective and produce anticipated results. As previously reported, the demonstration facility includes microfiltration and reverse osmosis technology and is located at the Region's Mount Albert Water Pollution Control Plant. The demonstration facility has been in full operation since late March 2012.

Final results show phosphorus reduced by at least 97 per cent on a monthly average basis after reverse osmosis treatment

Following a stringent work plan protocol and in cooperation with representatives of regulatory agencies and Regional operations staff, the facility has successfully demonstrated the ability of the advanced treatment process to remove phosphorus.

Some points of reference:

- Ministry of the Environment currently considers 0.07 mg/L total phosphorus as the limit of existing technology
- Provincial Water Quality Objective (to prevent nuisance growth of algae) for total phosphorus is 0.03 mg/L
- Phosphorus concentration in East Holland River ranges between 0.1 mg/L (January) and 0.2 mg/L (June) as a 15-year monthly average
- Upper York Sewage Solutions total phosphorus plant discharge objective is 0.01 to 0.02 mg/L

Monthly averages for all months the facility has been in operation are provided in Table 1. These results show that phosphorus was reduced by at least 97 per cent on a monthly average basis after reverse osmosis treatment.

Table 1
Total Phosphorous Monthly Average Concentrations
Measured at Sampling Points

Month	Secondary Effluent (mg/L)	Reverse Osmosis Feed (mg/L)	Reverse Osmosis Final Effluent (mg/L)
March 2012	0.153	0.023	0.003
April 2012	0.191	0.019	0.002
May 2012	0.189	0.036	0.003
June 2012	0.230	0.088	0.001
July 2012	0.198	0.081	0.006
August 2012	0.167	0.033	0.002
September 2012	0.318	0.027	0.002
October 2012	0.153	0.021	0.002
November 2012	0.178	0.026	0.002
December 2012	0.288	0.022	0.002
January 2013	0.258	0.019	0.004
February 2013	0.190	0.036	0.004
March 2013	0.137	0.019	0.002

4. ANALYSIS AND OPTIONS

Impact assessment and mitigation required by Project's approved Terms of Reference

The Upper York Sewage Solutions Environmental Assessment's Terms of Reference, approved by the Ministry of the Environment in March 2010, requires assessment and mitigation of any impacts resulting from the above recommended design elements. This represents the final stage of the environmental assessment process prior to preparing the draft Environmental Assessment Report for approval.

This impact assessment and mitigation stage is carried out to allow the following to be accomplished:

- Potential environmental effects can be identified with greater certainty
- Site-specific avoidance/mitigation/compensation measures can be further developed
- Net environmental effects can be confirmed with greater certainty
- Appropriate monitoring requirements can be clearly defined
- Specific approval/permitting requirements for constructing recommended design elements can be identified

With these primary accomplishments in mind, each recommended design element was assessed for socio/environmental impacts to:

- Agriculture
- Archaeology
- Culture
- Land Use
- Natural Environment
- Noise and Vibration
- Odour

Impact assessment and proposed mitigations have been completed for recommended design elements

Detailed impact assessments and recommended mitigation measures have been established for each of the following primary design elements that will be presented to the public, agencies and First Nations for review and comment:

- Lake Simcoe Water Reclamation Centre
- Conveyance system from/to the Lake Simcoe Water Reclamation Centre
- Outfall into the East Holland River
- York-Durham Sewage System Modifications

The impact assessment followed the guiding principle of avoiding impacts if possible, mitigating impacts as necessary and/or providing compensation when impacts are unavoidable. Some examples of general mitigation/compensation measures include:

- Lake Simcoe Water Reclamation Centre architectural style is appropriate for existing and future surrounding land uses including landscaping and buffering

- Lake Simcoe Water Reclamation Centre incorporates state-of-the-art odour control measures
- Environmentally significant vegetation that must be removed is either transplanted or compensated for by new plantings
- Wildlife habitat structures that must be removed is re-established in a suitable location
- Natural erosion resistance at the outfall location is strengthened

Mitigation of public concerns regarding impacts to East Holland River ice formation at treated water discharge outfall includes new snowmobile route connection and community ice rink

Key concerns were expressed during public consultation on the recommended design elements related to impacts of winter snowmobiling and skating activities on the East Holland River. These concerns stemmed from open water at the point of discharge for the proposed Lake Simcoe Water Reclamation Centre outfall.

Specific mitigation proposed for an alternative snowmobile route is a trail that connects and extends a route east along Queensville Sideroad, north across properties on the east side of 2nd Concession and continues north along 2nd Concession's unopened road allowance to Boag Road, which is already an existing snowmobile route. In discussions with the Holland Landing Snowmobile Club, this north/south connection between Queensville Sideroad and Boag Road links two existing trail systems and provides safe bypass of open water for snowmobiles.

Some residents along River Drive have traditionally groomed ice skating rinks at the end of their riverfront properties when winter weather permits for enjoyment by families and the community. The mitigation proposed for this impact is construction of an ice pad for a community outdoor skating rink at the Parkway Parkette owned by the Town of East Gwillimbury. It would be designed for summertime use as well.

Required phosphorus off-sets can be achieved by improvements to existing stormwater management ponds in the Study Area

A key component of the Upper York Sewage Solutions preferred alternative (i.e. Lake Simcoe Water Reclamation Centre with York-Durham Sewage System Modifications) includes a Lake Simcoe watershed phosphorus off-setting strategy to mitigate the additional phosphorus that will be discharged from the proposed Lake Simcoe Water Reclamation Centre. Based on preliminary discussions with the Ministry of the Environment, the current recommended method to achieve project-specific phosphorus off-sets is to retrofit local stormwater quantity management ponds to also provide stormwater quality treatment (*see Table 2 and Attachment 3).*

Table 2
Candidate Stormwater Quantity Management Ponds

Municipality	Pond Location
Aurora	South of Henderson Drive between McClellan Way and Ardill Crescent
Aurora	North of Stone Road between October Lane and Bayview Avenue
East Gwillimbury	Northeast corner of May Avenue and Donlands Avenue
East Gwillimbury	West side of Leslie Street at Jennifer Crescent
Georgina	North of Walter Street between Lake Drive South and Georgette Street
Newmarket	Southeast of Renzuis Court
Newmarket	Northwest corner of College Manor Drive and Devanjan Circle
Newmarket	South of Stellar Drive between Pony Drive and Harry Walker Parkway
Newmarket	Northeast corner of Dorchester Court

Discussions with the Ministry of the Environment to date have also determined that most proposed phosphorus off-sets should be achieved within the East Holland River subwatershed upstream of the Lake Simcoe Water Reclamation Centre outfall.

Impact Assessment of preferred alternative will be presented to the public and First Nations in June 2013 as part of the Individual Environmental Assessment process

Based on a comprehensive impact assessment and consideration of avoidance, mitigation and compensation measures, consolidated cumulative results of the Environmental Assessment will be provided to the public in an open-house format at an appropriate location in East Gwillimbury. This public open-house is currently scheduled for early June 2013 and will include a number of information stations allowing for small discussion groups and recording of questions. Separate meeting(s) will be held with First Nations in accordance with the protocol established at the early stages of the Environmental Assessment study.

Upper York Sewage Solutions Environmental Assessment report is scheduled to be completed and submitted to the Minister of the Environment for approval in Q4 of 2013.

Link to Key Council-approved Plans

The Upper York Sewage Solutions project is a critical component of the Region's future wastewater infrastructure, facilitating 153,000 in population growth within the approved urban boundary of communities within the Towns of Aurora, Newmarket and East Gwillimbury. The service area includes the Newmarket Centre and the northerly Yonge Street Regional Corridor. The Council-adopted urban expansion area in East Gwillimbury, through Regional Official Plan Amendment No. 1, also requires implementation of this critical long-term infrastructure.

This project complements the significant provincial investment to extend Highway 404 to Ravenshoe Road, which provides transportation capacity for approved growth in both the Town of East Gwillimbury and the Town of Georgina. The Upper York Sewage Solutions project is a key project that aligns with the Region's 2011 to 2015 Strategic Plan objectives of continuing to deliver and sustain critical infrastructure and focusing growth along Regional centres and corridors. This is in keeping with the longer-term Council-adopted Vision 2051 and the Regional Official Plan, which envision livable cities and complete communities. Implementation of the servicing solution will accommodate planned growth within these northern municipalities.

5. FINANCIAL IMPLICATIONS

Future Ten Year Capital Plans will be updated as project costs are refined

The Upper York Sewage Solutions project is included in the approved 2013 Ten Year Capital Plan with a Total Project Budget of $509,870,000 and Capital Spending Authority of $65,296,000 for completion of the Environmental Assessment study and commencement of the preliminary design phase of the project. After completion of the individual environmental assessment and as the Upper York Sewage Solutions project progresses, project timing, cost estimates and budget will be updated and included in future Ten Year Capital Plans.

6. LOCAL MUNICIPAL IMPACT

Upper York Sewage Solutions project will provide sustainable sewage servicing and is being conducted in accordance with approved Terms of Reference

The purpose of the Upper York Sewage Solutions project is to develop a local sustainable sewage servicing solution to accommodate planned growth for complete communities of 153,000 residents and employment in the Towns of Aurora (34,500), East Gwillimbury

(91,500) and Newmarket (27,000). All of these municipalities are located within the Lake Simcoe watershed.

The Upper York Sewage Solutions project is being conducted within defined parameters, guidelines and processes as detailed in a Terms of Reference document approved by the Minister of the Environment in March 2010. York Region will continue extensive consultation with local municipalities throughout this project.

Upper York Sewage Solutions project is included in the 2013 Capital Program for commissioning in 2018

Moving forward with planning and implementation of the Lake Simcoe Water Reclamation Centre with York-Durham Sewage System Modifications as the preferred solution, York Region is focused on providing servicing for planned growth in the Towns of Aurora, East Gwillimbury and Newmarket. This project is currently included in the 2013 Capital Program for commissioning by the end of 2018. Implementation of the Lake Simcoe Water Reclamation Centre will also facilitate taking the current Holland Landing Lagoons out of service.

7. CONCLUSION

Upper York Sewage Solutions project will accommodate provincially approved growth to 2031 and complement other provincial investments in this area of the Region

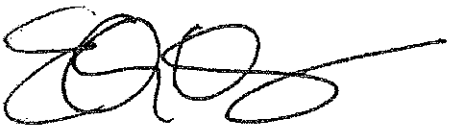
The defined purpose of the Upper York Sewage Solutions project is to accommodate provincially approved growth to 2031 in the Towns of Aurora, East Gwillimbury and Newmarket. The Lake Simcoe Water Reclamation Centre with York-Durham Sewage System Modifications will fulfill this purpose through construction of a wastewater conveyance system and water reclamation centre incorporating environmental performance unparalleled in Ontario.

This project also complements significant provincial investment to extend Highway 404 to Ravenshoe Road, which provides transportation capacity for approved growth in both the Town of East Gwillimbury and the Town of Georgina. The Upper York Sewage Solutions project is a key project that supports the Region's 2011 to 2015 Strategic Plan objectives of continuing to deliver and sustain critical infrastructure in the northern growth centre.

For more information on this report, please contact Daniel Kostopoulos, Director, Capital Planning and Delivery, Environmental Services at (905) 830-4444 Ext. 5070.

The Senior Management Group has reviewed this report.

Recommended by:



Erin Mahoney, M. Eng.
Commissioner of Environmental Services

Approved for Submission:

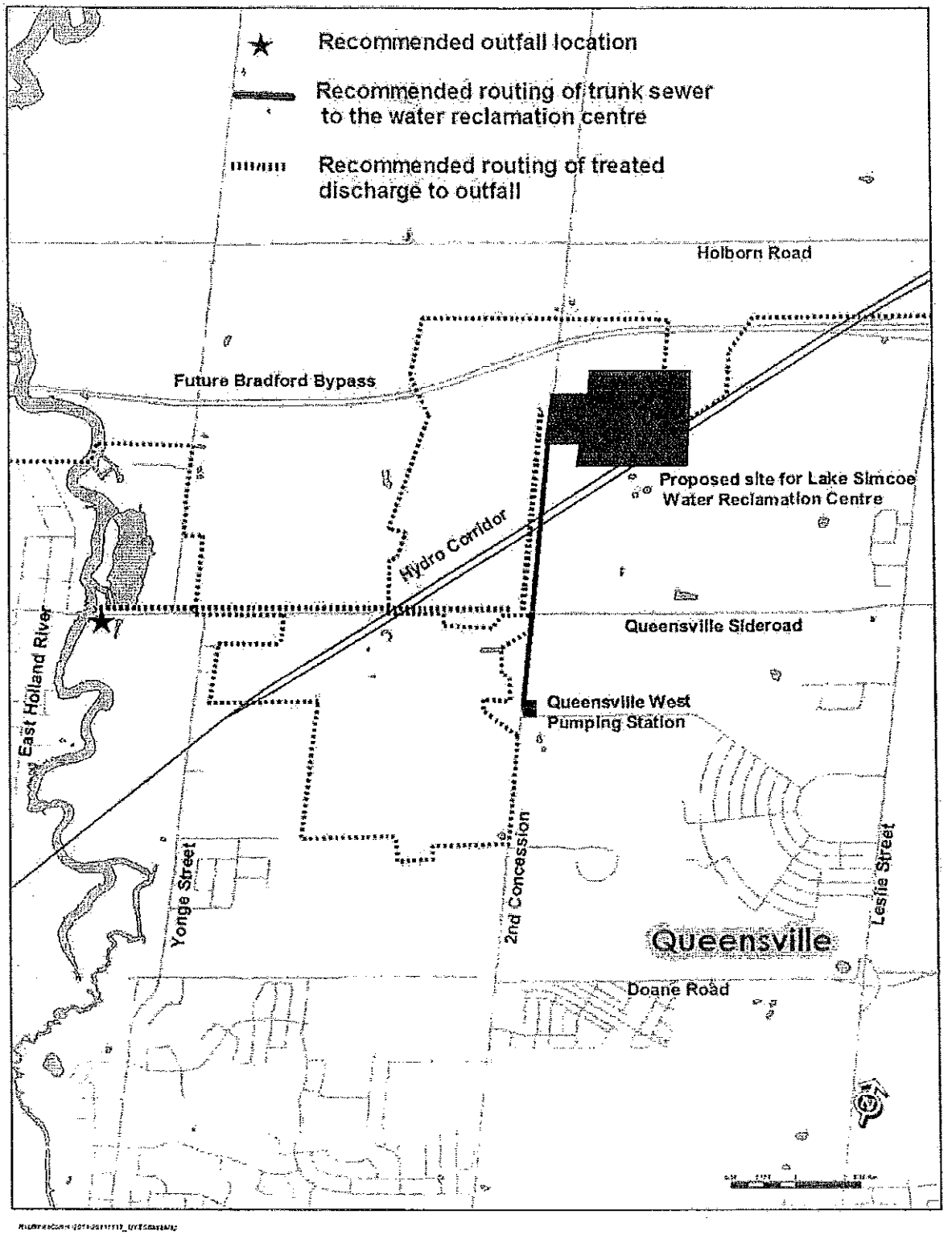
Bruce Macgregor
Chief Administrative Officer

April 25, 2013

Attachments (3)
AC/mpm

YORK #4637415
Report Wizard v 2012.05.12

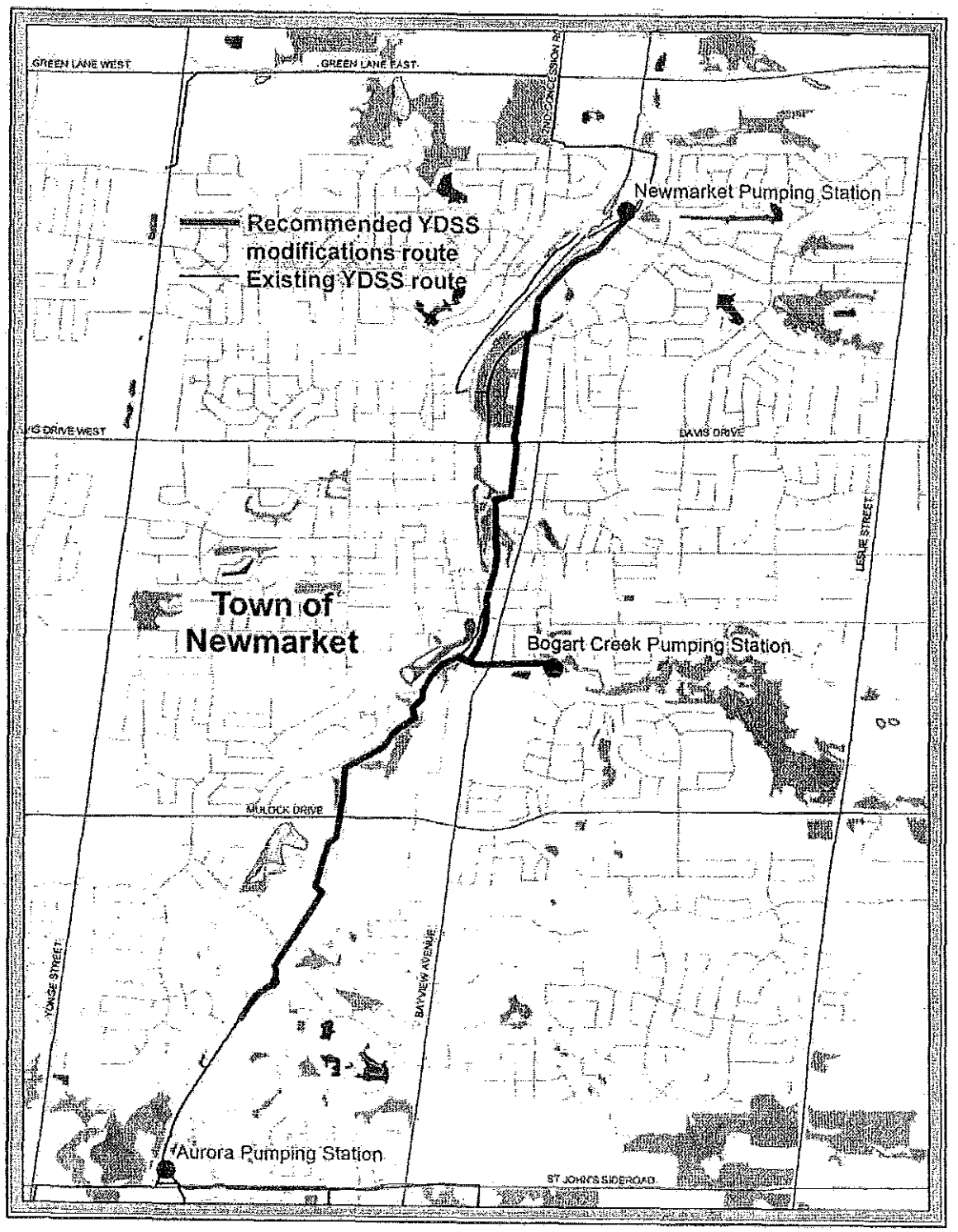
COUNCIL ATTACHMENT 1



Upper York Sewage Solutions Project Update – Project 74270
Recommended Water Reclamation Centre Site, Piping and Outfall

York Region ENVIRONMENTAL SERVICES York-#4665805

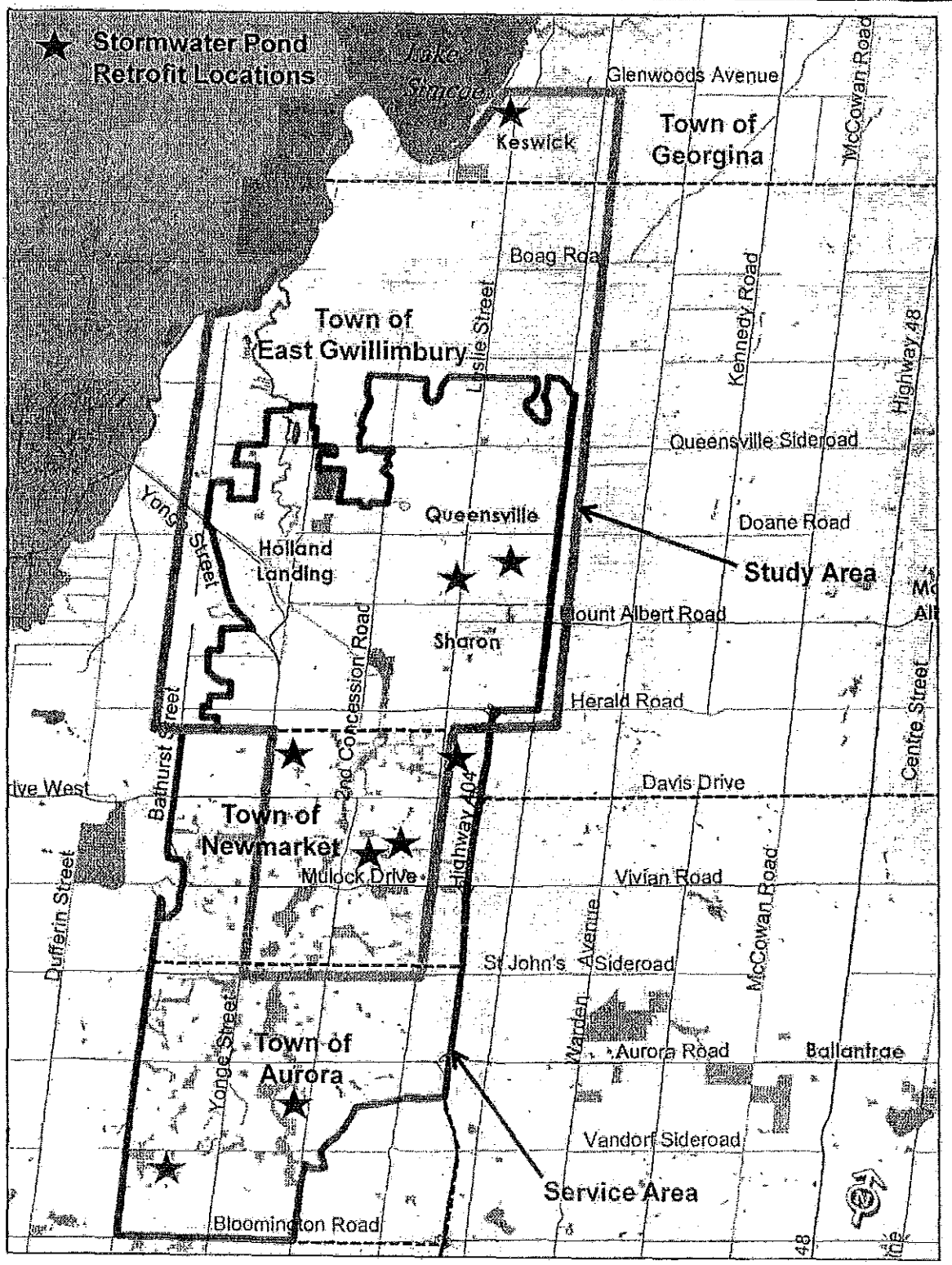
COUNCIL ATTACHMENT 2



Upper York Sewage Solutions Project Update - Project 74270
YDSS modifications route

York Region ENVIRONMENTAL SERVICES York-# 4665816

COUNCIL ATTACHMENT 3



Upper York Sewage Solutions Project Update – Project 74270
Stormwater Pond Retrofit Locations

York Region ENVIRONMENTAL SERVICES York-# 4666794

L'AFRY

Le français une affaire de cœur

L'Association des francophones
de la région de York Inc.

April 30th, 2013

Mayor Robert Grossi
Town of Georgina
26557 Civic Centre Road, RR2
Keswick, Ontario, L4P 3G1

Dear Mayor and Members of Council,

"L'Association des francophones de la région de York" (L'AFRY) is proud to celebrate in a special way the anniversary of the arrival of Étienne Brûlé and the presence of francophones in York Region. We would appreciate if the Franco-Ontarian flag could be raised at the Administrative Centre and a proclamation be issued for Franco-Ontarian Day, on September 25th. This historical celebration of the flag is a very important event for all Franco-Ontarians in the province and your Town. We are very proud that our flag has been officially recognized by Queen's Park on June 21st, 2001.

For the record, the Government of Ontario released a statement on April 26, 2010 that "*The Franco-Ontarian Day Act adopted unanimously by the Legislative Assembly proclaims September 25 of each year as Franco-Ontarian Day. This Day will, every year, officially recognize the contribution of Ontario's Francophone community to the cultural, historical, social, economic and political life of the province.*"

Several of the region's towns and cities did agree to raise our flag and issue a proclamation last year and we are hopeful that the Town of Georgina will do the same this year. It would be our pleasure to deliver a flag on simple request. Please feel free to contact Mona Babin by phone at 905 727-4631 ext. 76550, or by email at afrycomite@yahoo.ca .

Yours truly,

Alain Beaudoin, President

700, chemin Bloomington ouest, Aurora, Ontario L4G 0 E1 **Tél : 905 727-4631 poste 76550 Fax: 905 727-4135**

MAGNA

Magna International Inc.

337 Magna Drive
Aurora, Ontario
Canada L4G 7K1
Tel: (905) 726-2462
Fax: (905) 726-7164
www.magna.com

March 13, 2013

Ms. Winanne Grant
Chief Administrative Officer
Town of Georgina
Georgina Civic Centre
26557 Civic Centre Road
R.R. #2 Keswick, ON
L4P 3G1

Dear Ms. Grant:

For 25 years now, Magna International Inc. has hosted a charitable fundraiser called the Wild Wild West Hoedown. The country-themed event, featuring live entertainment and a BBQ dinner, has grown to become York Region's largest annual community fundraiser, generating proceeds of more than $4 million for community groups and charities throughout the Region.

The 2013 Hoedown will take place on Saturday, September 14th at the Magna head office property in Aurora and all proceeds will go to 25 local charities and community groups serving children, seniors and families in need. One or more of these groups is either based in your community or provides services to residents who live in your community.

As a result, we are hoping the Town of Georgina will assist us in promoting this year's event. In particular, we are seeking permission to promote the Hoedown through the various communication vehicles that your municipality uses, including:

- community calendars (online and published in community newspapers & magazines);
- community billboards located at municipal recreational venues such as parks, arenas & community centres;
- electronic billboards;
- and any other outlets used to communicate municipal events to your residents.

We would very much appreciate the opportunity to make use of some or all of the many communication vehicles that your municipality manages on a regular basis.

We look forward to exploring this opportunity with you and working with your municipality in order to make this year's charitable fundraiser the best ever.

Sincerely,

Steve Hinder
Manager, Community Relations
Magna For Community

c. Mayor Robert Grossi

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2013-0007

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE

MAY 21, 2013

SUBJECT: APPROVAL OF 2013 ANNUAL BUDGET FOR THE JACKSON'S POINT VILLAGE ASSOCIATION (BIA)

---

1. RECOMMENDATIONS:

A. THAT REPORT ED-2013-0007 PREPARED BY THE ECONOMIC DEVELOPMENT AND TOURISM DIVISION AND DATED MAY 21, 2013 RESPECTING THE APPROVAL OF THE 2013 BUDGET FOR THE JACKSON'S POINT VILLAGE ASSOCIATION BE RECEIVED.

B. THAT THE ANNUAL BUDGET FOR THE JACKSON'S POINT VILLAGE ASSOCIATION AS INDICATED ON SCHEDULE '1' OF REPORT ED-2013-0007 BE APPROVED.

C. THAT THE ECONOMIC DEVELOPMENT AND TOURISM DIVISION PROVIDE NOTICE IN ACCORDANCE WITH SECTION 210(1) OF THE ONTARIO MUNICIPAL ACT OF THE TOWN'S INTENT TO PASS A BY-LAW TO IMPLEMENT A TAX LEVY TO SUPPORT THE 2013 ANNUAL BUDGET OF THE JACKSON'S POINT VILLAGE ASSOCIATION.

2. DISCUSSION:

In 1983, Town Council approved a by-law to designate an area within Jackson's Point as a Business Improvement Area (BIA). The Ontario Municipal Act provides a mechanism for the Town to impose a tax levy on commercially assessed properties within the BIA in order to support the efforts of the BIA. This funding mechanism was implemented last year to support the Jackson's Point Village Association (BIA) work plan for 2012.

Over the past year, the Jackson's Point Village Association (BIA) has been meeting on a monthly basis and working on several projects to help better their business community; including brand and logo development and hosting the Painted Perch Challenge.

In accordance with the Ontario Municipal Act, the BIA is required to have an annual budget approved by Council, prior to the Town collecting a special tax levy from members of the BIA. Staff note that only those commercially assessed properties and their tenants within the defined area of the BIA are members of the BIA and subject to the tax levy.

In order to proceed with the collection of a special tax levy for 2013, the Board of Management held an Annual General Meeting on March 20, 2013 and presented the 2013 budget to the members of the BIA. The budget attached as Schedule '1' was approved by the membership and identifies projects which can reasonably be accomplished during the balance of this year.

The tax levy to support this budget is calculated as a percentage of the commercial value assessment for each individual property based on the 2013 Municipal Property Assessment Corporation values. However, in order to create an equitable contribution amount, a minimum levy of $250.00 and a maximum levy of $600.00 has been approved by the membership. The minimum and maximum levies have not changed from last year.

3. CONCLUSION:

The Board of Management for the Jackson's Point Village Association is anxious to proceed with the initiatives outlined in the attached budget and is requesting that Council consider final approval of same.

Once Council has granted final approval of the budget, the Ontario Municipal Act requires that notice of approval be provided to all commercially assessed property owners and their tenants within the defined area of the BIA. Municipal staff will be responsible for providing notice of Council's approval of the budget and the intent to pass a by-law to impose a special tax levy.

If no objections to the intent to pass a by-law to impose the levy are received within 60 days of providing notice, the municipality will pass a by-law and proceed with the collection of the tax levy required to support the annual budget. The implementation of the tax levy has been discussed with the Manager of Taxation and Revenue and will be collected through the tax billing process.

Prepared by:
Kelan Jylha
B R & E Coordinator

Reviewed by:
Karyn Stone, MCIP, RPP.
Economic Development Officer

Recommended by:
Harold W. Lenters, M.Sc.Pl., MCIP, RPP
Director of Planning and Building

Approved by:
Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

Jackson's Point

Operations Budget
2013

Revenue		
Member Levy	$ 8,647.79	
Associate Membership	2,500	
Table Revenue (Festivals)	400	
Donations	1,000	
Other Revenue	3,500	
Interest earned	-	
Re-selling Advertising	5,000	21,048
Funding sought via grants:		
OBIAA	1,900	
Events	2,000	
Part time help	3,600	7,500
Total Revenue		**28,548**
Expenses		
Education:		
Training/Networking	300	
OBIAA Training Seminars	2,000	2,300
Beautification		
Consultant	-	
Dalton Road Medians	2,000	
Award Program	-	2,000
Events		
Canada Day	400	
Summer Festival	5,400	5,800
Marketing		
Map Brochure Design	-	
Printing	300	
Website/Web Advertising	1,200	
Cooperative Marketing	6,500	
Signage/Banners	2,000	
Logo Design	-	
Framing	-	10,000

Schedule '1'

Admin expenses:		
Contracted Assistant	3,900	
Directors' Insurance	801	
Memberships	200	
Miscellaneous	300	
Financial Audit (Annual)	1,000	
Bank charges	5	6,206
Total Expenses		**26,306**
Surplus/(Shortfall)		**2,242**

Capital Fund 2013 Cash Flow - Budget	
Fund Opening Balance	1,144
Transfer from Operating Fund [2012 Profits]	1,449
Transfer to Capital Fund for 2013	2,700
Available Capital Funds	5,293
Capital Budget	
Lighting	1,500
Signage	1,200
Public Art	-
Capital Purchases	2,700
Closing Fund Balance, Dec. 31, 2013	**2,593**

Operating Fund 2013 Cash Flow - Budget	
Opening Bank Balance Jan.1, 2012	1,144.43
plus undeposited funds	-
plus Accounts Receivable	-
less Accounts Payable	-
less outstanding cheques	-
less Capital Fund [opening transfer]	1,448.89
Operating Fund Balance, Jan 1, 2013	**2,593.32**
Operations Surplus/(Shortfall)	2,700
Transfer to Capital Fund	(2,700)
Budget Closing Fund Balance Dec. 31, 2013	**2,593.32**

Schedule '1'

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2013-0008

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE

MAY 21, 2013

SUBJECT: APPROVAL OF 2013 ANNUAL BUDGET FOR THE DOWNTOWN SUTTON MERCHANT'S ASSOCIATION (BIA)

---

1. **RECOMMENDATIONS:**

   A. THAT REPORT ED-2013-0008 PREPARED BY THE ECONOMIC DEVELOPMENT AND TOURISM DIVISION AND DATED MAY 21, 2013 RESPECTING THE APPROVAL OF THE ANNUAL BUDGET FOR THE DOWNTOWN SUTTON MERCHANT'S ASSOCIATION BE RECEIVED.

   B. THAT THE ANNUAL BUDGET FOR THE DOWNTOWN SUTTON MERCHANT'S ASSOCIATION AS INDICATED ON SCHEDULE '1' OF REPORT ED-2013-0008 BE APPROVED.

   C. THAT THE ECONOMIC DEVELOPMENT AND TOURISM DIVISION PROVIDE NOTICE IN ACCORDANCE WITH SECTION 210(1) OF THE ONTARIO MUNICIPAL ACT OF THE TOWN'S INTENT TO PASS A BY-LAW TO IMPLEMENT A TAX LEVY TO SUPPORT THE 2013 ANNUAL BUDGET OF THE DOWNTOWN SUTTON MERCHANT'S ASSOCIATION.

2. **DISCUSSION:**

In 1983, Town Council approved a by-law to designate an area within Sutton as a Business Improvement Area (BIA). The Ontario Municipal Act provides a mechanism for the Town to impose a tax levy on commercially assessed properties within the BIA in order to support the efforts of the BIA. However, the Town has never imposed a levy on member properties to raise funds for the Sutton BIA.

As Council is aware, the merchants in the Sutton High Street area have been meeting in an ad-hoc fashion since 1983 without the benefit of implementing a tax levy. However, over the past 3 months a new Board of Management for the Downtown Sutton Merchant's Association has been appointed by Council and this Board is anxious to proceed with a number of projects intended to promote and enhance the shopping experience. In

accordance with the Ontario Municipal Act, a BIA is required to have an annual budget approved by Council prior to the Town collecting a special tax levy from members of the BIA. Staff note that only those commercially assessed properties and their tenants within the defined area of the BIA are members of the BIA.

In order to proceed with the collection of a special tax levy, the Board of Management held an Annual General Meeting on April 23, 2013 and presented the 2013 budget to the members of the BIA. The budget attached as Schedule '1' was approved by the membership and identifies projects which can reasonably be accomplished during the balance of this year.

The tax levy to support this budget is calculated as a percentage of the commercial value assessment for each individual property. However, in order to create an equitable contribution amount, a minimum levy of $200.00 and a maximum levy of $500.00 has been approved by the membership.

3. CONCLUSION:

The Board of Management for the Downtown Sutton Merchant's Association is anxious to proceed with the initiatives outlined in the attached budget and is requesting that Council consider final approval of same.

Once Council has granted final approval of the budget, the Ontario Municipal Act requires that notice of approval be provided to all commercially assessed property owners and their tenants within the defined area of the BIA. Municipal staff will be responsible for providing notice of Council's approval of the budget and the intent to pass a by-law to impose a special tax levy.

If no objections to the approved budget are received within 60 days of providing notice, the municipality will pass a by-law and proceed with the collection of the tax levy required to support the annual budget. The implementation of the tax levy has been discussed with the Manager of Taxation and Revenue and will be collected through the tax billing process.

Prepared by:

Kelan Jylha
BR & E Coordinator

Reviewed by:

Karyn Stone, MCIP, RPP.
Economic Development Officer

Recommended by:

Harold W. Lenters, M.Sc.Pl., MCIP, RPP
Director of Planning and Building

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

Downtown Sutton Merchant's Association
Budget
January 1, 2013 - December 31, 2013

Revenue			
Member Levy		10,000.00	1
Associate Membership		2,000.00	2
Summer Festival Ticket Sales		400.00	
Total Revenue	**$**	**12,400.00**	
Expenses			
Miscellaneous		700.00	3
Beautification			
Lighting Program	1,500.00		
Street Decorating	700.00		4
Signage	0		
Public Art	0		
Total		2,200.00	
Events			
Festival on High	3,000.00		
Christmas Tree Lighting	1,500.00		
Total		4,500.00	
Marketing			
Cooperative Marketing	2,000.00		5
Brochure	0		
Total		2,000.00	
Director Insurance		1,000.00	
Financial Audit (Annual)		1,000.00	
Business Development/Strategy		0	
Total Expenses	**$**	**11,400.00**	
Surplus/Shortfall		**1,000.00**	
Bank Opening Balance (Jan. 1/13)		1,965.84	
Bank Closing Balance (Dec. 31/13)	**$**	**2,965.84**	

Schedule '1'

[1] Tax levy raised from charging commercial properties located within the BIA boundary. The maximum levy is $500.00 and the minimum levy is $200.00
[2] The associated member fee is $200.00
[3] The miscellaneous expenses will cover the purchase of stationary items and cover meeting expenses
[4] The street will be decorated to correspond with festivals and events happening in the area
[5] The cooperative marketing program will help to offset the costs of advertising for local businesses in the BIA

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2013-0010

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE

MAY 21, 2013

SUBJECT: GRANT APPLICATION PROGRAM - APPROVAL OF FUNDING AS RECOMMENDED BY THE ECONOMIC DEVELOPMENT COMMITTEE

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1. RECOMMENDATIONS:

A. THAT REPORT ED-2013-0010 PREPARED BY THE ECONOMIC DEVELOPMENT AND TOURISM DIVISION, DATED MAY 21, 2013 REGARDING THE GRANT APPLICATIONS CONSIDERED BY THE ECONOMIC DEVELOPMENT COMMITTEE ON MAY 6, 2013 BE RECEIVED.

B. THAT COUNCIL APPROVE THE DISBURSEMENT OF THE FOLLOWING GRANTS:

GEORGINA STUDIO TOUR	**$2,500.00**
EDUCATING ALL OUR CHILDREN POW WOW	**$1,500.00**
CANADIAN SENIOR MENS GOLF CHAMPIONSHIP	**$5,000.00**

2. DISCUSSION:

On May 6, 2013 the Economic Development Committee (EDC) considered five applications for funding received during the Spring 2013 intake period, these applications are noted below. As noted, two of these applications were deferred pending further information. These deferred items will be considered by EDC once the information has been received and circulated to the Committee.

The purpose of this report is to request Council's final approval of the grants endorsed by the EDC on May 6, 2013 as noted in Table 1 below:

TABLE 1

APPLICANT	Funding Request	Funding Endorsed by EDC
Georgina Studio Tour	$5,000.00	$2,500.00
Educating all our Children Pow Wow	$2,141.35	$1,500.00
Canadian Senior Mens Golf Championship	$5,000.00 (Gold Sponsorship)	$5,000.00
Canadian Ice Fishing		Deferred
UKBA Harvest Festival		Deferred

3. CONCLUSIONS:

This report is being provided on behalf of the Economic Development Committee to advise Council of the EDC's disposition on the requests for funding received during the Spring Intake. Staff will be working with the organizations to ensure that the Town of Georgina is appropriately recognized as a sponsor of the event. Staff are in the process of purchasing two flag banners which indicate "Sponsored by the Town of Georgina" that can be placed at the various events sponsored by the Town of Georgina.

Prepared by:

Karyn Stone, MCIP, RPP.
Economic Development Officer

Recommended by:

Harold W. Lenters, M.Sc.Pl., MCIP, RPP
Director of Planning and Building

Approved by:

Winanne, B.A., AMCT, CEMC.
Chief Administrative Officer

May 10, 2013

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2013-0007

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE
MAY 21, 2013

SUBJECT: DRINKING WATER WORKS PERMIT

RECOMMENDATIONS:

1. **THAT REPORT NO. OED-2013-0007 PREPARED BY THE OPERATIONS AND ENGINEERING DEPARTMENT DATED MAY 21, 2013 RESPECTING THE DRINKING WATER WORKS PERMIT BE RECEIVED FOR INFORMATION.**

2. **AND THAT COUNCIL ENDORSE PROCEDURE W/WW 13.**

3. **AND FURTHER, THAT COUNCIL DIRECTS STAFF TO PREPARE THE APPROPRIATE PUBLIC NOTICE TO BE ADVERTISED IN THE LOCAL NEWSPAPER AND ON THE TOWN'S WEBSITE ADVISING OF REPORT OED-2013-0007 AND THE PROPOSED CHANGES TO THE FEES AND CHARGES BY-LAW.**

4. **AND FURTHER, THAT COUNCIL DIRECT STAFF TO PREPARE THE DRAFT BY-LAW AMENDMENT(S) FOR PROPOSED FEES AND CHARGES FOR COUNCIL'S CONSIDERATION.**

PURPOSE:

The purpose of this Report is to update Council on the changes with respect to alterations and reporting requirements to the existing drinking water system.

This Report will outline the implications and responsibilities subsequent to the issuance of the Municipal Drinking Water Licence and the Drinking Water Works Permit by the Ministry of the Environment.

BACKGROUND:

The Town has completed a three year process and has obtained its Municipal Drinking Water Licence in accordance with the *Safe Drinking Water Act*.

With the proclamation Section 33 of the *Safe Drinking Water Act*, 2002 (SDWA), The Ministry of the Environment (MOE) began a transition from an approvals process referred to as the Certificate of Approval (C of A) Program for municipal drinking water systems to the new Municipal Drinking Water Licensing Program.

Under the old C of A Program, an approval would be required prior to the establishment or alteration of a municipal residential drinking water system. The C of A also served as the legal authority to use or operate the system. Each new section of watermain required a C of A.

Under the new Licensing Program, the authority to establish and alter a drinking water system will be provided by the Drinking Water Works Permit (DWWP) and the authority to operate the system is through the Municipal Drinking Water Licence (MDWL).

With this new provincially mandated Licence the Province has now transferred complete water system authority to the Town of Georgina.

The MDWL is valid for a period of five years. The DWWP does not have an expiry date.

REPORT:

As mandated by the Province, the Town, instead of the MOE is the approval agency for all alterations, additions or replacements within our water system.

The DWWP and the MDWL issued by the MOE have the following implications:

a) The Town is now the approval authority to establish and alter its drinking water system. Form 1 and Form 2 are required to be completed for any alterations, additions or replacements to the existing system. The Department of Operations and Engineering must establish protocols to review development applications with respect to our drinking water system, establish fees for the aforementioned review process and issue permits for alterations, additions, or replacements of our drinking water system. This was previously done by the MOE through the C of A Program. With the new DWWP the Town now has the authority to issue permits and the Town can now expedite the process. The administration of the new DWWP will alter staff responsibility as staff now have the responsibilities for the review and acceptance of DWWP applications including the review of drawings, adherence with specifications and other data previously undertaken by the MOE.

Although, the review process will not change significantly, the final acceptance and oversight responsibility will be borne by the Town. The Public Works Operations Division and Engineering staff will work together on this approval process. We will also be creating a water model which will aid in developing the system as it grows.

We have developed the attached Procedure where Engineering staff will review submissions from developers and Waterworks staff will review operational and commissioning issues prior to the Director signing for acceptance of the alteration. All conditions of our DWWP will be checked prior to authorizing such works.

b) The MOE established a fee structure for applications with respect to the C of A Program. This fee structure has been adopted by other municipalities which have been granted the MDWL and DWWP.

FINANCIAL IMPLICATIONS

The fees previously paid by developers to the MOE will now be paid to the Town's Waterworks Division. Justification of these fees can be accounted for by operational review and commissioning activities. Further, oversight responsibility now lies with the Town of Georgina and its senior management.

Staff recommends that the previous MOE fee of $1,200.00 for a C of A be adopted for applications received under Part V of the *Safe Drinking Water Act* with respect to the DWWP application. Staff will review the applicable fees and charges from time to time to ensure Town costs are covered. The Director of Operations and Engineering will evaluate staff workload related to the DWWP and report back to Council at a later date should this be warranted.

As we bring forward this change to charges required to provide service, staff felt the time was right to revise our service fees. Staff are proposing charges for construction water (see Items 5 and 6 of the Fee Schedule). The concept is straight forward, asking developers to pay for the water they use to build their development.

ALIGNMENT WITH WATER QUALITY POLICY

Compliance with the *Safe Drinking Water Act*, 2002 ensures that the Town of Georgina is providing safe drinking water to the community, which is in conformity with our Policy as follows:

- Commit to the continuous improvement and maintenance of the Quality Management System
- Communicate openly and effectively with the public concerning relevant aspects of drinking water quality.

PROCEDURE W/WW 13

Staff have prepared the attached Policy respecting the procedure to be followed with regard to additions, modifications, replacements or extensions of the Town's water system. This Procedure has been prepared in co-ordination with Operations, Engineering and Waterworks. It provides a comprehensive road map for Consultants and staff to follow.

It is respectfully submitted that Council endorse Procedure W/WW 13.

CONCLUSION

The Report identifies the implications of the Municipal Drinking Water Licence and Drinking Water Works Permit and establishes a fee structure for the administration of DWWP applications for alterations to, additions to, or replacement of the Town's drinking water system.

ATTACHMENTS

No. 1 – Municipal Drinking Water Licence No. 119-101
No. 2 – Municipal Drinking Works Permit No. 119-201
No. 3 – Procedure No. W/WW 13
No. 4 – FORM 016
No. 5 - FORM 016A
No. 6 – FORM 017A
No. 7 – FORM 017B
No. 8 – Form 1 – Record of Watermains Authorized as a Future Alteration
No. 9 – Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System
No. 10 – Revised Water Works Service Fee Schedule.
No. 11 – By-law 2006-0063 (PWO-5)

Submitted by:

Michael Baskerville, C.E.T., CMM
Engineering Manager

Recommended by:

Dan Pisani, P.Eng.
Director of Operations and Engineering

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

RF/hay
Att.

ATTACHMENT NO. 1

Ontario

MUNICIPAL DRINKING WATER LICENCE

Licence Number: 119-101
Issue Number: 1

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Town of Georgina

26557 Civic Centre Road
Keswick, ON L4P 3G1

For the following municipal residential drinking water system:

Keswick-Sutton Distribution System

This municipal drinking water licence includes the following:

Schedule	Description
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements

DATED at TORONTO this 23rd day of August, 2011

Signature

Indra R. Prashad, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Information

System Owner	**The Corporation of the Town of Georgina**
Licence Number	**119-101**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule A Issue Date	**August 23rd, 2011**

The following information is applicable to the above drinking water system and forms part of this licence:

Licence

Licence Issue Date	August 23, 2011
Licence Expiry Date	August 21, 2016
Application for Licence Renewal Date	February 20, 2016

Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Keswick-Sutton Distribution System	119-201	August 11, 2011

Permit To Take Water

Water Taking Locations	Permit Number	Issue Date
Not Applicable	Not Applicable	Not Applicable

Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	119-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	119-301A

Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan Number
Town of Georgina Water Distribution System	The Corporation of the Town of Georgina	119-401

Schedule B: General Conditions

System Owner	**The Corporation of the Town of Georgina**
Licence Number	**119-101**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule B Issue Date	**August 23rd, 2011**

1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

"**adverse effect**", "**contaminant**" and "**natural environment**" shall have the same meanings as in the EPA;

"**alteration**" may include the following in respect of this drinking water system:

(a) An addition to the system,
(b) A modification of the system,
(c) A replacement of part of the system, and
(d) An extension of the system;

"**compound of concern**" means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

"**Director**" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"**drinking water works permit**" means the drinking water works permit for the drinking water system as identified in Schedule A of this licence;

"**emission summary table**" means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

"**EPA**" means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

"**financial plan**" means the financial plan required by O. Reg. 453/07 and the conditions of this licence;

"**licence**" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"**operational plan**" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"**owner**" means the owner of the drinking water system as identified in Schedule A of this licence;

"**point of impingement**" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"**point of impingement limit**" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

"**procedure document**" means the Ministry of the Environment procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

"**Professional Engineer**" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"**provincial officer**" means a provincial officer appointed pursuant to section 8 of the SDWA;

"**publication NPC-205**" means the Ministry of the Environment publication titled "Sound Level Limits for Stationary Sources in Class 1 & 2 Areas (Urban)" dated October 1995, as amended;

"**publication NPC-207**" means the Ministry of the Environment draft technical publication titled "Impulse Vibration in Residential Buildings" dated November 1983, supplementing the Ministry of the Environment "Model Municipal Noise Control By-law, Final Report" dated August 1978;

"**publication NPC-232**" means the Ministry of the Environment publication titled "Sound Level Limits for Stationary Sources in Class 3 Areas (Rural)" dated October 1995, as amended;

"**SDWA**" means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

"**sensitive populations**" means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generator(s) shall be considered using the point of impingement limit instead of the Ministry of the Environment screening level for emergency generator(s):

(a) health care units (e.g., hospitals and nursing homes),
(b) primary/junior public schools,
(c) day-care facilities, and
(d) playgrounds;

2.0 Applicability

2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

7.0 Permit To Take Water (Not Applicable)

8.0 Financial Plan

8.1 The owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, shall prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3 of O. Reg. 453/07.

8.2 The owner of the drinking water system shall ensure that every financial plan prepared in accordance with subsections 2 (1) and 3 (1) of O. Reg. 453/07 contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence.

9.0 Interpretation

9.1 Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:

9.1.1 The SDWA;

9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;

9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;

9.1.4 Any regulation made under the SDWA;

9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;

9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;

9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.

9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:

9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and

9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.

9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:

10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or

10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.

10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

11.1 This licence is not transferable without the prior written consent of the Director.

11.2 The owner shall notify the Director in writing of a change of any operating authority identified in Schedule A of this licence.

12.0 Information to be Provided

12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60 and NSF/61.

14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.

14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:

14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);

14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;

14.3.4 Food grade oils and lubricants; or

14.3.5 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.

15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.

15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.

16.2 The operations and maintenance manual or manuals, shall include at a minimum:

16.2.1 The requirements of this licence and associated procedures;

16.2.2 The requirements of the drinking water works permit for the drinking water system;

16.2.3 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;

16.2.4 Procedures for the operation and maintenance of monitoring equipment;

16.2.5 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;

16.2.6 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;

16.3 Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.

Schedule C: System-Specific Conditions

System Owner	**The Corporation of the Town of Georgina**
Licence Number	**119-101**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule C Issue Date	**August 23rd, 2011**

1.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

1.1 For a drinking water system or drinking water subsystem identified in column 1 of Tables 1 and 2 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 1: Drinking Water Health Related Parameters

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Table 2: Drinking Water Non-Health Related Parameters

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

2.0 Studies Required

2.1 Not applicable

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	**The Corporation of the Town of Georgina**
Licence Number	**119-101**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule D Issue Date	**August 23rd, 2011**

1.0 Lead Regulatory Relief

1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

2.0 Other Regulatory Relief

2.1 Not applicable

Appeal Notice

All or part of the decisions respecting a municipal drinking water licence (licence) or a drinking water works permit (DWWP) may be reviewable in accordance with the provisions of Part X of the SDWA. In accordance with Section 129(1) of the Safe Drinking Water Act, Chapter 32 Statutes of Ontario, 2002, as amended, you may by written notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this notice, require a hearing by the Tribunal. Section 129(2) sets out a procedure upon which the 15 days may be extended by the Tribunal. Section 129(3) of the Safe Drinking Water Act, Chapter 32 Statutes of Ontario, 2002, provides that the Notice requiring the hearing shall state:

1. The aspect of the decision, including the portion of the municipal drinking water licence or the drinking water works permit in respect of which the hearing is required; and

2. The grounds for review to be relied on by the person at the hearing.

Except with leave of the Tribunal, a person requiring a hearing in relation to a reviewable decision is not entitled to,

(a) a review of an aspect of the decision other than that stated in the notice requiring the hearing; or
(b) a review of the decision other than on the grounds stated in the notice

The Notice should also include, as applicable:

3. The name of the appellant;
4. The address of the appellant;
5. The licence and/or DWWP;
6. The date of the licence and/or DWWP;
7. The name of the Director(s) in respect of the licence and/or the DWWP;
8. The municipality within which the drinking water system is located;

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
2300 Yonge St., Suite 1700
P.O. Box 2382
Toronto, Ontario
M4P 1E4

AND

The Director
Part V, Safe Drinking Water Act, 2002
Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 314-4600, Fax: (416) 314-4506 or www.ert.gov.on.ca**

Ministry of the Environment
Safe Drinking Water Branch
19th Floor
2 St Clair Ave W
Toronto ON M4V 1L5
Fax: (416) 314-1037
Telephone: 1-877-955-5455
(416) 314-1651

Ministère de l'Environnement
Direction du contrôle de la qualité de l'eau potable
19ème Étage
2 av St Clair Ouest
Toronto ON M4V 1L5
Télécopieur: (416) 314-1037
Téléphone : 1-877-955-5455
(416) 314-1651

Ontario

August 23rd, 2011

Robert Magloughlen
The Corporation of the Town of Georgina
26557 Civic Centre Road
Keswick ON L4P 3G1

Dear Mr. Magloughlen:

Re: Acceptance of Operational Plan for the Keswick-Sutton Distribution System

This letter is to inform you that the Operational Plan identified below for the Keswick-Sutton Distribution System meets the requirements of the Director's Directions - Minimum Requirements for Operational Plans made under the *Safe Drinking Water Act*, 2002 (SDWA) and has been accepted.

Number	Operational Plan Name	Date
119-401	Keswick-Sutton Distribution System – Operational Plan	July 13, 2009

If you should have any questions, please contact Xibo Liu, P.Eng. at (416) 212-3706.

Sincerely,

Indra R. Prashad, P.Eng.
Director, Part V, SDWA

c: Drinking Water Supervisor, York-Durham
Robert Fortier, Corporation of the Township of Georgina

ATTACHMENT NO. 2

Ontario

DRINKING WATER WORKS PERMIT

Permit Number: 119-201
Issue Number: 1

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Town of Georgina

26557 Civic Centre Road
Keswick, ON L4P 3G1

For the following municipal residential drinking water system:

Keswick-Sutton Distribution System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system

DATED at TORONTO this 19th day of August, 2011

Signature

A. Ahmed

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	**The Corporation of the Town of Georgina**
Permit Number	**119-201**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule A Issue Date	**August 19th, 2011**

1.0 System Description

1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Keswick-Sutton Distribution System** is owned and operated by the Town of Georgina. The Town is responsible for operating and maintaining the watermains, valves, two (2) booster pumping stations, hydrants, meters and service connections that comprise the distribution system.

Potable drinking water is supplied to the distribution system from two (2) treatment plants owned and operated by the RM of York. The water is drawn from Lake Simcoe. The first treatment plant is located at Clarlyn Drive and Metro Road in Keswick, the second at Kennedy Road and Metro Road in Willow Beach.

The piping system includes 181 km of pipe, 1279 hydrants and more than 1240 valves.

Booster Pumping Stations

Wexford Booster Pumping Station

Location	69 Wexford Drive
UTM Coordinates	NAD 1983; Zone 17N; 623527.4 E; 4899677.9 N
Equipment	Two (2) centrifugal booster pumps, each at 38.2 L/s at 25.71 TDH
Standby Power	None
Notes	

Simcoe Landing Booster Pumping Station

Location	691 The Queensway South
UTM Coordinates	NAD 1983; Zone 17N; 622641.2 E; 489509.2 N
Equipment	Two (2) peak hour pumps (1 duty, 1 standby) each at 42 L/s at 21 m TDH
	Two (2) fire flow pumps (1 duty, 1 standby) each at 173 L/s at 21 m TDH
Standby Power	One (1) standby power diesel generator set having a minimum continuous rating of 160 kW
Notes	

Instrumentation and Control

Process Control and Monitoring

Description	Process control and monitoring equipment for Keswick-Sutton Distribution System
Notes	System control with data acquisition including various in-line analyzers and monitors

Watermains

1.2 Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains

Column 1 Document or File Name	Column 2 Date
Distribution System Maps_FULL.pdf	July 10, 2009

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General

System Owner	**The Corporation of the Town of Georgina**
Permit Number	**119-201**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule B Issue Date	**August 19th, 2011**

1.0 Applicability

1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.

1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.

2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.

2.3 All parts of the drinking water system in contact with drinking water which are:

2.3.1 Added, modified, replaced, extended; or

2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,

shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 – Standard for Disinfecting Water Mains; AWWA C652 – Standard for Disinfection of Water-Storage Facilities; AWWA C653 – Standard for Disinfection of Water Treatment Plants; or an equivalent procedure.

2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:

2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or

2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.

2.5 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:

2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;

2.5.2 Constitutes maintenance or repair of the drinking water system; or

2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.

2.6 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.

2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

3.0 Watermain Additions, Modifications, Replacements and Extensions

3.1 The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:

3.1.1 The design of the watermain addition, modification, replacement or extension:

a) Has been prepared by a Professional Engineer;

b) Has been designed only to transmit water and has not been designed to treat water;

c) Satisfies the design criteria set out in the Ministry of the Environment publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – March 2009", as amended from time to time; and

d) Is consistent with or otherwise addresses, the design objectives contained within the Ministry of the Environment publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.

3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.

3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.

3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.

3.1.6 The owner of the drinking water system consents to the watermain addition, modification, replacement or extension.

3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.

3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.

3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:

3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;

3.2.2 Has a nominal diameter greater than 900 mm;

3.2.3 Connects to another drinking water system; or

3.2.4 Results in the fragmentation of the drinking water system.

3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:

3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration" as published by the Ministry of the Environment; and

3.3.2 Retained for a period of ten (10) years by the owner.

3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:

3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

3.4.2 Constitutes maintenance or repair of the drinking water system.

3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.

3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

4.1 The drinking water system may be altered by modifying or replacing the following components:

4.1.1 Treatment process or treated water pumps;

4.1.2 Chemical metering or chemical handling pumps;

4.1.3 Valves;

4.1.4 Instrumentation and controls;

4.1.5 Cathodic corrosion protection; or

4.1.6 Spill containment works.

4.2 The drinking water system may be altered by replacing the following:

4.2.1 Treatment process or treated water piping within the treatment subsystem.

4.3 The modification or replacement of a drinking water system component set out in condition 4.1 or the replacement of a drinking water system component set out in condition 4.2 must not result in:

4.3.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;

4.3.2 The bypassing of any unit process within a treatment subsystem;

4.3.3 A deterioration in the quality of drinking water provided to consumers;

4.3.4 A reduction in the reliability or redundancy of any component of the drinking water system;

4.3.5 A negative impact on the ability to undertake compliance and other monitoring; or

4.3.6 An adverse effect on the environment.

4.4 The owner shall verify in writing that the modification or replacement of drinking water system components in accordance with conditions 4.1 and 4.2 has met the requirements of the conditions listed in condition 4.3.

4.5 The verifications required in condition 4.4 shall be:

4.5.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" as published by the Ministry of the Environment; and

4.5.2 Retained for a period of ten (10) years by the owner.

4.6 For greater certainty, the verification requirements set out in conditions 4.4 and 4.5 do not apply to any modification or replacement in respect of the drinking water system which:

4.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

4.6.2 Constitutes maintenance or repair of the drinking water system.

4.7 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:

5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;

5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;

5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;

5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

5.1.5 Maintenance welding stations;

5.1.6 Minor painting operations used for maintenance purposes;

5.1.7 Parts washers for maintenance shops;

5.1.8 Emergency chlorine and ammonia gas scrubbers;

5.1.9 Venting for activated carbon units for drinking water taste and odour control;

5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;

5.1.11 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; and

5.1.12 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.

5.2 The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and distribution of drinking water.

5.3 The emergency generators identified in condition 5.1.12 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.

5.4 The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.12.

Performance Limits

5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.12 is operated at all times to comply with the following limits:

5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;

5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment half-hourly screening level of 1880 ug/m^3 as amended;

5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-205 and/or publication NPC-232, as applicable; and

5.5.4 The vibration emissions comply at all times with the limits set out in publication NPC-207.

5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.

5.7 The owner shall document how compliance with the performance limits outlined in 5.5.3 and 5.5.4 is being achieved, through noise abatement equipment and/or operational procedures.

5.8 The verifications required in condition 5.6 shall be:

5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere" as published by the Ministry of the Environment.

5.8.2 Retained for a period of ten (10) years by the owner.

5.9 For greater certainty, the verification requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:

5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

5.9.2 Constitutes maintenance or repair of the drinking water system.

5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:

6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification replacement or extension and operation of that part of the municipal drinking water system;

6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and

6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

7.1 Not applicable

ATTACHMENT NO. 3

SUBJECT: Drinking Water Works Permit Alteration Procedure (Form 1 and Form 2)	**AUTHORITY & SEC:** Safe Drinking Water Act, 2002, S.O. 2002, c. 32 Drinking Water Works Permit	
DEPARTMENT: Operations and Engineering	**PAGES:** 8	**DAY MONTH YEAR** 02 05 13 **REV**
APPROVED BY: Council of the Town of Georgina	**CONTACT POSITION FOR INFO:** Director of Operations and Engineering	

The Corporation of the Town of Georgina is responsible for the operation, maintenance and repair of the Keswick and Sutton Water Distribution System.

Through the implementation of the licensing program, the authority to alter our drinking water system is provided through our Drinking Water Works Permit 119-201 and the authority to use or operate the system is provided through our Municipal Drinking Water License 119-101. Both of these instruments outline various Terms and Conditions similar to the former Certificate of Approvals. Conditions placed on the works permit generally relates to physical works, while conditions mandated through the license relates to the operation of the water system.

OBJECTIVE

To ensure alterations, modifications, replacements and extensions to the Town's large municipal drinking water system meet criteria stated in Town's Drinking Water Works Permit (DWWP).

PURPOSE

To document the process for altering the Town's DWWP. With the issuance of the Town's Drinking Water License, the DWWP has replaced the Certificate of Approval process for large municipal drinking water systems commencing in August 2011. The DWWP gives the Town the authority to approve alterations and minor modifications for its large municipal drinking water system. The distribution system is owned and operated by the Town of Georgina, subject to the conditions outlined in Schedule B of the drinking water works permit.

PROCEDURE

Part A – Definitions and Responsibility

Director of Operations and Engineering - The Town of Georgina's Director of Operations and Engineering (Director) or authorized designate and the Town's liaison with the MOE; complete oversight of the distribution system.

Operations Manager - The Public Works Division Manager and Quality Management System Representative (QMS Representative); carries out the activities and manages programs related to the Quality Management System (QMS) as directed by the Director; develops procedures and processes for assuring water quality; ensures that additions, modifications, replacements or extensions meet the criteria of the Town's DWWP.

Water/Wastewater Supervisor - The Water/Wastewater Supervisor and Overall Responsible Operator (ORO); ensures the system is operating in accordance with all applicable legislation and regulations and the Town's DWWP; communicates with the Director and the QMS Representative about the QMS and the water distribution system.

Engineering Manager – The Engineering Manager of the Operations and Engineering Department; ensures that additions, modifications, replacements or extensions meet the criteria of the Town's DWWP respecting Form 1 Applications.

Reviewer – The person designated by the Town's Operations and Engineering Department from the Engineering Division to review new development proposals and from the Operations Division to review capital project submissions. The Reviewer ensures that the proposed project meets the requirements of the Town's DWWP.

Project Designer (Professional Engineer) – Project Designer working on behalf of the Town or a Developer is responsible for completing Form 1 – "Record of Watermains Authorized as a Future Alteration" (Form 1) or Form 2 – "Record of Minor Modification or Replacements to the Drinking Water System" (Form 2) for submission. Or alternatively, Town staff who complete a watermain design could be responsible for Form 1 or Form 2 for submission. The Project Designer shall ensure that such additions, modifications, replacements or extensions meet the criteria of the Town's DWWP.

Part B – Other Definitions

Drinking Water Works Permit 119-201 (DWWP) – Permit issued to the Town by the Ministry of the Environment (MOE) as part of the Municipal Drinking Water License 119-101 (MDWL) to establish, replace or alter a municipal residential drinking water system;

Large Municipal Drinking Water Systems – Keswick–Sutton water distribution system owned and operated by the Town of Georgina;

MOE – Ontario Ministry of the Environment;

Part C – Notes

1. Pre-approved alterations are subject to the conditions outlined in the DWWP. Refer to Schedule B of the Town's DWWPs for a full listing of conditions.

2. Not all alterations to the DWWP are pre-approved. Pre-approved alterations include, but are not limited to:

   - Within municipal jurisdiction;
   - Consistent with MOE Design Guidelines contained in the publication 'Design Guidelines for Drinking Water Systems, 2008', as amended from time to time;
   - Satisfying the MOE Watermain Design Criteria contained in the publication 'Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit, March 2009' , as amended from time to time;
   - Design & verification by a Professional Engineer.

3. Alterations which require MOE approval include, but are not limited to:

   - Connection to another water system;
   - Fragmentation of the system;
   - Diameter of pipe exceeding 750mm;
   - Watermain passing through or under a water surface, unless trenchless methods are utilized.

4. Exemptions to Form 1 and Form 2 criteria include, but are not limited to:

   - The establishment or alteration of or a change to a service pipe;
   - The establishment or alteration of or a change in an appurtenance of a watermain, if the appurtenance does not disrupt the operation of the drinking water system that the watermain is part of;
   - The relining of a watermain, if the new lining does not disrupt the operation of the drinking water system that the watermain is part of;
   - The replacement of an existing watermain with a new watermain that has similar dimensions and performance criteria and that is in the same or approximately the same location, if the existing watermain was established or altered in accordance with an approval granted by a MOE Director.

5. For clarification of pre-approved alterations listed in Schedule B of the Town's DWWP, contact the local MOE district office (1-800-376-4547) or the MOE Safe Drinking Water Branch (416-212-7318).

6. In the event there is a discrepancy between the MOE Design Guidelines, the MOE Watermain Design Criteria and Town Standards, the most stringent criteria shall take precedence.

7. MOE Documents and forms referred to in this procedure can be found on the MOE Website: http://www.portal.gov.on.ca/ONT/portal61/drinkingwater?lang=en.

Part D – Drinking Water Works Permit #119-201 (Appendix I)

Part E – Form 1 – Record of Watermain Authorized as a Future Alteration

The following procedure explains the processing of MOE Form 1:

1. MOE Form 1 – shall be used for additions, modifications, replacements or extensions (i.e. new subdivisions or capital projects) to the Town's large municipal drinking water system.

2. When using Form 1, the Project Designer must obtain the Town's DWWP.

3. In Part 2 of Form 1 the Project Designer records the appropriate information including, but not limited to:

   - Description of watermain addition, modification, replacement or extension;
   - Street Name(s);
   - Subdivision Name;
   - Project Name;
   - Anticipated Start Date.

4. At minimum, a general watermain plan shall be submitted with Form 1. Information on the plan shall include, but not limited to:

   - Location of watermain(s);
   - Diameter of watermain(s);
   - Existing watermain(s) to be connected to;
   - Street name(s);
   - Easements.

5. The Project Designer requires a Professional Engineer to verify the criteria set out in Part 2 of Form 1 and to sign Part 3 of Form 1.

6. The Project Designer shall submit the following to the Reviewer for review:

   - Signed Form 1
   - Completed and signed Form 016
   - General watermain plan
   - Water system analysis
   - The applicable application fees as set out **Part H** – Applications Fees.

7. The Reviewer ensures the submitted information is correct and the alteration meets the pre-authorized criteria stated in the Town's Municipal Design criteria and Form 016A.

8. If the documentation is satisfactory to the Reviewer, Form 1, the general watermain plan and a signed copy of each of the following:

   - Form 016 – Consulting Engineer's Checklist
   - Form 016A – Municipal Checklist
   - Form 017A – DWWP Operational Review Checklist

   to accompany MOE Form 1 and are submitted to the Director for final review and sign off.

9. If the information is not satisfactory to the Reviewer, Form 1, the general watermain plan and Form 016 shall be returned to the Project Designer with the Town's comments.

10. If the information submitted on Form 1 does not meet the pre-authorized criteria of the applicable DWWP, the Reviewer shall notify the Project Designer. The Reviewer shall request submission of MOE form "Applications Respecting: Drinking Water Works Permits and Municipal Drinking Water License" to the Town. Refer to **Part G** of this document for details.

11. Submissions to the Director for signature shall be completed within 20 business days of receipt. If more time is required, the Director shall provide written notice to the Reviewer and the Project Designer.

12. Written approval shall be given to the Reviewer and to the Project Designer by the Director when Form 1 is complete. A signed copy of Form 1 is included with the approval which will include an assigned reference number. The format for the reference number shall be four (4) numbers (i.e. 0001).

13. The Director shall forward the signed original Form 1, the general watermain plan and signed copies of:

    - Form 016 – Consulting Engineer's Checklist
    - Form 016A – Municipal Checklist
    - Form 017A – DWWP Operational Review Checklist

    to the Operations Manager for filing. The Operations Manager shall keep all Form 1 records and documents and the general watermain plan for future MOE inspections and shall be retained in accordance with our MDWL and DWWP requirements.

Part F – Form 2 – Record of minor Modifications or Replacements to the Drinking Water System

The following procedure explains the processing of MOE Form 2:

1. MOE Form 2 – shall be used for the minor modification or replacements to the water distribution system. (i.e. valves, cathodic protection etc.).

2. Form 2 is not required for any modification or replacement of the distribution systems which constitutes maintenance or repair of that system (i.e. hydrant replacement, watermain break repair).

3. When using Form 2, the Project Designer shall refer to the Town's DWWP.

4. In Part 2 of Form 2, the Project Designer records the appropriate information including, but not limited to:

   - Project Number and Name;
   - Street Name(s) and nearest address(es);
   - Description of work;
   - Watermain Diameter and type (if known);
   - Town water system map identification number(s).

5. A copy of the Town's water system map(s) shall be attached to Form 2 with the location(s) of the work clearly marked.

6. The Project Designer shall submit the following to the Reviewer for review:

   - Form 2
   - The Town's water system map(s)

7. The Reviewer ensures the information is correct and meets the pre-authorized criteria set out in Schedule B of the Town's DWWP.

8. The Reviewer shall notify the Project Designer if the information submitted on Form 2 does not meet the pre-authorized criteria of the applicable DWWP. The Reviewer shall request submission of the project using Form 2 or MOE form "Applications Respecting: Drinking Water Works Permit and Municipal Drinking Water License". Refer to **Part E or G** of this document for details.

9. Submissions to the Director of Operations and Engineering for signature shall be completed within 20 business days of receipt. If more time is required, the Director shall provide written notice to the Reviewer and the Project Designer.

10. The Director shall provide written approval to the Reviewer and Project Designer when review of Form 2 is complete. A signed copy of Form 2 with an appropriate reference number is included with the approval. The format for the reference number shall be four (4) numbers (i.e. 0001).

11. The Director shall forward the signed original Form 2 and the Town's water system map(s) to the Operations Manager for filing. The Operations Manager shall keep all Form 2 records and water system map(s) for future MOE inspections and shall be retained in accordance with our MDWL and DWWP requirements.

12. Application fees are not required for a Form 2 submission.

Part G – MOE Application Respecting: Drinking Water Works Permit and Municipal Drinking Water License

The MOE form "Applications Respecting: Drinking Water Works Permits and Municipal Drinking Water License" (the Form) shall be completed by the Project Designer if the project does not meet the criteria set out in Schedule B of the Town's DWWP.

1. Section 4 of the Form shall be completed and supporting information pertaining to the project included with the submission. Supporting information is outlined in Section 11 of the Form.

2. The Form shall be returned to the Reviewer who shall review the Form and ensure the applicable fees (refer to **Part H** of this document) are provided prior to submitting to the Director.

3. The Director shall review and sign off the Form.

4. The Form along with supporting information and fees is submitted by the Director with the supporting information and applicable fees directly to the MOE Director, Part V, SDWA. A copy of the application and supporting information is sent to the MOE District Office. Details of the MOE review and approval process are outlined in the MOE document 'Guide For Applying for DWWP Amendments Licence Amendments Licence Renewals & New System Applications Municipal Residential Drinking Water Systems, November 2010', as amended.

5. The Director provides written notice to the Project Designer and Reviewer once the MOE provides comments to the Director. The Director shall provide written notification to the Project Designer of MOE approval.

Upon Completion of Commissioning of a Watermain:

6. The Project Designer shall complete and submit the MOE form "Director Notification Form Alterations to a Drinking Water System" form to the Director of Operations and Engineering within fifteen (15) days of the commissioning of the water system addition, modification replacement or extension.

7. The Director of Operations and Engineering shall then submit to the MOE "Director Notification Form Alterations to a Drinking Water System" within fifteen (15) days of receiving the form from the Project Designer.

8. The Director shall forward the MOE correspondence and supporting information to the Operations Manager for filing. The Operations Manager shall keep all records and plans for future MOE inspections and shall be retained in accordance with our MDWL and DWWP requirements

9. Refer **to Part H** below of this document for application fees.

Part H – Application Fees

1. Application fees are payable to the "Town of Georgina" for a Form 1 submission and MOE Application Respecting: Drinking Water Works Permits and Municipal Drinking Water Licenses submission as outlined in the Town's By-law to Establish Fees and Charges for Water Works Services Fees (as amended)

2. Application fees payable to the Town of Georgina for Form 1 approval being $1,200.00 as outlined in the Town's By-law to Establish Fees and Charges for Water Works Services Fees.

3. Application fees are not applicable for a Form 2 submission.

Part I – Related Documents

- MOE Watermain Design Criteria for Future Alterations Authorized Under A Drinking Water Works Permit – March 2009 (as amended)
- MOE Design Guidelines for Drinking Water Systems, 2008 (as amended)
- MOE Guide For Applying for DWWP Amendments Licence Amendments Licence Renewals & New System Applications Municipal Residential Drinking Water Systems, November 2010 (as amended)
- Town of Georgina User Fee By-Law (as amended)

Part J – Related Forms

- MOE Form 1 – Record of Watermains Authorized as a Future Alteration;
- MOE Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System;
- MOE Applications Respecting: Drinking Water Works Permits and Municipal Drinking Water Licenses;
- MOE Director Notification Form – Alterations to a Drinking Water System;
- Form 016 – Consulting Engineer's Checklist to Accompany MOE DWWP Form 1 – "Record of Watermains Authorized as a Future Alteration";
- Form 016A – Municipal Checklist to Accompany MOE DWWP Form 1 – "Record of Watermains Authorized as a Future Alteration";
- Form 017A – DWWP Operational Review Checklist – Pre Construction to Accompany MOE DWWP Form 1 – "Record of Watermains Authorized as a Future Alteration";
- Form 017B – DWWP Operational Review Checklist – Post Construction

APPENDIX I

Ontario

DRINKING WATER WORKS PERMIT

Permit Number: 119-201
Issue Number: 1

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Town of Georgina

26557 Civic Centre Road
Keswick, ON L4P 3G1

For the following municipal residential drinking water system:

Keswick-Sutton Distribution System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system

DATED at TORONTO this 19th day of August, 2011

Signature

A. Ahmed

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	**The Corporation of the Town of Georgina**
Permit Number	**119-201**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule A Issue Date	**August 19th, 2011**

1.0 System Description

1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Keswick-Sutton Distribution System** is owned and operated by the Town of Georgina. The Town is responsible for operating and maintaining the watermains, valves, two (2) booster pumping stations, hydrants, meters and service connections that comprise the distribution system.

Potable drinking water is supplied to the distribution system from two (2) treatment plants owned and operated by the RM of York. The water is drawn from Lake Simcoe. The first treatment plant is located at Clarlyn Drive and Metro Road in Keswick, the second at Kennedy Road and Metro Road in Willow Beach.

The piping system includes 181 km of pipe, 1279 hydrants and more than 1240 valves.

Booster Pumping Stations

Wexford Booster Pumping Station

Location	69 Wexford Drive
UTM Coordinates	NAD 1983; Zone 17N; 623527.4 E; 4899677.9 N
Equipment	Two (2) centrifugal booster pumps, each at 38.2 L/s at 25.71 TDH
Standby Power	None
Notes	

Simcoe Landing Booster Pumping Station

Location	691 The Queensway South
UTM Coordinates	NAD 1983; Zone 17N; 622641.2 E; 489509.2 N
Equipment	Two (2) peak hour pumps (1 duty, 1 standby) each at 42 L/s at 21 m TDH
	Two (2) fire flow pumps (1 duty, 1 standby) each at 173 L/s at 21 m TDH
Standby Power	One (1) standby power diesel generator set having a minimum continuous rating of 160 kW
Notes	

Instrumentation and Control

Process Control and Monitoring

Description	Process control and monitoring equipment for Keswick-Sutton Distribution System
Notes	System control with data acquisition including various in-line analyzers and monitors

Watermains

1.2 Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains

Column 1 Document or File Name	Column 2 Date
Distribution System Maps_FULL.pdf	July 10, 2009

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General

System Owner	**The Corporation of the Town of Georgina**
Permit Number	**119-201**
Drinking Water System Name	**Keswick-Sutton Distribution System**
Schedule B Issue Date	**August 19th, 2011**

1.0 Applicability

1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.

1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.

2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.

2.3 All parts of the drinking water system in contact with drinking water which are:

2.3.1 Added, modified, replaced, extended; or

2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,

shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 – Standard for Disinfecting Water Mains; AWWA C652 – Standard for Disinfection of Water-Storage Facilities; AWWA C653 – Standard for Disinfection of Water Treatment Plants; or an equivalent procedure.

2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:

2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or

2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.

2.5 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:

2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;

2.5.2 Constitutes maintenance or repair of the drinking water system; or

2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.

2.6 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.

2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act, Niagara Escarpment Planning and Development Act, Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005.*

3.0 Watermain Additions, Modifications, Replacements and Extensions

3.1 The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:

3.1.1 The design of the watermain addition, modification, replacement or extension:

a) Has been prepared by a Professional Engineer;

b) Has been designed only to transmit water and has not been designed to treat water;

c) Satisfies the design criteria set out in the Ministry of the Environment publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – March 2009", as amended from time to time; and

d) Is consistent with or otherwise addresses, the design objectives contained within the Ministry of the Environment publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.

3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.

3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.

3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.

3.1.6 The owner of the drinking water system consents to the watermain addition, modification, replacement or extension.

3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.

3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.

3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:

3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;

3.2.2 Has a nominal diameter greater than 900 mm;

3.2.3 Connects to another drinking water system; or

3.2.4 Results in the fragmentation of the drinking water system.

3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:

3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration" as published by the Ministry of the Environment; and

3.3.2 Retained for a period of ten (10) years by the owner.

3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:

3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

3.4.2 Constitutes maintenance or repair of the drinking water system.

3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.

3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

4.1 The drinking water system may be altered by modifying or replacing the following components:

4.1.1 Treatment process or treated water pumps;

4.1.2 Chemical metering or chemical handling pumps;

4.1.3 Valves;

4.1.4 Instrumentation and controls;

4.1.5 Cathodic corrosion protection; or

4.1.6 Spill containment works.

4.2 The drinking water system may be altered by replacing the following:

4.2.1 Treatment process or treated water piping within the treatment subsystem.

4.3 The modification or replacement of a drinking water system component set out in condition 4.1 or the replacement of a drinking water system component set out in condition 4.2 must not result in:

4.3.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;

4.3.2 The bypassing of any unit process within a treatment subsystem;

4.3.3 A deterioration in the quality of drinking water provided to consumers;

4.3.4 A reduction in the reliability or redundancy of any component of the drinking water system;

4.3.5 A negative impact on the ability to undertake compliance and other monitoring; or

4.3.6 An adverse effect on the environment.

4.4 The owner shall verify in writing that the modification or replacement of drinking water system components in accordance with conditions 4.1 and 4.2 has met the requirements of the conditions listed in condition 4.3.

4.5 The verifications required in condition 4.4 shall be:

4.5.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" as published by the Ministry of the Environment; and

4.5.2 Retained for a period of ten (10) years by the owner.

4.6 For greater certainty, the verification requirements set out in conditions 4.4 and 4.5 do not apply to any modification or replacement in respect of the drinking water system which:

4.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

4.6.2 Constitutes maintenance or repair of the drinking water system.

4.7 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:

5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;

5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;

5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;

5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

5.1.5 Maintenance welding stations;

5.1.6 Minor painting operations used for maintenance purposes;

5.1.7 Parts washers for maintenance shops;

5.1.8 Emergency chlorine and ammonia gas scrubbers;

5.1.9 Venting for activated carbon units for drinking water taste and odour control;

5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;

5.1.11 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; and

5.1.12 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.

5.2 The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and distribution of drinking water.

5.3 The emergency generators identified in condition 5.1.12 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.

5.4 The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.12.

Performance Limits

5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.12 is operated at all times to comply with the following limits:

5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;

5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment half-hourly screening level of 1880 ug/m^3 as amended;

5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-205 and/or publication NPC-232, as applicable; and

5.5.4 The vibration emissions comply at all times with the limits set out in publication NPC-207.

5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.

5.7 The owner shall document how compliance with the performance limits outlined in 5.5.3 and 5.5.4 is being achieved, through noise abatement equipment and/or operational procedures.

5.8 The verifications required in condition 5.6 shall be:

5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere" as published by the Ministry of the Environment.

5.8.2 Retained for a period of ten (10) years by the owner.

5.9 For greater certainty, the verification requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:

5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

5.9.2 Constitutes maintenance or repair of the drinking water system.

5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:

6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification replacement or extension and operation of that part of the municipal drinking water system;

6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and

6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

7.1 Not applicable

ATTACHMENT NO. 4

DWWP

NO. 119-201

TOWN OF GEORGINA

CONSULTING ENGINEER'S CHECKLIST

To be submitted with Form 1

Drinking Water System (check applicable):

❑ DWWP 119-201 has been obtained from the Town and reviewed.

As the Professional Engineer (Project Designer), I confirm that the design of the watermain additions, modification, replacement or extension:

- ❒ Does not connect to another drinking water system.
- ❒ Does not result in the fragmentation of the drinking water system.
- ❒ Does not pass under or through a body of surface water, unless trenchless construction methods are used.
- ❒ Does not have a nominal diameter greater than 900 mm.
- ❒ Has been designed only to transmit water and has not been designed to treat water.
- ❒ Satisfies the design criteria set out in the Ministry of the Environment publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – March 2009", as amended from time to time.
- ❒ Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
- ❒ The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa (20.3 psi) at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- ❒ Is consistent with or otherwise addresses, the design objectives contained within the Town of Georgina's "Design Criteria", as amended from time to time.
- ❒ The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- ❒ The watermain addition, modification, replacement or extension fits within criteria approved by the Region of York to ensure the project does not adversely affect the water supply or treatment for the subject system.
- ❒ Has been prepared and verified in writing that this submission meets all the requirements of DWWP 119-201 by a Professional Engineer.

The Professional Engineer (Project Designer) Recommends:

☐ I acknowledge the information provided meets the criteria of the DWWP and recommend the Director of Operations and Engineering approve the proposed works.

Professional Engineer (Project Designer) (Print Name), P. Eng. Date

Signature

Professional Engineer's Stamp

ATTACHMENT NO. 5

DWWP

NO. 119-201

TOWN OF GEORGINA

MUNICIPAL

CHECKLIST

Project:_____ File Number:_____

NO.	ITEM	Technologist INITIALS
1	Has been prepared and verified in writing that this submission meets all the requirements of DWWP 119-201 by a Professional Engineer.	
2	Does not connect to another drinking water system outside of the Town of Georgina.	
3	Does not result in the fragmentation of the drinking water system.	
4	Does not pass under or through a body of surface water, unless trenchless construction methods are used.	
5	Does not have a nominal diameter greater than 900 mm.	
6	Has been designed to distribute water and has not been designed to treat water.	
7	The watermain addition, modification, replacement or extension maintain's a minimum pressure of 140 kPa (20.3 psi) at ground level at all points within the addition, modification, replacement or extension under maximum day demand plus fire flow conditions.	
8	Is consistent with or otherwise addresses, the design objectives contained within the Town of Georgina's "Design Criteria", as amended from time to time.	
9	The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.	

SUBMITTED BY:

_____ _____

Engineering Manager Date

RECOMMENDED BY:

_____ _____

Operations Manager Date

ATTACHMENT NO. 6

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART A	**PRE CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
1	Has the surrounding distribution system has been reviewed to eliminate existing dead end watermains by way of making loops or connections to the proposed addition, modification, replacement or extension?			
1a	If yes to Question 1, are there any existing dead end watermains that can be eliminated by way of a connection to the proposed addition, modification, replacement or extension?			
1b	If yes to Question 1a, if elimination of an existing dead end watermain can be accomplished, explain how.			
1c	If yes to Question 1a, has the recommendation to eliminate the existing dead end watermain been incorporated into the addition, modification; replacement or extension?			
1d	If yes to Question 1a, is municipal cost sharing required?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART A	**PRE CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
2	Will the watermain addition, modification; replacement or extension result in a dead end or multiple dead ends?			
2a	If yes to Question 2, is a means to provide adequate flushing being provided by way of a flushing hydrant, blow off etc?			
2b	If yes to Question 2a, do the means of flushing provide a minimum velocity of .8 meters/second?			
2c	If yes to Question 2b, how are the flushing device discharged? (ie Surface)			
3	Are there any chambers, pits or access holes locates in areas subject to flooding or in areas of high ground water tables that contain air release, vacuum relief valves, blow-offs, meters or other such appurtenances?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART A	**PRE CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
3a	If yes to Question 3, has the consulting engineer provided a means of ensuring that the access hole or chamber will not flood. If so, how is this accomplished?			
3b	If yes to Question 3, is the air release, vacuum relief valves, blow-offs, meters or other such appurtenances to be installed connected directly to a sanitary sewer?			
3c	If yes to Question 3, is the air release, vacuum relief valves, blow-offs, meters or other such appurtenances to be installed connected directly to a storm sewer? (this includes a ditch or any part of a storm water collection system)			
3d	If yes to Question 3, is a method of backflow or backwater prevention included and reflected on the drawings?			
4	Has the addition, modification; replacement or extension been reviewed taking into consideration the Town of Georgina's WWW4 - Water Quality Monitoring Procedure?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART A	**PRE CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
4a	If yes to Question 4, are any sampling stations being installed?			
4b	If yes to Question 4a, how many sampling stations?			
5	Upon completion of the Watermain Testing and Commissioning will any section of the watermain addition, modification, replacement or extension be placed "OUT OF SERVICE"?			
5a	If yes to Question 5, what provisions have been made to place this "OUT OF SERVICE" section of watermain back in service in the future?			
6	The consultant has provided 2 signed hard copies and 1 signed digital copy of the development drawings dated and marked for DWWP Form 1.			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART A	**PRE CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
7	The consultant has provided 2 hard copies and 1 digital copy of the Sample Point Drawing.			

Date	Submitted By	Signature

ATTACHMENT NO. 7

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART B	**POST CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
1	Has the Watermain Testing and Commissioning been completed including a copy of the reports from the contractor been received ?			
2	Have final connections to the existing water distribution system been made and the new watermains been turned on?			
3	Have fire hydrant flow tests been completed and the results of the same confirm that the minimum pressure of 140kPa (20.3 psi) has been provided at all points within the distribution system?			
4	Has the Town of Georgina Operations division notified the Ministry of the Environment Director and Town of Georgina Council of the new watermain being placed into service as required by the DWWP?			
5	Has the Preliminary Acceptance of Under Ground Works Inspection been completed and the report of the same been provided by the development consultant?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART B	**POST CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
6	Have all deficiencies reported during the Preliminary Acceptance of Under Ground Works Inspection been addressed, completed or repaired?			
7	Has the Preliminary Acceptance of Above Ground Works Inspection been completed and the report of the same been provided by the development consultant?			
8	Have all deficiencies reported during the Preliminary Acceptance of Above Ground Works Inspection been addressed, completed or repaired?			
9	Has the Final Assumption Acceptance Inspection been completed and the report of the same been provided by the development consultant?			
10	Have all the deficiencies reported during the Final Assumption Acceptance Inspection been addressed, completed or repaired?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART B	**POST CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**
11	Has the development consultant provided 2 signed hard copies and 1 signed digital copy of the as-constructed drawings.			
12	Have the as-constructed drawings been reviewed and accepted by the Engineering and Water and Wastewater Division?			
13	The consultant has provided 1 signed hard copy and 1 digital copy of the individual service records?			
14	Have the individual service records been reviewed and accepted by the Engineering and Water and Wastewater Division?			
15	Has the Town of Georgina's overall system drawings been updated or revised to reflect the requirement of the DWWP - Column 1 of Table 1 of Schedule A?			

TOWN OF GEORGINA	Corporation of the Town of Georgina Water/Wastewater Division **DWWP Operational Review Checklist**	File Number		
PART B	**POST CONSTRUCTION**	**Sub Date**	**Y or N**	**Initials**

Date	Submitted By	Signature

ATTACHMENT NO. 8

Ontario Ministry of the Environment

Form 1 - Record of Watermains Authorized as a Future Alteration

RETAIN COMPLETED FORM - DO NOT SEND TO MOE

Part 1 - Drinking Water Works Permit Number

(Insert the Drinking Water Works Permit number authorizing the addition, modification, replacement or extension of watermains)

Part 2 - Description of watermain addition, modification, replacement or extension (Use attachments if required)

The description shall include:

1) A brief description above of the undertaking (e.g. street name(s); subdivision name; project name); and
2) An attachment including a plan view drawing identifying at a minimum:
   a) location(s) of the undertaking (e.g. showing street names, easements, etc.); and
   b) nominal diameter of the watermain(s) associated with the addition, modification, replacement or extension.

Part 3 - Verification by Professional Engineer

I hereby verify that I am a Professional Engineer who is licensed to practice in the Province of Ontario and the design of the watermain addition, modification, replacement or extension:

1) Has been prepared by a Professional Engineer who is licensed to practice in the Province of Ontario;
2) Has been designed only to transmit water and has not been designed to treat water;
3) Satisfies the design criteria set out in the Ministry of the Environment publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – March 2009", as amended from time to time; and
4) Is consistent with or otherwise addresses, the design objectives contained within the Ministry of the Environment publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

Name (Print)	PEO Licence Number

Signature	Date (yyyy/mm/dd)

Part 4 - Verification by Owner

I hereby verify that:

1) The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system;
2) The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
3) Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03;
4) The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction;
5) The owner consents to the watermain addition, modification, replacement or extension; and
6) I am authorized by the owner to complete this verification.

Name of Owner (Print)	Name of Owner Representative (Print)

Signature	Date (yyyy/mm/dd)

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ATTACHMENT NO. 9

Ontario Ministry of the Environment

Form 2 - Record of Minor Modifications or Replacements to the Drinking Water System

RETAIN COMPLETED FORM - DO NOT SEND TO MOE

Part 1 - Drinking Water Works Permit Number

(Insert the Drinking Water Works Permit number authorizing minor modifications or replacements to the Drinking Water System)

Part 2 - Description of Minor Modifications or Replacements (Use attachments if required)

The description shall include:

1) An identification of the system component being modified or replaced;
2) The location of the works being modified or replaced; and
3) A brief description of the modification or replacement

Part 3 - Verification by Owner

I hereby verify that

1) The minor modifications or replacements described in Part 2 of this form meets the requirements of the conditions of the Drinking Water Works Permit identified in Part 1 of this form which authorizes the minor modifications or replacements; and
2) I am authorized by the owner to complete this verification.

Name of Owner (Print)	Name of Owner Representative (Print)

Signature	Date (yyyy/mm/dd)

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ATTACHMENT NO. 10

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE
REGIONAL MUNICIPALITY OF YORK

BY-LAW NUMBER 2013

A BY-LAW TO ESTABLISH FEES AND CHARGES FOR WATER WORKS SERVICES FEES

WHEREAS the Municipal Act 2001, c.25, section 391 authorizes municipalities to impose fees and charges;

AND WHEREAS the Council of the Corporation of the Town of Georgina deems its desirable to establish fees and charges for service or activities provided or done for costs payable for services or activities provided or done by, for the use of its property, for capital costs related to sewage or water services;

BE IT THEREFORE ENACTED BY THE COUNCIL OF THE TOWN OF GEORGINA THAT:

1. That the fees and charges in reference to the administrative services provided shall be as per Schedule A.

2. That any by-laws or resolutions of the Council of the Town of Georgina in respect of fees and charges which fall under the Municipal Act, 2001 and inconsistent with the provisions of this by-law are hereby repealed.

3. That By-law No. 2006-0063 (PWO-5) is hereby repealed.

Read a first, second and third time and finally passed this day of May, 2013.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

WATER WORKS SERVICE FEES – SCHEDULE A TO BY-LAW 2013-

ITEM	DESCRIPTION	NOTES	EXISTING FEES	PROPOSED FEES	CHANGE %
1	Water Meters	¾ inches Radio Road Meters	$450.00		
		¾ inches Standard Meters	$250.00		
		All Other Meters	Cost + 15%		
2	Water Meter Service Charges	Frozen or Damaged	Meter/labour + 15%		
		Consumption/Meter Check by Contractor	Cost + 15%		
		Removal and Test Deposit	$100.00		
		Automatic Reading Device	Cost/labour + 15%		
		Conservation Kits	Cost + 15%		
		Meter Pit	Cost + 15%		
		Meter or Automatic Reading Device Location Change	n/c Cost + 15%		
		Unauthorized seal beak requiring reseal	Cost + 15%		
		Appointment Cancellation of Town contractor	Cost + 15%		
		Town contactor unable to complete repairs due to site hazards	Cost + 15%		
3	Water and Sewer Lateral Installation Costs (Not for Local Improvement Projects)	19mm Water Service (estimated costs)	$5,000.00		n/c
		125mm Sanitary Sewer Service (estimated costs)	$10,000.00		n/c
		19mm and 125 mm Water and Sanitary Sewer Service (estimated costs)	$15,000.00		25%
4	Turn Water ON/OFF – Regular Hours	Turn water off at the curb to enable customer to perform internal plumbing repairs, and then turn water back on. Both shut-off and turn-on occur within normal field staff working hours (7:30am to 4:00pm)	n/c	n/c	
	- After Hours	Time and Labour Costs	n/c	As Applicable	100%
5	Flat Rate Charges	(Non physically connected to system) Average User consumption calculated with current water/sewer rates		As Applicable	
6	Non-Compliant User	Average user consumption calculated by 3 times current water rate, plus application of current sewer rate		As Applicable	
7	Bulk Water Sales	Water sold at current approved rates through self –serve pre-paid metered system (similar to store self-serve gas pump) – per cubic meter. Cost of a "non refundable" reloadable bulk water card or replacement card	$20.00		
8	Construction Water	Cost of water used during construction of a subdivision or site plan. Cost includes water used during chlorination & flushing as well as during construction			
	Building Lot Construction Water	Per lot or townhouse		$72.00	100%
	Apartment Unit Construction Water	Per apartment or condo unit		$36.00	100%
	Commercial Lot Construction Water	Per 1,000ft² (based on lot total area)		$24.00	100%
	Commercial Lot Construction Water	Per hectare (based on lot total area)		$2,568.00	100%
9	Form 1 – Record of Watermains	Additions to the Town's existing drinking water system	n/c	$1,200.00	100%
	Form 2 – Record of Minor Modifications or Replacements	Minor alterations and/or replacements to Town's existing drinking water system	n/c		

ATTACHMENT NO. 11

115

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE
REGIONAL MUNICIPALITY OF YORK

BY-LAW NUMBER 2006-0063 (PWO-5)

A BY-LAW TO ESTABLISH FEES AND CHARGES FOR WATER AND SEWERS

WHEREAS the Municipal Act 2001, c.25, section 391 authorizes municipalities to impose fees and charges;

AND WHEREAS the Council of the Corporation of the Town of Georgina deems its desirable to establish fees and charges for service or activities provided or done for costs payable for services or activities provided or done by, for the use of its property, for capital costs related to sewage or water services;

BE IT THEREFORE ENACTED BY THE COUNCIL OF THE TOWN OF GEORGINA THAT:

1. That the fees and charges in reference to the administrative services provided shall be as per Schedule "A".

2. That any by-laws or resolutions of the Council of the Town of Georgina in respect of fees and charges which fall under the Municipal Act, 2001 and inconsistent with the provisions of this by-law are hereby repealed.

3. That By-law No. 2002-0186 (PWO-5) is hereby repealed.

READ a first, second and third time and finally passed this 23rd day of May, 2006.

Robert A. Grossi, Mayor

Roland Chenier, Town Clerk

1. **Water Meters**

¾ inches Radio Read Meters	$450.00
¾ inches Standard Meters	$250.00
All Other Meters	cost + 15%

2. **Water and Sewer Lateral Installation Costs**

(Not for Local Improvement Projects)	Estimated Cost
19mm water service	$5,000.00
125mm sanitary sewer service	$10,000.00
19mm and 125mm sanitary sewer service	$12,000.00

Fees are estimated only. Upon completion of works the Town will reimburse or invoice the difference as required. Costs of laterals are to be paid for entirely by the Owner/Applicant.

3. **Water Meter Service Charges**

Frozen or Damaged	meter/labour cost + 15%
Consumption/Meter Check by Contractor	cost + 15%
Removal and Test Deposit	$100.00
Automatic Reading Device Damaged	cost/labour + 15%
On/Off Charge	time and labour cost
Conservation Kits	cost + 15%
Meter Pit	cost + 15%
Meter or Automatic Reading Device Location Change	cost + 15%
Unauthorized seal beak requiring reseal	cost + 15%
Appointment Cancellation of Town contractor	cost + 15%
Town contractor unable to complete repairs due to site hazards	cost + 15%
Repairs required due to interference of meter	cost + 15%

4. **Flat Rate Charges**
(Non physically connection to system)
Average User consumption calculated with current water/sewer rates.

5. **Non Compliant User** (Refusal to install meter)
Average user consumption calculated by 3 times current water rate, plus application of current sewer rate.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2013-0010

FOR THE CONSIDERATION OF THE COMMITTEE OF THE WHOLE MAY 21, 2013

SUBJECT: DEDICATION OF 0.3 METRE (1') RESERVES AS PUBLIC HIGHWAY SIMCOE LANDING SUBDIVISON – PHASES 7A and 7B PART LOTS 2 AND 3, CONCESSION 3 (NG) PLAN OF SUBDIVISION 19TG-2003-001

RECOMMENDATION:

1. **THAT REPORT OED-2013-0010 PREPARED BY THE OPERATIONS AND ENGINEERING DEPARTMENT DATED MAY 21, 2013 RESPECTING THE DEDICATION OF 0.3 METRE (1') RESERVES AS PUBLIC HIGHWAY WITHIN THE SIMCOE LANDING SUBDIVISION BE RECEIVED.**

2. **THAT A BY-LAW BE PASSED TO DEDICATE THE BLOCKS AND PARTS IDENTIFIED IN TABLES I AND II HERETO TO FORM PART OF THE PUBLIC HIGHWAYS AS NOTED.**

TABLE I
0.3 METRE (1') RESERVES TO BE DEDICATED
SIMCOE LANDING SUBDIVISION – PHASE 7A
PLAN OF SUBDIVISION 19TG-2003-001

Block 123	65M-4009	Forming Part of Thornlodge Drive
Block 125	65M-4009	Forming Part of Bardawil Avenue
Block 127	65M-4009	Forming Part of Paulgrave Avenue
Block 128	65M-4009	Forming Part of Thornlodge Drive
Blocks 148 and 149	65M-4131	Forming Part of Bostock Drive
Block 150	65M-4131	Forming Part of Lundigan Drive
Block 151	65M-4131	Forming Part of Hickory Ridge Street
Block 152	65M-4131	Forming Part of Paulgrave Avenue

TABLE II
0.3 METRE (1') RESERVES TO BE DEDICATED
SIMCOE LANDING SUBDIVISION – PHASE 7B
PLAN OF SUBDIVISION 19TG-2003-001

Blocks 43,44,45	Plan 65M-4347	Forming Part of Paulgrave Avenue
Blocks 46, 47,48	Plan 65M-4347	Forming Part of Bardawill Avenue
Blocks 50, 51, 52 and 53	Plan 65M-4347	Forming Part of Hickory Ridge Street
Blocks 54 and 55	Plan 65M-4347	Forming Part of Bostock Drive
Blocks 61, 62, 63	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 64	Plan 65M-4347	Forming Part of Grey Wing Avenue and Thornlodge Drive
Block 66	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 67	Plan 65M-4347	Forming Part of Bardawill Avenue
Block 122	Plan 65M-4009	Forming Part of Carness Crescent
Block 151	Plan 65M-4131	Forming Part of Paulgrave Avenue
Part 18	Plan 65R-21660	Forming Part of Fred Mason Street

.../2

REPORT:

To facilitate the development of Registered Plans 65M-4009, 65M-4131 and 65M-4347, copies appended hereto, and in accordance with the attached letter from the Town Solicitor dated March 5, 2013, copy attached as Appendix I, it is now deemed necessary that these 0.3 metre (1') reserves be dedicated to form part of the public highway as noted below:

TABLE I 0.3 METRE (1') RESERVES TO BE DEDICATED 7A		
Block 123	65M-4009	Forming Part of Thornlodge Drive
Block 125	65M-4009	Forming Part of Bardawil Avenue
Block 127	65M-4009	Forming Part of Paulgrave Avenue
Block 128	65M-4009	Forming Part of Thornlodge Drive
Blocks 148 and 149	65M-4131	Forming Part of Bostock Drive
Block 150	65M-4131	Forming Part of Lundigan Drive
Block 151	65M-4131	Forming Part of Hickory Ridge Street
Block 152	65M-4131	Forming Part of Paulgrave Avenue

TABLE II 0.3 METRE (1') RESERVES TO BE DEDICATED 7B		
Blocks 43,44,45	Plan 65M-4347	Forming Part of Paulgrave Avenue
Blocks 46, 47,48	Plan 65M-4347	Forming Part of Bardawill Avenue
Blocks 50, 51, 52 and 53	Plan 65M-4347	Forming Part of Hickory Ridge Street
Blocks 54 and 55	Plan 65M-4347	Forming Part of Bostock Drive
Blocks 61, 62, 63	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 64	Plan 65M-4347	Forming Part of Grey Wing Avenue and Thornlodge Drive
Block 66	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 67	Plan 65M-4347	Forming Part of Bardawill Avenue
Block 122	Plan 65M-4009	Forming Part of Carness Crescent
Block 151	Plan 65M-4131	Forming Part of Paulgrave Avenue
Part 18	Plan 65R-21660	Forming Part of Fred Mason Street

.../3

CONCLUSION:

It is respectfully submitted that the necessary by-law be passed authorizing dedication of the 0.3m reserves.

Respectfully submitted,

Prepared by

Darlene Folmeg
Engineering Secretary

Submitted by:

Michael E. Baskerville, C.E.T., CMM
Engineering Manager

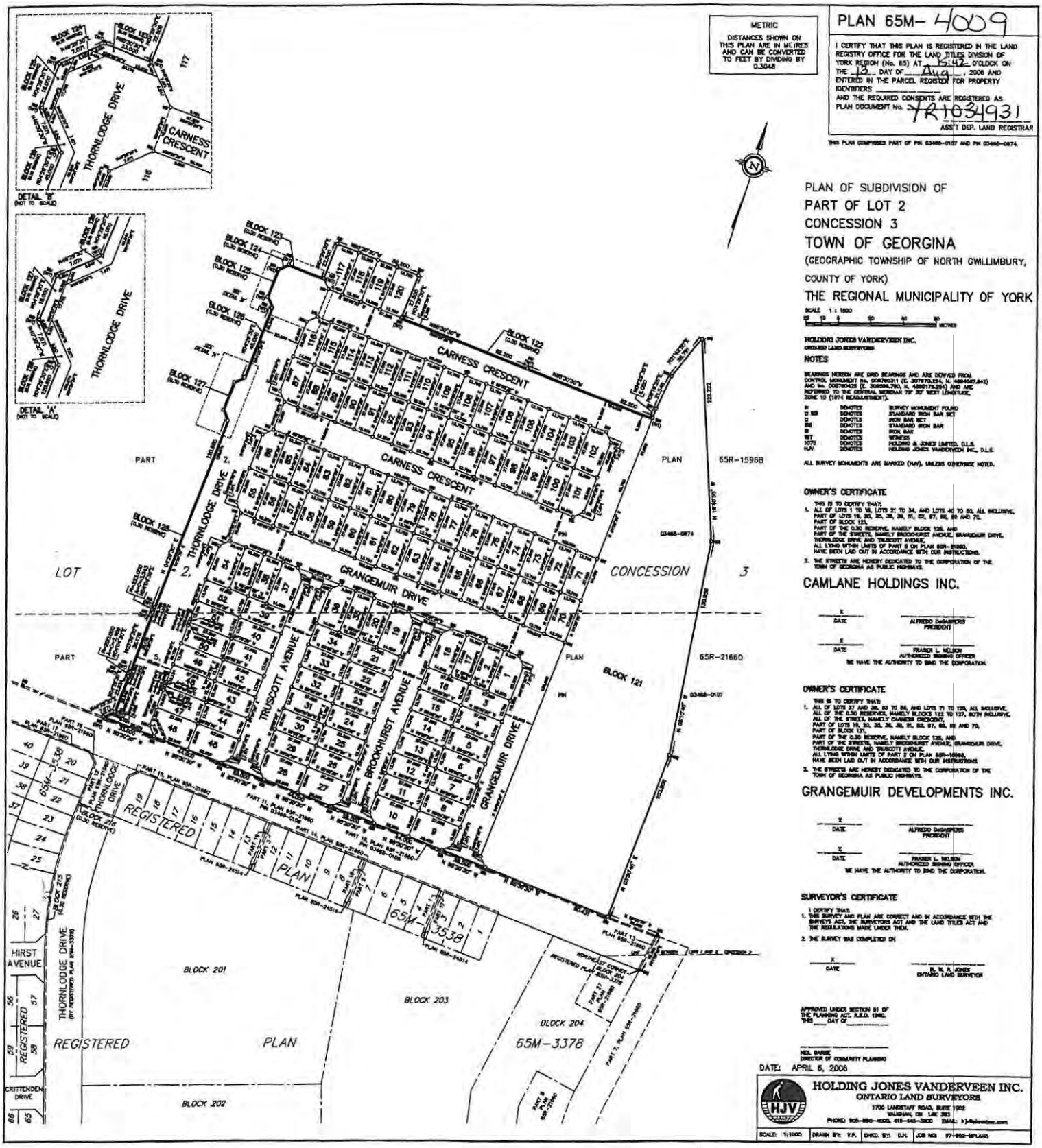
Recommended by:

Dan Pisani, P. Eng.
Director of Operations and Engineering

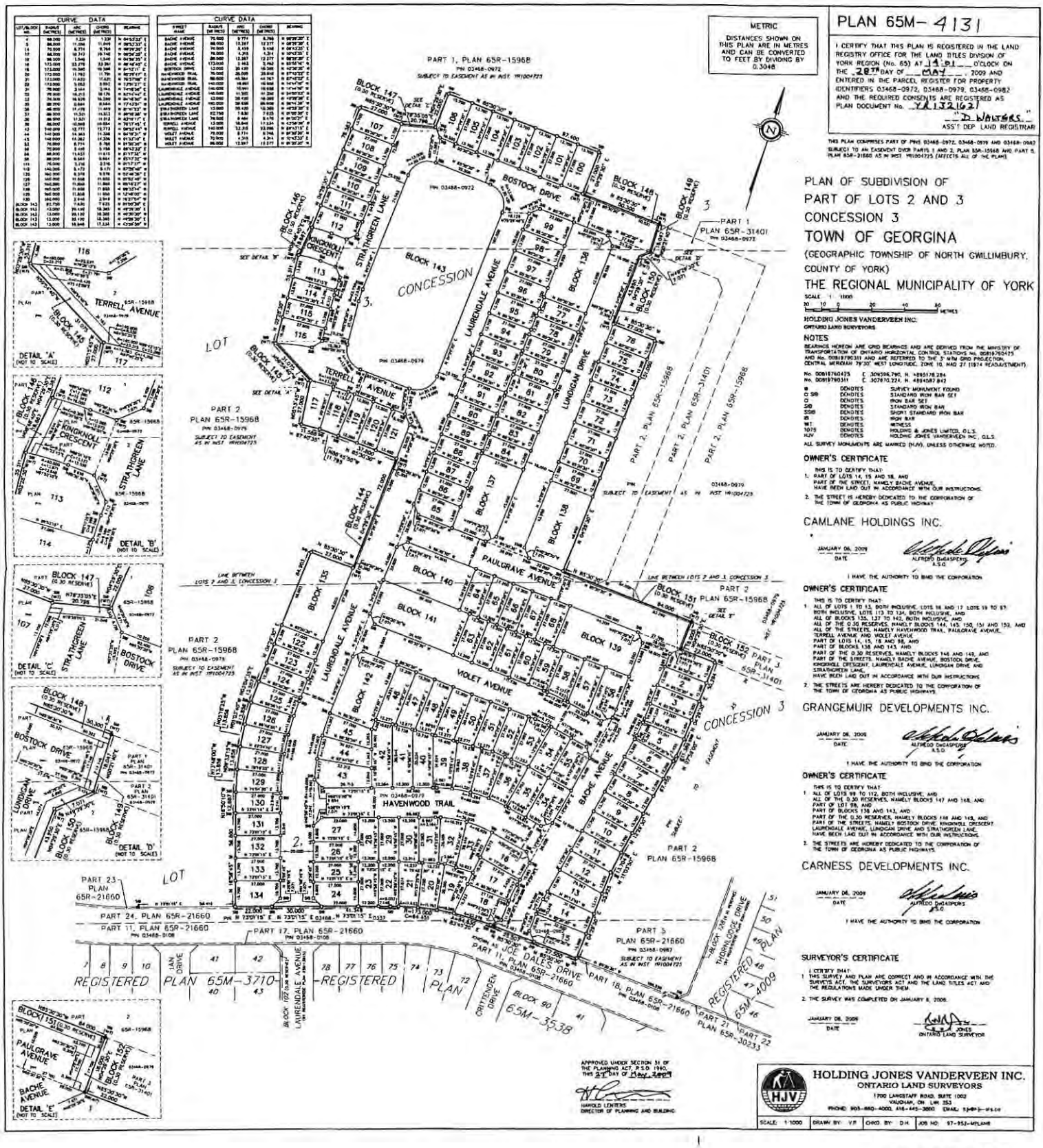
Approved by:

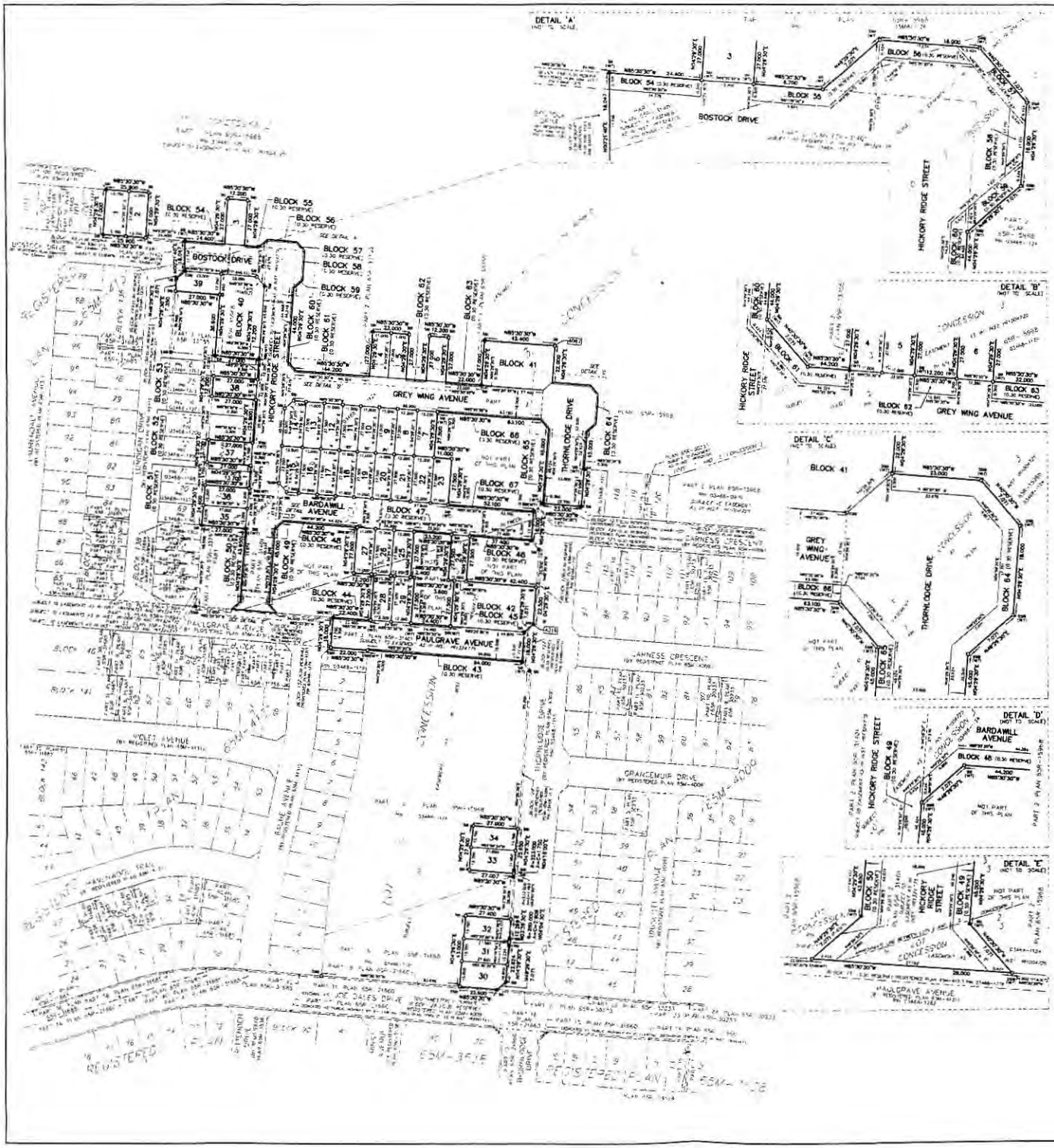
Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

2013 04 30
Atts,



PLAN 65M-4009


CURVE DATA
CURVE DATA
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048
PLAN 65M-4131
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF YORK REGION (No. 65) AT 10:01 O'CLOCK ON THE 28TH DAY OF MAY 2009 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIERS 03468-0973, 03468-0979, 03468-0982 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. YR1321621
D WALTERS
ASST DEP LAND REGISTRAR
THIS PLAN COMPRISES PART OF PINS 03468-0972, 03468-0979 AND 03468-0982 SUBJECT TO AN EASEMENT OVER PARTS 1 AND 2, PLAN 65R-15968 AND PART 5, PLAN 65R-31680 AS IN INST. YR1004725 (AFFECTS ALL OF THE PLAN)
PART 1, PLAN 65R-15968
PIN 03468-0972
SUBJECT TO EASEMENT AS IN INST. YR1004725
PART 1 PLAN 65R-31401
PIN 03468-0972
PART 2 PLAN 65R-15968
PIN 03468-0979
SUBJECT TO EASEMENT AS IN INST. YR1004725
PART 2, PLAN 65R-31401
PART 2, PLAN 65R-15968
PART 2 PLAN 65R-15968
PIN 03468-0979
SUBJECT TO EASEMENT AS IN INST. YR1004725
PART 3 PLAN 65R-31401
PART 2 PLAN 65R-15968
PART 3 PLAN 65R-21660
PIN 03468-0983
SUBJECT TO EASEMENT AS IN INST. YR1004725
PART 23 PLAN 65R-21660
PART 24, PLAN 65R-21660
PART 11, PLAN 65R-21660
PART 17, PLAN 65R-21660
PART 18, PLAN 65R-21660
PART 21, PLAN 65R-30233
PART 22
BOSTOCK DRIVE
STRATHGREEN LANE
KINGKNOLL CRESCENT
TERRELL AVENUE
LAURENDALE AVENUE
LUNDIGAN DRIVE
PAULGRAVE AVENUE
VIOLET AVENUE
HAVENWOOD TRAIL
BACHE AVENUE
THORNLODGE DRIVE
JOE DALES DRIVE
CRITTENDEN DRIVE
CONCESSION 3
LOT
REGISTERED PLAN 65M-3710
REGISTERED PLAN 65M-4009
REGISTERED PLAN 65M-3538
DETAIL 'A' (NOT TO SCALE)
DETAIL 'B' (NOT TO SCALE)
DETAIL 'C' (NOT TO SCALE)
DETAIL 'D' (NOT TO SCALE)
DETAIL 'E' (NOT TO SCALE)
PLAN OF SUBDIVISION OF
PART OF LOTS 2 AND 3
CONCESSION 3
TOWN OF GEORGINA
(GEOGRAPHIC TOWNSHIP OF NORTH GWILLIMBURY, COUNTY OF YORK)
THE REGIONAL MUNICIPALITY OF YORK
SCALE 1 : 1000
HOLDING JONES VANDERVEEN INC.
ONTARIO LAND SURVEYORS
NOTES
BEARINGS HEREON ARE GRID BEARINGS AND ARE DERIVED FROM THE MINISTRY OF TRANSPORTATION OF ONTARIO HORIZONTAL CONTROL STATIONS No. 00819760475 AND No. 00819780311 AND ARE REFERRED TO THE 3° MTM GRID PROJECTION, CENTRAL MERIDIAN 79°30' WEST LONGITUDE, ZONE 10, NAD 27 (1974 READJUSTMENT).
No. 00819760475 E 309596.790, N 4895178.286
No. 00819780311 E 307870.221, N 4894587.842
DENOTES SURVEY MONUMENT FOUND
DENOTES STANDARD IRON BAR SET
DENOTES IRON BAR SET
DENOTES STANDARD IRON BAR
DENOTES SHORT STANDARD IRON BAR
DENOTES IRON BAR
DENOTES WITNESS
DENOTES HOLDING & JONES LIMITED, O.L.S.
DENOTES HOLDING JONES VANDERVEEN INC., O.L.S.
ALL SURVEY MONUMENTS ARE MARKED (H.J.V.), UNLESS OTHERWISE NOTED.
OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1. PART OF LOTS 14, 15 AND 18, AND PART OF THE STREET, NAMELY BACHE AVENUE, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREET IS HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF GEORGINA AS PUBLIC HIGHWAY
CAMLANE HOLDINGS INC.
JANUARY 08, 2009
DATE
ALFREDO DeGASPERIS
A.S.O.
I HAVE THE AUTHORITY TO BIND THE CORPORATION
OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1. ALL OF LOTS 1 TO 13, BOTH INCLUSIVE, LOTS 16 AND 17, LOTS 59 TO 87, BOTH INCLUSIVE, LOTS 113 TO 134, BOTH INCLUSIVE, AND ALL OF BLOCKS 135, 137 TO 142, BOTH INCLUSIVE, AND ALL OF THE 0.30 RESERVES, NAMELY BLOCKS 144, 145, 150, 151 AND 152, AND ALL OF THE STREETS, NAMELY HAVENWOOD TRAIL, PAULGRAVE AVENUE, TERRELL AVENUE AND VIOLET AVENUE
PART OF LOTS 14, 15, 18 AND 88, AND
PART OF BLOCKS 138 AND 143, AND
PART OF THE 0.30 RESERVES, NAMELY BLOCKS 146 AND 149, AND
PART OF THE STREETS, NAMELY BACHE AVENUE, BOSTOCK DRIVE, KINGKNOLL CRESCENT, LAURENDALE AVENUE, LUNDIGAN DRIVE AND STRATHGREEN LANE,
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF GEORGINA AS PUBLIC HIGHWAYS.
GRANGEMUIR DEVELOPMENTS INC.
JANUARY 08, 2009
DATE
ALFREDO DeGASPERIS
A.S.O.
I HAVE THE AUTHORITY TO BIND THE CORPORATION
OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1. ALL OF LOTS 89 TO 112, BOTH INCLUSIVE, AND ALL OF THE 0.30 RESERVES, NAMELY BLOCKS 147 AND 148, AND PART OF LOT 88, AND
PART OF BLOCKS 138 AND 143, AND
PART OF THE 0.30 RESERVES, NAMELY BLOCKS 146 AND 149, AND PART OF THE STREETS, NAMELY BOSTOCK DRIVE, KINGKNOLL CRESCENT, LAURENDALE AVENUE, LUNDIGAN DRIVE AND STRATHGREEN LANE,
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF GEORGINA AS PUBLIC HIGHWAYS.
CARNESS DEVELOPMENTS INC.
JANUARY 08, 2009
DATE
ALFREDO DeGASPERIS
A.S.O.
I HAVE THE AUTHORITY TO BIND THE CORPORATION
SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON JANUARY 8, 2008.
JANUARY 08, 2009
DATE
JONES
ONTARIO LAND SURVEYOR
APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, THIS 21ST DAY OF May, 2009
HAROLD LENTERS
DIRECTOR OF PLANNING AND BUILDING
HOLDING JONES VANDERVEEN INC.
ONTARIO LAND SURVEYORS
1700 LANGSTAFF ROAD, SUITE 1002
VAUGHAN, ON L4K 5S3
PHONE: 905-660-4000, 416-445-3000 EMAIL:
SCALE: 1:1000 DRAWN BY: V.P. CHKD BY: D.H. JOB NO: 97-952-MPLANE



PLAN 65M-4347

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF YORK REGION (No. 65) AT 9:40 O'CLOCK ON THE 19th DAY OF September 2012 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIERS 03468-1121, 03468-1124, 03468-1125 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. YR1887033

M. Crago
REPRESENTATIVE FOR LAND REGISTRAR

THIS PLAN COMPRISES PART OF PINS 03468-1121, 03468-1124 AND 03468-1126

SUBJECT TO AN EASEMENT OVER PARTS 1 AND 2 PLAN 65R-21960 AS IN INST. YR1004725 AFFECTS ALL OF THIS PLAN.

SUBJECT TO AN EASEMENT OVER PARTS 1 AND 2 PLAN 65R-31401 AS IN INST. YR1334729 AFFECTS ALL OF 0.30 RESERVE BLOCK 47, 64, 65, 66, 67 TO THE MUNICIPALITY AND ALL OF THE STREET NAMELY FAULGRAVE AVENUE, AND PART OF 0.30 RESERVE BLOCK 55, AND PART OF STREETS NAMELY BOSTOCK DRIVE AND HICKORY RIDGE STREET.

PLAN OF SUBDIVISION OF
PART OF LOTS 2 AND 3
CONCESSION 3
TOWN OF GEORGINA
(GEOGRAPHIC TOWNSHIP OF NORTH GWILLIMBURY)
THE REGIONAL MUNICIPALITY OF YORK

SCALE 1:1000
20 10 0 20 40 60 METRES

HOLDING JONES VANDERVEEN INC.
ONTARIO LAND SURVEYORS

NOTES

●	DENOTES	SURVEY MONUMENT FOUND
○ SIB	DENOTES	STANDARD IRON BAR SET
○ SSIB	DENOTES	SHORT STANDARD IRON BAR SET
○	DENOTES	IRON BAR SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
⊕	DENOTES	IRON BAR
WIT	DENOTES	WITNESS
HJVI	DENOTES	HOLDING JONES VANDERVEEN INC., O.L.S.
DRP	DENOTES	DEPOSITED REFERENCE POINT
SCP	DENOTES	SPECIFIED CONTROL POINT
P1	DENOTES	PLAN 65R-31401

ALL FOUND SURVEY MONUMENTS ARE MARKED (HJVI), UNLESS OTHERWISE NOTED.

ALL MISSING CORNERS OF REGISTERED PLAN 65M-4131 WERE RE-ESTABLISHED BY SETTING AND CONFIRMING BEARINGS AND DISTANCES AS SHOWN ON REGISTERED PLAN 65M-4131.

BEARINGS AND CO-ORDINATE VALUES

BEARINGS ARE CO-ORDINATES ARE GRID AND ARE DERIVED FROM SPECIFIED CONTROL POINTS No. 30819760425 AND No. 30819760311 AND ARE REFERRED TO THE 3° MODIFIED TRANSVERSE MERCATOR (MTM) PROJECTION, ZONE 10, CENTRAL MERIDIAN 79°30' WEST LONGITUDE, 1974 READJUSTMENT.
CO-ORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O. REG. 216/10.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9996063.

POINT ID	EASTING	NORTHING
SCP 30819760425	309666.799	4891176.384
SCP 30819760311	307870.324	4894587.842
DRP 4063	308077.910	4895468.521
DRP 4218	308084.725	4895531.963

CO-ORDINATES CANNOT BE THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

OWNER'S CERTIFICATE

1. THIS IS TO CERTIFY THAT:
ALL OF LOTS 1, 2 AND 3, AND
ALL THE 0.30 RESERVE, NAMELY BLOCK 54, AND
PART OF 0.30 RESERVES, NAMELY BLOCKS 55 AND 56, AND
PART OF THE STREETS, NAMELY BOSTOCK DRIVE AND HICKORY RIDGE STREET
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF GEORGINA AS PUBLIC HIGHWAYS.

CARNESS DEVELOPMENTS INC.

JULY 25, 2012
DATE

FRASER L. NELSON
AUTHORIZED SIGNING OFFICER

I HAVE THE AUTHORITY TO BIND THE CORPORATION

OWNER'S CERTIFICATE

1. THIS IS TO CERTIFY THAT:
ALL OF LOTS 4 TO 29 INCLUSIVE AND 33 TO 39 INCLUSIVE, AND
ALL OF BLOCKS 40, 41 AND 42, AND
ALL OF THE 0.30 RESERVES, NAMELY BLOCKS 43 TO 52 INCLUSIVE AND 57 TO 67 INCLUSIVE
ALL OF THE STREETS, NAMELY BARDAWILL AVENUE, GREY WING AVENUE,
PAULGRAVE AVENUE AND THORNLODGE DRIVE, AND
PART OF THE 0.30 RESERVE, NAMELY BLOCKS 53 AND 54, AND
PART OF THE STREETS, NAMELY BOSTOCK DRIVE AND HICKORY RIDGE STREET
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF GEORGINA AS PUBLIC HIGHWAYS.

GRANGEMUIR DEVELOPMENTS INC.

JULY 25, 2012
DATE

FRASER L. NELSON
AUTHORIZED SIGNING OFFICER

I HAVE THE AUTHORITY TO BIND THE CORPORATION

OWNER'S CERTIFICATE

1. THIS IS TO CERTIFY THAT:
ALL OF LOTS 30, 31 AND 32
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

CAMLANE HOLDINGS INC.

JULY 25, 2012
DATE

FRASER L. NELSON
AUTHORIZED SIGNING OFFICER

I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON JULY 17, 2012.

JULY 25, 2012
DATE

P. R. JONES
ONTARIO LAND SURVEYOR

APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990.
THIS 13th DAY OF September 2012

HAROLD LENTERS, M.Sc.Pl, MCIP, RPP
DIRECTOR OF PLANNING AND BUILDING

HOLDING JONES VANDERVEEN INC.
ONTARIO LAND SURVEYORS
(700) LANDSTAR ROAD, SUITE 1002
VAUGHAN, ON L4K 5J3
PHONE 905-660-4000, 416-640-3800 EMAIL

SCALE 1:1000 | DRAWN BY: J.Y. | CHKD BY: D.H. | JOB NO.: 97-950-MPLAN 7A

PLAN 65M-4347

TOWN OF GEORGINA
26557 Civic Centre Rd., Keswick, Ontario L4P 3G1

March 5, 2013

Town of Georgina
26557 Civic Centre Road
Keswick, Ontario
L4P 3G1

Attention: Ms. Darlene Folmeg, Engineering Secretary

Dear Darlene:

Re: Simcoe Landing Subdivision Phase 7A (Legal File No. G12-45) and 7B (Legal File No. G12-66)

Further to the registration of the above-mentioned plans of subdivision and your email of March 1, 2013 to Jean, I am writing to clarify the content of the by-laws establishing 0.3 metre reserves as public highway relating to the above-mentioned phases, as referred to in my earlier correspondence. We would ask that you kindly proceed with the preparation of the necessary by-laws using the information provided below:

By-law for Phase 7A

Block 123, Plan 65M-4009, being part of Thornlodge Drive;
Block 125, Plan 65M-4009, being part of Bardawill Avenue;
Block 127, Plan 65M-4009, being part of Paulgrave Avenue;
Block 149, Plan 65M-4131, being part of Bostock Drive;
Block 151, Plan 65M-4131, being part of Hickory Ridge Street;
Block 152, Plan 65M-4131, being part of Paulgrave Avenue;
Block 148, Plan 65M-4131, being part of Bostock Drive;
Block 150, Plan 65M-4131, being part of Lundigan Drive; and
Block 128, Plan 65M-4009, being part of Thornlodge Drive.

By-law for Phase 7B

Block 43, Plan 65M-4347, being part of Paulgrave Avenue;
Block 44, Plan 65M-4347, being part of Paulgrave Avenue;
Block 45, Plan 65M-4347, being part of Paulgrave Avenue
Block 46, Plan 65M-4347, being part of Bardawill Avenue;
Block 47, Plan 65M-4347, being part of Bardawill Avenue;

Please send any correspondence to Michael Bigioni at
111 Sandiford Drive, Stouffville, ON L4A 0Z8

(905) 476-4301 **(905) 722-6516** **(705) 437-2210**

RECYCLED PAPER

Block 48, Plan 65M-4347, being part of Bardawill Avenue;
Block 50, Plan 65M-4347, being part of Hickory Ridge Street;
Block 51, Plan 65M-4347, being part of Hickory Ridge Street;
Block 52, Plan 65M-4347, being part of Hickory Ridge Street;
Block 53, Plan 65M-4347, being part of Hickory Ridge Street;
Block 54, Plan 65M-4347, being part of Bostock Drive;
Block 55, Plan 65M-4347, being part of Bostock Drive;
Block 61, Plan 65M-4347, being part of Grey Wing Avenue;
Block 62, Plan 65M-4347, being part of Grey Wing Avenue;
Block 63, Plan 65M-4347, being part of Grey Wing Avenue;
Block 64, Plan 65M-4347, being part of Grey Wing Avenue and Thornlodge Drive;
Block 66, Plan 65M-4347, being part of Grey Wing Avenue;
Block 67, Plan 65M-4347, being part of Bardawill Avenue;
Block 122, Plan 65M-4009, being part of Carness Crescent;
Block 151, Plan 65M-4131, being part of Paulgrave Avenue;
Part of Lot 2, Concession 3, designated as Part 18, Plan 65R-21660, being part of Fred Mason Street.

Yours truly,

Michael Bigioni
Town Solicitor

MB/je

Encl.

Michael Bigioni
Town Solicitor
Ph.: 905-640-1910 ext. 2277
Fax: 905-640-7957

MB/je

THE CORPORATION OF THE TOWN OF GEORGINA

IN THE

REGIONAL MUNICIPALITY OF YORK

BY-LAW N0. 2013- ( )

BEING A BY-LAW BE PASSED TO AUTHORIZE THE TOWN SOLICITOR TO DEDICATE CERTAINS BLOCKS AND PARTS WITHIN THE SIMCOE LANDING SUBDIVISION (PHASE VII), PLAN OF SUBDIVISION 19TG-2003-001 AS PUBLIC HIGHWAY

WHEREAS it is deemed advisable to dedicate certain lands as public highway;

BE IT THEREFORE ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF GEORGINA:

THOSE CERTAIN LANDS situate in the Town of Georgina, in the Regional Municipality of York (geographic Township of North Gwillimbury, identified as the following:

TABLE I 0.3 METRE (1') RESERVES TO BE DEDICATED SIMCOE LANDING SUBDIVISION – PHASE 7A PLAN OF SUBDIVISION 19TG-2003-001		
Block 123	65M-4009	Forming Part of Thornlodge Drive
Block 125	65M-4009	Forming Part of Bardawil Avenue
Block 127	65M-4009	Forming Part of Paulgrave Avenue
Block 128	65M-4009	Forming Part of Thornlodge Drive
Blocks 148 and 149	65M-4131	Forming Part of Bostock Drive
Block 150	65M-4131	Forming Part of Lundigan Drive
Block 151	65M-4131	Forming Part of Hickory Ridge Street
Block 152	65M-4131	Forming Part of Paulgrave Avenue

TABLE II 0.3 METRE (1') RESERVES TO BE DEDICATED SIMCOE LANDING SUBDIVISION – PHASE 7B PLAN OF SUBDIVISION 19TG-2003-001		
Blocks 43,44,45	Plan 65M-4347	Forming Part of Paulgrave Avenue
Blocks 46, 47,48	Plan 65M-4347	Forming Part of Bardawill Avenue
Blocks 50, 51, 52 and 53	Plan 65M-4347	Forming Part of Hickory Ridge Street
Blocks 54 and 55	Plan 65M-4347	Forming Part of Bostock Drive
Blocks 61, 62, 63	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 64	Plan 65M-4347	Forming Part of Grey Wing Avenue and Thornlodge Drive
Block 66	Plan 65M-4347	Forming Part of Grey Wing Avenue
Block 67	Plan 65M-4347	Forming Part of Bardawill Avenue
Block 122	Plan 65M-4009	Forming Part of Carness Crescent
Block 151	Plan 65M-4131	Forming Part of Paulgrave Avenue
Part 18	Plan 65R-21660	Forming Part of Fred Mason Street

is hereby designated as public highway within the Simcoe Landing Subdivision (Phase VII), plan of subdivision 19TG-2003-001.

READ a first, second, third and finally passed, this ____day of _____, 2013.

_____
Robert A. Grossi, Mayor

_____
Yvonne Aubichon, Clerk

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2013-0017

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE
MAY 6, 2013

SUBJECT: GEORGINA SAFE STREETS COMMITTEE TERMS OF REFERENCE

RECOMMENDATION:

1. **THAT REPORT NO. OED-2013-0017 DATED MAY 6, 2013 RESPECTING THE GEORGINA SAFE STREETS COMMITTEE'S TERMS OF REFERENCE BE RECEIVED.**

2. **THAT COUNCIL ENDORSE THE GEORGINA SAFE STREETS COMMITTEE'S TERMS OF REFERENCE AND APPOINT ONE OR MORE MEMBERS OF COUNCIL TO THE COMMITTEE.**

3. **THAT THE OFFICE OF THE CLERK BE DIRECTED TO PROCEED WITH AN APPLICATION AND SELECTION PROCESS TO RECRUIT TWO MEMBERS OF THE PUBLIC AND TO CONTACT THE FOLLOWING IN ORDER TO OBTAIN THEIR RECOMMENDATIONS FOR APPOINTMENT TO THE GEORGINA SAFE STREETS COMMITTEE:**

   - **YORK REGIONAL POLICE**
   - **YORK REGION DISTRICT SCHOOL BOARD**
   - **YORK CATHOLIC DISTRICT SCHOOL BOARD**

   TO FORM THE GEORGINA SAFE STREETS COMMITTEE.

REPORT:

In December 2012, Council Resolution C-2012-0535 was passed with respect to establishing further Community Safety Zones within the Community of Keswick, the purchase of fix radar boards, and the purchase of a portable speed board. Resolution C-2012-0535 also endorsed the establishment of a Georgina Safe Streets Committee. The Committee, once established, will consult with the residents and provide information, advice and assistance to the Community and Town Council relating to the Georgina Safe Streets Program. Further, the Committee will assist and provide advice to Town Council in their on-going commitment to the efficient traffic flow of its residents

through well-planned and engineered streets as well as the implementation of the Town's Traffic Calming Policy.

CONCLUSION:

Staff are requesting that Town Council endorse the Georgina Safe Streets Committee's Terms of Reference as attached.

Staff are further requesting the appointment of a member or members of Town Council to sit on the Committee and that the Clerk's Department proceed with an application and selection process to recruit the members of the Georgina Safe Streets Committee as outlined in the Terms of Reference.

All is respectively submitted.

Recommended by:

Robert Fortier, C.E.T., CRS
Operations Manager

Recommended by:

Dan Pisani, P.Eng.
Director of Operations and Engineering

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

/hay
Att.

TOWN OF GEORGINA

GEORGINA SAFE STREETS COMMITTEE

TERMS OF REFERENCE

1. Purpose

To consult with the Community and to provide information, advice and assistance to the Community and Town Council relating to the Georgina Safe Streets Program. Further to assist and provide advice to Town Council in their on-going commitment to the efficient traffic flow of its residents through well-planned and engineered streets as well as the implementation of the Town's Traffic Calming Policy.

2. Meetings

i. The Committee shall meet approximately four (4) times per year, as required.

ii. Quorum for the Committee shall be 50% plus 1.

iii. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

iv. A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for a leave of absence in order to preserve membership standing. Without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

3. Agenda

The Agenda of the Georgina Safe Streets Committee may contain the following items:

1. **Call To Order**.
2. **Approve/Amend Agenda**
3. **Declaration of Pecuniary Interest**
4. **Deputations/Presentations,** if required
5. **Adoption of Minutes**
6. **Unfinished Business**
7. **New Business**
8. **Correspondence**
9. **Information** Next meeting date:_____
10. **Adjournment**

4. Responsibilities

The Committee will elect and appoint a Chair and Vice Chair, and shall:

i. Review, monitor and implement the Traffic Calming Policy RD 18 (attached) and to investigate the financial feasibility and operational effectiveness of suggested traffic calming initiatives brought forward from the public or Committee members and advise Council of same.

ii. Endeavour to analyse the many issues surrounding traffic calming in order to provide advice and/or recommendations to Council to rectify them.

iii. To consider immediate traffic calming measures as set out in Policy RD 18 (attached) and to review and consider further initiatives if warranted and to advise Council on recommended local improvements traffic calming measures.

iv. Where deemed necessary by the Committee, sub-committees may be established to conduct research and report back to the Georgian Safe Streets Committee. Sub-committee members are not necessarily required to be Committee members but a Georgian Safe Streets Committee member shall Chair sub-committee meetings. Sub-committees must report in a timely fashion to the Georgina Safe Streets Committee.

5. Reporting and Recommendations to Town Council

i. When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council, by reporting in a report format to include:

- background information to be a brief synopsis or history of the issue
- options for consideration to include financial and policy implications
- a recommendation for Council's consideration

ii. The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.

iii. Reports for consideration to Council shall be provided to the Clerk for processing.

iv. Should the Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's office.

6. Membership

i. Appointed by Council, the Committee shall consist of:

- One (1) or more members of Council representatives;
- One (1) or more members of Council representatives appointed by the CAO;
- One (1) representative from the York Regional Police Diversity & Cultural Board;
- Possibly two (2) representatives, one elementary, one Secondary to be appointed by the York Region District School Board;
- Possibly two (2) representatives, one elementary, one Secondary to be appointed by the York Catholic District School Board;
- Two (2) citizen appointments

ii. Resignations from the Committee must be in writing to the Committee or the Clerk directly.

7. Length of Term/Vacancies

i. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.

ii. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

iii. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

8. Remuneration

$40.00 per meeting, not to exceed ten (10) paid meetings per year.

9. Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Georgina Safe Streets Committee in public.

Consequences:

Upon any infraction of the above (which infers a negative impact upon the effectiveness of the Committee's work), a member can be put on probation for a six-meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

10. Budget

i. The Committee, if deemed necessary, will submit a budget for Council's approval, through the Town Treasurer, to include anticipated revenue and estimated expenditures.

ii. Any purchases over and above the approved budget and the Procurement By-law will require Treasurer's approval.

11. Use of Town Logo/Letterhead

i. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Municipality and shall be approved by the Communications Coordinator.

ii. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

12. Authority

i. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.

ii. The Committee has the ability to act on matters to carry out the mandate of the Committee using its discretion and judgment, which shall not significantly bind the Municipality.

iii. Any information or action that significantly binds the Corporation will require Council's approval.

13. Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

14. Procedural By-law

The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

SUBJECT: Traffic Calming	AUTHORITY: Report No. OED-2012-0064 Council Resolution No. C-2012-0535	
DEPARTMENT: Operations and Engineering	PAGES: 2	DAY MONTH YEAR 10 12 12
APPROVED BY: Mayor and Council	CONTACT POSITION FOR INFO: Director of Operations and Engineering	

Policy Statement:

This will be the governing Policy moving forward when dealing with traffic management/calming issues throughout Georgina. The purpose of this Policy is to ensure that the Town of Georgina is committed to the efficient movement of its residents through well planned and engineered streets. This Policy will ensure the Town of Georgina meets or exceeds present legislation.

Background:

Traffic calming measures have been considered for many years throughout the Town of Georgina. With the establishment of a Georgina Safe Streets Committee to oversee the Program the Town will endeavour to reflect and react to the many issues surrounding traffic calming.

Steps 1 and Steps 2 will be considered when issues arise.

Step 1 –Immediate Traffic Calming Measures

- Installation of Road Watch Signs
- Installation of Radar Speed Board
- Use of the portable speed trailer
- Request York Regional Police enforcement
- Installation of signage: Regulatory Warning and Information

In most instances, the above Step 1 initiatives will mitigate traffic calming measures.

If further initiatives are warranted, Step 2 initiatives below will be implemented my means of a petition for the affected residents. If 66% of the residents are in favour of implementing the requested traffic calming measure the Town will move forward with the installation.

Step 2 – Local Improvement Traffic Calming Measures

- Raised cross walks
- Speed table/speed humps
- Textured pavement
- Road narrowing –chokers lanes
- Increased on street parking if applicable
- Curb radius reductions
- Traffic circles for new developments
- Chicanes
- Diagonal diverters for new developments

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2013-0019

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE
MAY 21, 2013

SUBJECT: PRICING OF GREEN BINS AND BLUE BOXES

RECOMMENDATION:

1. **THAT REPORT NO. OED-2013-0019 DATED MAY 21, 2013 WITH RESPECT TO THE PRICING OF GREEN BINS AND BLUE BOXES BE RECEIVED FOR INFORMATION;**

2. **AND FURTHER, THAT COUNCIL DIRECTS STAFF TO PREPARE THE APPROPRIATE PUBLIC NOTICE TO BE ADVERTISED IN THE LOCAL NEWSPAPER AND ON THE TOWN'S WEBSITE ADVISING OF REPORT NO. OED-2013-0019 AND THE PROPOSED CHANGES TO THE FEES AND CHARGES BY-LAW;**

3. **AND FURTHER THAT COUNCIL DIRECT STAFF TO PREPARE DRAFT BY-LAW AMENDMENT(S) FOR PROPOSED FEES AND CHARGES FOR COUNCIL'S CONSIDERATION.**

REPORT:

Previously the Town was purchasing the 22 gallon blue boxes at a cost of $7.65 plus HST. The cost to our customers is $9.00. A Request for Pricing was completed in early 2013 and the Town received a favourable price of $5.35 plus HST from Orbis Canada for the purchase of 22 gallon blue boxes. This proposed price reflects a cost reduction of $2.00 and as such this cost savings should be transferred to the residents of Georgina.

It is recommended that Schedule 'C' of By-law 2011-0024 be amended to reflect the cost savings to our customers. Attached is a copy of the existing and the proposed Schedule 'C' setting out the Waste and Recycling Fees.

Submitted by:

Robert J. Fortier, C.E.T., CRS
Operations Manager

Recommended by:

Dan Pisani
Director of Operations and Engineering

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

/hay
Att.

SCHEDULE 'C'

WASTE AND RECYCLING FEES

Bag Tags	$1.00 each
16 Gallon Blue Box	$5.00 each until December 31, 2008
16 Gallon Blue Box	$7.00 each as of January 1, 2009
22 Gallon Blue Box	$5.00 each until December 31, 2008
22 Gallon Blue Box	$9.00 each as of January 1, 2009
Backyard Composters	$35.00 each
Green Bins	$20.00 each
Kitchen Containers	$5.00 each

EXISTING SCHEDULE 'C'

SCHEDULE 'C'

WASTE AND RECYCLING FEES

Bag Tags	$1.00 each
16 Gallon Blue Box	$7.00 each
22 Gallon Blue Box	$7.00 each as of June 1, 2013
Backyard Composters	$35.00 each
Green Bins	$20.00 each
Kitchen Containers	$5.00 each

PROPOSED SCHEDULE 'C'

THE CORPORATION OF THE TOWN OF GEORGINA

IN THE

REGIONAL MUNICIPALITY OF YORK

BY-LAW NO. 2013-

BEING A BY-LAW TO AMEND SCHEDULE 'C' OF BY-LAW 2011-0024 (PWO-1) A BY-LAW TO ESTABLISH AND MAINTAIN OUR WASTE COLLECTION AND DISPOSAL IN THE TOWN OF GEORGINA

WHEREAS the Town Council deems it desirable reduce the cost to our customers when purchasing green bins and blue boxes in the Town of Georgina;

NOW THERFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF GEORGINA ENACTS AS FOLLOWS:

1. That By-law 2011-0024 (PWO-1) is hereby amended by deleting therefrom Schedule 'C' and replacing the same with Schedule 'C' attached hereto.

Read a first, second and third time and finally passed this day of May, 2013.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

SCHEDULE 'C'

WASTE AND RECYCLING FEES

Bag Tags	$1.00 each
16 Gallon Blue Box	$7.00 each
22 Gallon Blue Box	$7.00 each as of June 1, 2013
Backyard Composters	$35.00 each
Green Bins	$20.00 each
Kitchen Containers	$5.00 each

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2013-0022
FOR THE CONSIDERATION OF THE
COMMITTEE OF THE WHOLE
MAY 21 2013

SUBJECT: DEVELOPMENT DESIGN CRITERIA AND STANDARDS
(MAY 2013)

RECOMMENDATION:

1. **THAT REPORT OED-2013-0022 PREPARED BY THE OPERATIONS AND ENGINEERING DEPARTMENT DATED MAY 21 2013 RESPECTING THE DEVELOPMENT DESIGN CRITERIA AND STANDARDS (MAY 2013) BE RECEIVED.**

2. **THAT COUNCIL ENDORSE THE USE OF THE MAY 2013 DEVELOPMENT DESIGN CRITERIA AND STANDARDS FOR DEVELOPMENT APPLICATIONS AND AUTHORIZE THE DIRECTOR OF OPERATIONS AND ENGINEERING TO AMEND SAME FROM TIME TO TIME AS MAY BE NECESSARY TO REFLECT IMPROVEMENTS OR INNOVATIONS IN TECHNOLOGY AND THE INDUSTRY.**

BACKGROUND:

Request For Proposal EPW2011-047 was issued in August 2011 to obtain the services of a consulting engineering firm to revise and update the Town's current Development Design Criteria and produce a comprehensive up-to-date manual. The Town's manual was last revised in 1999 with minor updates taking place in the interim.

R.J. Burnside & Associates Limited (Burnside) was retained by the Town to undertake the update and bring consistency with other area municipalities in York Region, good engineering practice, current best management practices, and with current requirements of approval of partner agencies such as the Ministry of the Environment, Lake Simcoe Region Conservation Authority, and Region of York.

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REPORT:

Engineering Division staff have worked diligently with Burnside in compiling, reviewing, and commenting on various draft versions of the proposed document, as well as on the final document Burnside prepared for consideration. Staff also updated the Standard Drawings which are a vital component of the Development Design Criteria, incorporating the revised drawings into the body of the manual. The updated Criteria and the new Standard Drawings were then posted on the Town's website during the months of November and December 2012 to allow for public consultation and comment. A public workshop was conducted in March 2013. A list of the participants is attached hereto.

Numerous comments and suggestions were received from various consultants and developers. These thoughts are summarized in the attached power point presentation slides. The attached slides represent two presentations made during the workshop. First the industry comments and our response and then an updated version made during lunch that day to reflect the cooperative outcome. The Georgina Developers Association (GDA) facilitated the March workshop and the attendance of many of the participants. Their assistance was sincerely appreciated. During the workshop agreement was reached on the majority of the points of discussion with two (2) minor points left for more research and potential future discussions. A general comment respecting these two points was incorporated into the document and then circulated to the GDA on May 3rd, 2013.

FINANCIAL IMPLICATION:

The budget for this project was $30,000.00 and the final cost for Burnside's services was $29,453.51 plus H.S.T. Substantial staff time has also been invested on this necessary and worthwhile effort. The development industry has a set of current standards going forward which helps establish a level playing field with generally reasonable costs associated therewith. The Town previously sold these documents to recover printing costs and will continue to do so as may be necessary; however, it is intended that it shall be available on the Town's website as most municipalities do. The current design criteria is available on the website and will shortly be replaced by this new document. No further short term costs should be experienced. It will however be appropriate to review it again within a ten (10) year period.

.../3

CONCLUSION:

After having completed the pertinent revisions based on comments from the public consultation, staff now recommend that the Development Design Criteria and Standards dated May 2013, be endorsed by Council in its entirety. Staff are further suggesting that the Director of Operations and Engineering be authorized to make amendments from time to time to reflect improvements or innovations in technology and the industry.

Respectfully submitted,

Prepared by:

Mauricio Saya, C.E.T.
Civil Technologist

Reviewed by:

Michael E. Baskerville, C.E.T., CMM
Engineering Manager

Recommended by:

Dan Pisani, P. Eng.
Director of Operations and Engineering

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

2013 05 07
Atts

E.1.20

TOWN OF GEORGINA

TOWN OF GEORGINA

DEPARTMENT OF OPERATIONS & ENGINEERING

DEVELOPMENT DESIGN CRITERIA DISCUSSION SESSION

SIGN-IN SHEET

NAME	COMPANY	SIGNATURE
MICHAEL SMITH	MSPCDC	Michael RE Smith
Alex Poucidis	METROS	[illegible]
Larry Dekkema	Ballymore Homes	[illegible]
Bill LeMaistre	Saboorin Kimble	Bill LeMaistre
Hacik Tozer	Schaeffers.	H. Tozer
Enrico Stradiotto	OCPA	[illegible] Stradiotto
DAVID BOOKER	COORDINATED TRAFFIC	[illegible]
ALAN LAM	Greenvilla	[illegible]
Steve Schaefer	SCS Consulting Group	[illegible]
Rayan Shahbikian	Schaeffers.	[illegible]

TOWN OF GEORGINA RESPONSE TO CONSULTANTS INQUIRIES/COMMENTS REGARDING THE NEW DEVELOPMENT DESIGN CRITERIA

MARCH 5, 2013

LEGEND

Arial font, black – Proposed Development Design Criteria

"Arial font, black, italics, underlined, quotations" – Consultant Comment

Arial font, red – Town of Georgina response

Section 54. Landscaping General

Plans for street trees and storm water pond plantings are to be prepared by a certified professional Landscape Architect "*who is full member of the OALA (Ontario Association of Landscape Architects) and all plans shall bear a signed stamp of the OALA member*."

The section shall be revised as per Consultant's recommendation.

Section 57.0 Landscape Requirements for Site Plan

All plans are to be prepared by a Landscape "*Architect bearing a signed stamp of a full member of the OALA (Ontario Association of Landscape Architects).*"

The section shall be revised as per Consultant's recommendation.

Roads
Cul-de-sacs (11.1.6)

Cul-de-sacs should be avoided wherever possible. When deemed appropriate by the Town (and Draft Plan approved) they shall be constructed with a street line radius of 21 m and a pavement radius of 15 m, as per Town standard drawing GR-5. Minimum gutter grades of 1% shall be maintained along the flow line of the gutters around the cul-de-sac.\

"It is recommended to reduce the gutter slope to 0.50%. 0.50% slope is a common practice in some municipalities and it will provide more flexibility for designer to design the cul-de-sacs. For instance, the Town of Newmarket and Town of East Gwillimbury accept 0.5% slope for the gutter in the Cul-de-sac areas. Furthermore, there is a minor inconsistency within this new standard. According to this new design criteria and standards, 0.50% slope is not acceptable for the Cul-de-sac areas; however, it is acceptable along the roads where the longitudinal slope is 0.50%. Furthermore, it is recommended to reduce the street line radius from 21m. Other municipalities have smaller radius. For instance, the Town of Richmond Hill has 19.75m for 18m ROW, the Town of Newmarket has 19.0m and the Town of East Gwillimbury has 19.0m."

The following revisions have been made:

The Standard Drawing GR-5 TYPICAL CUL-DE-SAC DRAWING has been revised to reflect a minimum 1% gutter grade

Section 11.1.6 of the Design Criteria has been revised to reflect the minimum Street Line Radius of 20m to be in accordance to the Standard Drawing GR-5.

Daylighting Requirements at Intersections (11.1.5)

Daylighting at all intersection quadrants shall be included in the road allowances and shall be included on the proposed plan for registration (M Plan) and on all engineering drawings. Daylighting shall conform to the following requirements:

Local to Local	5 m x 5 m
Local to Minor Collector	5 m x 5 m
Local to Major Collector	10 m x 10 m
Minor Collector to Minor Collector	10 m x 10 m
Minor Collector to Major Collector	15 m x 15 m
Minor Collector to Arterial	15 m x 15 m
Major Collector to Arterial	15 m x 15 m

It is expected that no ingress/egress for a private property will be granted within any daylight triangle, or within a distance as directed in a traffic study. In general, this design criterion requires more space for SWM Pond Compare to other municipalities. It requires wider access road and wider turning radius. Furthermore, it requires flat terrace/ strip and sediment drying area. The following table compares the design Criteria of SWM Pond in different municipalities.

"By comparing the same requirements in different municipalities, it is anticipated that the dimensions of daylight triangle can be reduced. For instance, the widths of local and minor collector roads (pavement and ROW) in the Town of Richmond Hill are equal to the widths of local and minor collector roads in the town of Georgina. However, the dimensions of daylight triangles in Town of Georgina are bigger than the same requirements in the town of Richmond Hill."

Daylighting Requirements at Intersections (11.1.5) Cont'd

Note that Section 11.1.5 of the Design Criteria has been revised to state:

All Sight Triangles at the intersection quadrants shall be design in accordance with section 5.35 of the Town of Georgina Zoning By-law 500, as amended from time to time. The Town's by-law may be found at the following link:

http://www.georgina.ca/zoning-bylaws.aspx

SWM Section Hydrology and Hydrological Modeling (21.5)

The estimation of peak design flow rates can be done using the Modified Rational Method or computer model simulation. The Rational Method should be used to design storm sewers and estimate peak flow rates from small urban areas. Computer analyses are best suited to large urban areas, rural areas and designing municipal SWM facilities.

The minimum and maximum duration of design storms are 4 hours and 24 hours respectively. Hyetographs of the design storms are to be based on the City of Barrie WPCC Station #6110557 data and a 10 minute discretization).

24 hour SCS (Type II);
4 hour Chicago distribution;
24 hour Chicago distribution (where requested).

"These two storms (24 hour SCS and 4 hour Chicago distribution) have different characteristics. It is recommended to specify the storm that should be used for the design of SWM pond and for HGL calculations."

SWM Section Hydrology and Hydrological Modeling (21.5) Cont'd

It is proposed to revise section 21.5. see below

21.5 Hydrology and Hydrologic Modeling

The estimation of peak design flow rates can be done using the Modified Rational Method or computer model simulation. The Rational Method should be used to design storm sewers and estimate peak flow rates from small urban areas (≤5 Ha). Computer analyses are best suited to large urban areas (>5 Ha), rural areas and designing municipal SWM facilities.

The minimum and maximum duration of design storms are 4 hours and 24 hours respectively. Hyetographs of the design storms are to be based on the City of Barrie WPCC Station #6110557 data and a 10 minute discretization). In order to account for climate change, the values of the WPCC Station were already increased by 15%.

21.5 Hydrology and Hydrologic Modeling

The Town of Georgina supports the use of hydrologic programs such as SWMHYMO, OTTHYMO (V02), and PCSWMM.NET. Consultation with the Engineering Division of the Town is required in the event that the designer is proposing to use software different than the ones described above.

21.5.1 Design Storms

For the modeling of proposed developments which are greater than 5 Ha, the following storms shall be used:

Hurricane Hazel event (Regional Storm)
4-hour Chicago distribution
SCS Type II (6-hour, 12-hour, and 24-hour durations)

For quantity control estimates, the 1:2 year, 1:5 year, 1:10 year, 1:25 year, 1:50 year, 1:100 year, and the Regional Storm shall be applied. **In order to determine the critical design storms, the SCS Type II (6-hour, 12-hour, and 24-hour durations), as well as the 4-hour Chicago storm distribution for the 1:2 year through the 1:100 year return periods shall be applied.**

SWM Pond Access Road

"In general, this new design criteria and standards require larger area for SWM Pond compared to other municipalities. For instance, it requires wider access road and wider turning radius. Furthermore, it requires a flat terrace/ strip and a sediment drying area.

The following table compares the design Criteria of SWM Pond in different municipalities."

Item		Town of Georgina (Proposed)	Town of Newmarket	Town of East Gwillimbury	Town of Richmond Hill
Maintenance access	Pavement Width	4m ~~3m~~	3m	3m	3m
	Access Shoulder	1m ~~0m~~	1m	1m	1m
Maintenance access will be used as a walkway	Pavement Width	4m ~~3m~~	4m		
	Access Shoulder	2m ~~0m~~	1m		
Min. inside radius		12m ~~10m~~	10m	10m	~~10m~~
Maximum permissible side sloping		4:1	4:1 below 100-yr water level and 3:1 can be used above this limit	4:1 below 100-yr water level and 3:1 can be used above this limit	
Fire Platforms		• A horizontal terrace of 3.0 m required for continuous slope changes in elevation greater than 3.0 m. • A minimum 3m wide strip at a maximum cross fall of 4% is to be provided around the property boundary of the SWM block for the purposes of grass cutting. • Sediment drying area • Access Road adjacent to residential lots shall have a minimum 3.0m landscape buffer between the road and the residential lot.	Nothing Mentioned	• A horizontal terrace of 3.0 m required for continuous slope changes in elevation greater than 3.0 m. • A minimum 3m wide strip at a maximum cross fall of 4% is to be provided around the property boundary of the SWM block for the purposes of grass cutting.	
Bypass		Designed for 2-year storm Event	Designed for 2-year storm Event	Required	N/A
Fence		1.5		1.8	1.2

SWM Pond Access Road

Note that the table of Section 22.1 of the New Development Design Criteria has been revised to reflect:

- Minimum width of Access Road shall be 3.0m if the road is used for maintenance access only.
- Minimum width of Access Road shall be 4.0m if the road is to be used for maintenance access and pedestrian walkway.
- Minimum Access Road Shoulders shall be 1.0m if the road is used for maintenance and 1.0m if the road is used for maintenance and walkway. All shoulders shall be composed of granular material.
- Minimum Inside Turning Radius of 10.0m

Storm and Sanitary Sewers
Minimum and Maximum Grade (24.1.6 and 31.5.6)

The first upstream leg shall have a slope not less than 1.0% and be a length of not less than 50m.

This requirement might create challenges for the designers in some areas such as 90 degree bulb areas, where it is not possible to provide 50m length for the first upstream leg. Other municipalities such as the town of East Gwillimbury, Newmarket and Richmond Hill do not have this requirement. It is recommended to remove the minimum length requirement provided that the designers demonstrate that the cleansing velocity is achievable."

The first upstream leg shall have a slope not less than 1.0% and be a length of not less than 50m, unless the designer demonstrates that the minimum actual velocity of 0.6m/s is being achieved.

Service Laterals (26.1.5, 31.5.2, 37.5 and 40.4)

A minimum clearance of 2.5 m (MOE) shall be provided from all water services to any Storm and Sanitary sewers or catchbasins.

"The MOE design criteria require providing 2.50m horizontal separation between the sewer mains and watermains. Considering that the water service connections are made of copper tubes and the services do not have intermediate joints and seams to provide potential of contamination, it is anticipated that this requirement is excessive and can be eliminated. This requirement can create issue at the bulb location where the congestion of services can create problem and adversely affect the densification. Furthermore, during the design stage, any change of utility plan or location of manholes or service connections will significantly affect the base plan of projects. Other municipalities do not have this requirement."

A minimum clearance of 2.5 m (MOE) shall be provided from all water services to any storm and Sanitary sewers or catchbasins.

As per MOE Section 15.1.1 under Separation Distances from Contamination Sources states "Where congestion with other utilities will prevent a clear horizontal separation of 2.5 metres, a watermain may be laid closer to a sewer, provided that the elevation of the crown of the sewer is at least 0.5 metres below the invert of the watermain. Such separation shall be of in-situ material or compacted backfill."

The Design Criteria shall be revised as follows:

A minimum clearance of 2.5 m (MOE) shall be provided from all water services to any storm and sanitary sewers or catchbasins, unless the designer can demonstrate that same is not achievable, at which time, a lesser clearance may be considered, as per Section 15.1.1 of the MOE.

Offset from centerline (26.1.2 and 31.5.2)

This standard location shall be generally 1.5 m of the centreline of the road allowance.

"The design criteria mention that the location of sewers is generally 1.5m from centerline of road allowance. In contrary to the Town of Georgina, the Town of Newmarket required 1.0m offset from the centerline. Instead of 1.5m offset. Based on these new design criteria, it appears that the Town of Georgina does not encourage the joint trench construction methodology."

This criteria has not changed and will remain the same as before.

Average Daily Flow (31.3)

The following average daily flows are to be used in calculating the design flows for sewer sizing:

Residential = 365 L/c/d (without Peaking factor)
Industrial = 35 m^3/ha/d Light Industrial, 55m^3/ha/d Heavy Industrial
Commercial = 28 m^3/ha/d, ~~including infiltration and peaking~~
Institutional = 18 m^3/ha/d, ~~including infiltration and peaking~~

"It is not clear whether the infiltration is included in industrial average daily flow or not. Clarification is required."

The wording within the document shall be revised to clarify the ICI infiltration and peaking factor (0.21 L/ha and ICI = 2.0 respectively, as per the design sheet).

Manhole Design (32.6.f)

Safety gratings shall be required in all manholes in accordance with OPS specifications. Where practical, a safety grating shall be located 0.5 m below the inlet (upper) pipe.

"This requirement is for drop structure and it is recommended to revise the sentence so it will be clear. It is suggested to change the sentence as following: "Where practical, a safety grate shall be located 0.5m below the invert of the upper inlet pipe of drop structure".

Section 32.6.f will be revised as per the Consultant's recommendation.

Connection to Multiple Family and other Blocks (33.6)

An inspection manhole shall be required on the private property located 1.5 m from property line to centre of the frame and cover on all connections to multiple family and other blocks.

"To monitor the flow easily from each entity on a site plan block (when there are multiple condominium corporations and entities are located on the block) and to hold each entity responsible for its flow, it is recommended to install a separate control manhole for each entity."

The criteria has not changed and will remain the same as before. Should the consultant wish to provide separate manholes within the property they may, provided that they all tie into one inspection manhole installed 1.5m from the property line.

Watermain System Pressures (36.2.3)

Under normal conditions of maximum hour demand, the pressure shall not drop below 345 kPa (50 psi) at any point in the water system. The normal operating pressure should be approximately 350 to 480 kPa (50 to 70 psi).

"The 350 KPa should be changed to 345KPa."

Revision had been made to the Design Criteria to reflect the correct 345Kpa.

Industrial, Commercial and Institutional (ICI) Water Demands (36.2.6)

The following average day demands shall be used for ICI uses:

Industrial (light)	= 35,000 L/ha/d
Commercial	= 28,000 L/ha/d
Institutional	= 18,000 L/ha/d

"It appears that water demands for ICI sector have been proposed conservatively. These figures are equal to the sanitary daily average generation rates that include infiltration and peaking factor."

The following shall be added: Peaking Factor for all ICI = 2.0 and shall be further reviewed depending on factors such as the type of industry and production schedule.

Dead-Ends (37.7)

Watermain distribution system shall be designed in grid patterns and looped to avoid dead-end sections. Dead-end watermains are to be avoided. Calculations shall be provided to demonstrate that there is adequate water usage during low flow periods to maintain adequate chlorine residual levels at all times within the watermain. Where lots are located on a cul-de-sac, mains shall be looped through an easement or dedicated block to an adjacent watermain wherever possible. In extreme situations, as determined by the Town, where it is determined that dead-end watermains are unavoidable, a 50 mm blow-off for flushing purposes shall be installed at the end of the watermain. All dead-end watermains temporary, or otherwise, shall be equipped with a 50 mm blow-off, a valve, and a hydrant at the end, all in accordance with Town standard drawing GW-1. At the Town's discretion, metered automatic flushers may be required to be supplied by the Developer, with all costs being borne by the Developer.

"The current design criteria do not allow looping the watermain with 50 mm copper pipes at the cul-de-sac location. It suggests looping the watermain to the adjacent watermain through an easement or a block. This requirement will reduce the available land for residential lots. Other municipalities such as the Town of Richmond Hill, Newmarket and East Gwillimbury permit to loop the water main with 50mm copper pipe within the cul-de-sac boundary."

Staff are aware of most municipalities accepting the 50mm copper loop on the cul-de-sacs. This is not, however, supported by our Water/Wastewater Division. This criteria reflects requirements set by the Town's Water/Wastewater Division in an effort to ensure a high water quality and community safety.

Number, Location and Spacing – Valve Requirements (38.1)

Valve spacing along a watermain shall not exceed 300 m, or for every 20 lots, whichever is less.

"According to this new design criteria, valve spacing along watermain shall not exceed 300m or for every 20 Lots, whichever is less. It seems that this requirement is slightly excessive, since the other municipalities allow more lots. For instance, the Town of Newmarket and Town of East Gwillimbury have similar criteria except they allow 40 Lots, and the town of Richmond Hill has similar requirement except they allow 100 residential units."

This criteria has not changed and will remain the same as before.

Fire Hydrant Spacing (39.1)

Fire hydrants shall be provided at 150 m maximum spacing in residential areas and 75 m maximum spacing in industrial/commercial/high density areas.

"According to this requirement, Fire Hydrant shall be provided at 75m maximum spacing in ICI areas. This requirement seems excessive, since other municipalities, that have more densification in their neighbourhood, permit larger spacing. For instance, The City of Toronto requires 90m and the Town of Newmarket requires 100m."

This criteria has not changed and will remain the same as before.

Lot Grading
Lot grading plan (45.g)

The maximum number of rear lots contributing to a rear yard swale shall be that of three rear yards, or 450 sq.m.

"It is believed that this requirement is excessive. This will require more RLCB's. In the Town of Newmarket, the maximum area contributing to rear yard swale is limited to 2000 sq.m. The Town of Richmond Hill allows for 0.36 ha to be drained by rear yard swales. The Town of East Gwillimbury allows for 2000 sq.m to be drained by rear yard swales."

The rainfall intensity of the Towns of Newmarket, Richmond Hill and East Gwillimbury are substantially different than Georgina. We have adopted criteria very similar to the city of Barrie

The intent is to minimize flow to rear yard swales which are often impeded by homeowner modifications. Assuming the average rear yard is approximate 70m² (Detached Lot), then the total contributing area is from six lots, which is our current criteria. (Note: A six unit townhouse has a rear yard area of approximate 330m², based on a 47m long block, with average 7m deep rear yard)

The maximum number of rear lots contributing to a rear yard swale shall be that of six rear yards, or 450 sq.m

Lot grading plan (45.k)

In all areas where the flow will be directed over a sidewalk from more than one lot, a catchbasin shall be provided to capture the runoff before reaching the sidewalk.

"It is believed that this requirement is excessive and it is not a common practice. This requirement will create a very complicated design. For instance, there will be issue with driveways or when a split lot drain to back to front lot, the developer should provide CB at each lot corner at the street line. Other Municipalities have more flexible approach. For instance, the town of Richmond Hill permits draining 0.05 ha to the sidewalk and the flow from area more than 0.05ha should be piped."

As stated above, the rainfall intensities of the Town of Georgina should only be compared to the ones of those municipalities close to Georgina and surrounding the Lake Simcoe.

The criteria shall be revised as follows: In all areas where the flow will be directed over a sidewalk from more than three lots, a catchbasin shall be provided to capture the runoff before reaching the sidewalk.

Lot grading plan (45.j)

Minimum longitudinal slope of any swale shall be 1%. Maximum side slope on any swale to be4:1.

"Considering that the maximum depth of swale is 450mm, the swale will be located at 1.8m offset from the lot line. Therefore, to avoid this problem, the developers should provide more RLCB to avoid pushing the swale towards the building. The town of Richmond Hill as well as the town of East Gwillimbury allow maximum 3:1 slope. The town of Newmarket allows 3:1 slope for swales shallower than 300mm and 2:1 slope when the depth of swale is increased from 300mm. To keep the swales closer to the lot line, it is recommended to revise this requirement and allow 3:1 slope for side slopes for swales."

Swales in subdivisions are rarely 0.45m deep. If you have a 0.15m swale, you will require a 0.60m offset from the property line. A 3:1 slope will be permitted when it is demonstrated that a 4:1 slope cannot be achieved.

Lot grading plan (45.n)

Eaves troughs are to be directed toward the front of the house (not back yard). In cases of back to front drainage, downspouts may be located at the rear of the dwelling provided that the discharge is directed to the front of the dwelling via swale. All downspouts are to be directed down to a pre-fabricated concrete 'splash pad'.

"This requirement will create challenges for builders especially for townhouse units. We suggest changing the wording and presenting as a preferable solution instead of a mandatory requirements."

The criteria shall be revised to exclude Townhouse blocks or lots having a RLCB located on their property as follows:

Eaves troughs are to be directed toward the front of the house (not back yard). In cases of back to front drainage, downspouts may be located at the rear of the dwelling provided that the discharge is directed to the front of the dwelling via swale. In the case of a Townhouse Block, or a lot equipped with a rear yard catch basin, eaves troughs may be installed on the back of the house. All downspouts are to be directed down to a pre-fabricated concrete 'splash pad'.

4.1 First Submission

'Point e) -"Two (2) copies of the detail calculations for pipe strength and bedding" shall be included with the initial submission. To clarify, are pipe strength and bedding calculations are only required if OPSD standards are not applicable?"

The Town of Georgina requires the Geotechnical Consultant to accurately recommend the type of pipe and pipe bedding which are to be used on a particular site, based on underground soils and typical water table conditions/elevations, etc.

OPSD does not provide pipe strength or bedding recommendations. Every site, trench, soil condition, depth of sewer is unique and requires the consultant to provide the appropriate design. The Civil Consultant shall provide detailed calculations for pipe strength and bedding based on the findings of the Geotechnical Consultant.

11.1.6 Cul-de-sacs

This section specifies a minimum gutter grade of 1% around the cul-de-sac. Standard drawing GR-5 lists a minimum of 0.50%. We suggest the lower gutter grade allows for more flexibility when designing cui-de- sacs."

We have revised the Standard Drawing GR-5 TYPICAL CUL-DE-SAC DRAWING to reflect a minimum1% gutter grade in order to be in accordance to what is standard practice in most municipalities.

13.0 Pavement Design

'We note the Collector I Industrial 50mm Crusher Run Limestone depth has increased to 450mm (from 300mm in the previous standard). To confirm, has this change has been made due poor performance of the previous standard?"

The granular "B" of the sub-base for the collector and industrial roads has been upgraded as recommended by the Town's Consultant, and to be in accordance with standard practice among other municipalities.

21.2 Planning, Policies and Design Criteria

"4th Paragraph, 2nd sentence - Stormwater management facilities are primarily stormwater management infrastructure facilities which provide a specific function to control stormwater runoff. If these facilities are to be designed as amenity spaces, a different approach should be considered with respect to park integration."

"We suggest that this sentence be revised to read, "Stormwater management facilities are to be designed to ensure public safety within the stormwater management blocks."

This statement shall remain as is based on the Town's consultant recommendations. The statement already addresses safety. The paragraph reads as follows:

"The planning and design of each pond shall also focus on opportunities to integrate the pond with the surrounding topography and land uses. Ponds are to be created as public amenity features and are to be safe, significantly visible and accessible to the general public. Opportunities for linkages through the use of trails to larger open space, floodplain areas or other SWM facilities are to be maximized."

22.0 Stormwater Management Pond Design

"Table, Side Slopes Bullet 1 -The maximum permissible side slope criteria of 4:1 is greater than the 3:1 minimum criteria set by the MOE. A 3:1 slope is generally acceptable as a safe and maintainable slope. In addition, the use of 3:1 sloping as part of a varied sloping approach allows for a curving pond shape while minimizing the required increase to the SWM block size. Use of a 4:1 minimum slope would add considerable size to a SWM block. We suggest that this bullet be revised to read "Maximum permissible side sloping is 3:1" and an additional bullet be added that reads "Slopes should average maximum 4:1 above the normal water level shelf"."

"If the Town is concerned that slopes designed as 3:1 may result in as-constructed situations where slopes exceed 3:1, we suggest that all SWM ponds be surveyed immediately after rough grading and that the consultant verify that the slopes have been constructed properly."

The Town of Georgina has adopted the Preferred MOE Critena for the design and construction of wet ponds within the municipality and will not deviate from the preferred criteria.

22.0 Stormwater Management Pond Design Cont'd

"Table, Side Slopes Bullet 2- Similarly, the maximum permissible sloping of 7:1 near the normal water level is greater than the MOE minimum criteria of 5:1. A 6:1 slope is commonly used for 3 m on either side of the permanent pool for safety. Use of 7:1 minimum slope will increase the required size of a SWM block."

"We suggest that this bullet be revised to read "A safety shelf with maximum 6:1 side slopes is required for at least 3 m (plan view), on either side of the Normal Water Level."

Same as above, the Town of Georgina has adopted the Preferred MOE Criteria for the design and construction of wet ponds within the municipality and will not deviate from the preferred criteria.

22.0 Stormwater Management Pond Design Cont'd

"Table, Side Slopes Bullet 3 -Typically, pedestrian access should not be promoted in areas where residential lots back onto a SWM facility, therefore, the 3 m buffer should be avoided where the pond abuts rear lots and pedestrian access is not encouraged."

"We suggest that these areas should be planted with species that deter pedestrian use (i.e. thorn bushes). Areas where the pond block is adjacent to a right of way with a sidewalk could use a 1 or 2m buffer with flatter slope and no shrubs or trees. We suggest that this requirement be modified read "A minimum 1 or 2 m wide strip at a maximum crossfall of 4 % is to be provided where a pedestrian walkway is located within or adjacent to a SWM pond slope.""

The 3 m buffer shall remain as per the design criteria. It is suggested that this buffer be planted with species that deter pedestrian use as per the MOE Guidelines rather than grass cutting. Again, adjacent to sidewalks a 3 m buffer is required. Basically, stay with the proposed design criteria with the exception of planting of the buffer as noted above.

22.0 Stormwater Management Pond Design Cont'd

"Additional Notes a) -The 2003 MOE guidelines (Table 4.6) state that a sediment drying area should only be incorporated into the design when it imposed no additional land requirement. In most cases, the creation of a sediment drying area, especially with a surface area equivalent to the area of the bottom of the forebay, will require additional land. In our experience with SWM pond clean-outs, it is generally easier to remove sediment from site immediately rather than placing it temporarily in a drying area. The use of a sediment drying area requires a two stage construction operation, which typically would add to the cost of the pond clean-out and may result in additional complications."

"We suggest that this requirement be removed from the document, or if necessary to include it, "where feasible" should be added to the beginning of this note."

The Town's Operations Division requires that sediment drying areas be provided for all ponds.

22.0 Stormwater Management Pond Design Cont'd

"Additional Notes b) - It is our opinion that a 4 m wide asphalt road surface within a 6 m "no shrub/tree zone" with a 2% cross-fall is sufficient to be used as both a maintenance access road and a walkway."

"We suggest that the requirement for an 8 m wide access width, where the maintenance access will also be used as a walkway, be deleted since in times of maintenance, the pedestrian access would be restricted."

The Design Criteria shall be changed to reflect a 6m access width.

22.3 Monitoring Requirements and 22.4 As-constructed Drawings

"The 2003 MOE guidelines provide the permanent pool volumes required for enhanced level quality control (80% TSS removal). The MOE has already verified the appropriateness of these design criteria through pond monitoring. Quantity control is typically based on the orifice and weir equations, which have also been thoroughly verified. The responsibility of the consultant is to certify that the pond has been constructed to the correct design configuration, discharge rate and storage volumes."

"We suggest that testing requirements (for inflow, outflow, water quality, and phosphorus) as well as the monthly monitoring requirements be deleted and replaced with a compliance level monitoring program. An example of this has been provided in Attachment A. Should there be a desire to undertake monitoring to confirm the appropriateness of current pond design criteria, it is our opinion that any monitoring is best completed by one agency. This would ensure consistency of monitoring techniques, synthesis of data collected, comprehensive analysis of results, and cost-effectiveness. We are currently working with Sustainable Technologies Evaluation Program (STEP), including Mike Walters from the LSRCA to coordinate an overall monitoring program."

Monitoring is required. Staff did not receive Attachment A that is referred to in the comment, therefore, we cannot comment. This item will remain as is.

26.1.1 Storm Pipe Cover

"A maximum depth of 7.0m for sewers with lateral connections seems to be too conservative. We have constructed sewers at depths up to 10.0m with lateral connections. The 7.0m criteria may cause a significant increase in infrastructure being assumed by the Town for future subdivisions."

Georgina's typical high water table elevations and underground conditions may not be seen elsewhere. Furthermore, staff have not observed any storm sewers being installed greater than 7.0m deep.

26.2. 7 Head Losses through Manholes

"We note the maximum sewer size that can be turned 90 degrees in a manhole has been reduced from 525mm to 450mm. This will significantly increase the number of manholes that need to be constructed. Is it possible to maintain this criteria at the 525mm diameter pipe specified in the previous standards?"

OK.

31.5.3 Sanitary Pipe Capacities

"The last paragraph of this section contains the statement "In the case of partial pipe flow, the actual velocity is to be checked against the minimum allowable velocity at the design flow rate. In our experience, using actual velocity to design the sanitary sewers causes the design to steepen top-end sewers, thereby significantly deepening the entire sewer. We suggest this recommendation should be reconsidered."

The achievement of the minimum actual velocity of 0.6 (m/s) as specified in the new criteria should dictate the design and construction of Sanitary Sewers.

31.5.7. Minimum and Maximum Sanitary Depths

"A maximum depth of 6.0m for sewers with lateral connections seems to be too conservative. We have constructed sewers at depths up to 10.0 m with lateral connections." The 6.0m criteria may cause a significant increase in infrastructure being assumed by the Town for future subdivisions."

Maximum depth will be increased to 7.0m and staff will review specific deviations on a case by case basis, where deemed warranted by staff.

32.6. Sanitary Manhole Design

Point f) This item does not specify the manhole depth requiring safety grating to be installed.

Manholes depth greater than 5.0m require safety grating as per OPSD.

37.8. Watermain Location Identification (Tracing)

"We note the last paragraph of this section appears to repeat a point already specified in the second sentence of the second paragraph of the same section."

Last paragraph shall be amalgamated into the second paragraph and shall also include the approved materials list Appendix G.

44.1. General Grading Plans

Item k) "In all areas where the flow will be directed over a sidewalk from more than one lot, a catchbasin shall be provided to capture the runoff before reaching the sidewalk."

"It appears this criteria will require rear lot catchbasins to be added wherever the rear of a split draining lot drains through a front-draining lot fronting a sidewalk. Additionally, since the maximum number of rear lots contributing to a rear yard swale is three: several rear lot catchbasins will likely be required on long residential blocks."

The criteria shall be revised to read as follows:

In all areas where the flow will be directed over a sidewalk from more than three lots, a catchbasin shall be provided to capture the runoff before reaching the sidewalk.

Standard Drawings GR-1, GR-2, and GR-3

"Note 9 has not been updated and still refers to the old standard utility trench drawing number of U-1 (Should now be GU-1)."

Revised

Standard Drawings GR-7

"The right-of-way widths on this standard are inconsistent with the new Town standards. Standard Drawings GR-15 Should this standard specify the width of granular extending behind the curb?"

Revise road cross sections to reflect 0.3m behind the back of the curbs and revised GR-15 to reflect same.

Page 8, Section 5.2 Mylar Drawings.

"Is it still necessary to require mylars given current technology?"

Mylars are legal document and as a result they are still required.

Page 18, Section 6.7 (a)

"Please clarify that environmental protection blocks are not included in this requirement."

Environmental protection blocks which are conveyed to the Town should not be part of this requirement.

Page 21, Section 11

"I note that you indicate that road allowance width is 20 metres except where approved by Director in which case it can be reduced to 18 metres. This appears to be outdated given that most subdivisions approved in recent years employ the 18 metre width. Further, where the road allowance along its entirety abuts an open space block the Town has permitted a reduction to 15 metres."

The criteria shall be revised from 20 (18*) to 20/18 as most local roads are now 18m ROW.

Page 22, Section 11.1 Design Elements.

"Developers are being asked to provide "roundabouts" by the Planning and Building department. It is recommended that design criteria be included for "roundabouts"."

Town of Georgina supports the implementation and use of Roundabouts, however, has not yet established its own standards. It will do so and add same to this design document. To be Section 11.1.10

Section 11.1.5 Daylighting Requirements at Intersections.

"Local to Local and Local to Minor Collector are shown to be 5 m X 5 m. These provisions are not consistent with the Town's Zoning By-law provisions for Sight Triangles. For consistency you may want to use same terminology i.e. Sight Triangles."

Note that Section 11.1.5 of the Design Criteria has been revised to state:

All Sight Triangles at the intersection quadrants shall be design in accordance with section 5.35 of the Town of Georgina Zoning By-law 500, as amended from time to time. The Town's by-law may be found at the following link:

http://www.georgina.ca/zoning-bylaws.aspx

Page 23, Section 11.1.6 Cul-de-sacs

"First paragraph, it is recommended that an asterisk be placed after the reference to street line radius of 21 metres, which states that it may be reduced only upon approval of Director."

Section 11.1.6 of the Design Criteria has been revised to reflect the minimum Street Line Radius of 20m to be in accordance to the Standard Drawing GR-5.

Page 35 Section a)

"It may be appropriate to refer reader to the Glossary section of LSPP or include a definition of "major development" since it appears a few times in this section."

The item shall be revised to read as follows:

Policy 4.8-DP: An application for a major development, as defined in the LSPP, shall be accompanied by a stormwater management plan that demonstrates:

Page 35 Section e)

"Same comment as 7 above as it applies to major recreational use."

This item shall be revised as follows:

Policy 5.6-DP: An application to establish a major recreational use, as defined in the LSPP, ~~[not limited to but including parks, golf courses, alpine and Nordic ski facilities]~~ shall be accompanied by a recreation water use plan. Refer to Chapter 5 of the LSPP for complete details.

Page 70, Section 31.5 Design Populations

"Should there be a population per unit of 1.5 for seniors housing?"

There are no restrictions to exclude persons other than seniors from a development; therefore, the appropriate design flow shall be utilized for the given dwelling type.

Page 81, Section 36.2.5 Domestic Demand

"Should there be a population per unit of 1.5 for seniors housing?"

There are no restrictions to exclude persons other than seniors from a development, therefore, the appropriate design flow shall be utilized for the given dwelling type.

Page 93, Section 45.0 Lot Grading Design, clause n)

"What about situations where hydrological analysis recommends directing storm water to environmental protection area i.e. water budget requirement."

The Criteria shall be revised as follows: Eaves troughs are to be directed toward the front of the house (not back yard). In cases of back to front drainage, downspouts may be located at the rear of the dwelling provided that the discharge is directed to the front of the dwelling via swale. In the case of a Townhouse Block, or a lot equipped with a rear yard catch basin, or as directed by LSRCA based on water budget requirements, eaves troughs may be installed on the back of the house. All downspouts are to be directed down to a pre-fabricated concrete 'splash pad'.

Page 94, Section 46.0 Individual Lot Grading Plans, clause t),

"What about situations where hydrological analysis recommends directing storm water to environmental protection area i.e. water budget requirement."

The Criteria shall be revised as follows: Eaves troughs are to be directed toward the front of the house (not back yard). In cases of back to front drainage, downspouts may be located at the rear of the dwelling provided that the discharge is directed to the front of the dwelling via swale. In the case of a Townhouse Block, or a lot equipped with a rear yard catch basin, or as directed by LSRCA based on water budget requirements, eaves troughs may be installed on the back of the house. All downspouts are to be directed down to a pre-fabricated concrete 'splash pad'.

Appendices- A typical 90° bend drawing is provided with an expanded elbow.

"Should there be a diagram for 90 bend without an expanded elbow?"

A note will be inserted into the design criteria indicating that 90° bend without an expanded elbow will be reviewed on a site specific basis. Consultant may provide proposed design for review should it deviate from the Town's expanded elbow standard.

Page 2, Section 2.0 is titled "ENGINEERING REQUIREMENTS FOR DRAFT PLAN APPROVAL".

"The text that follows refers to "subdivision". It might be appropriate to have an introductory sentence indicating that this section applies to subdivisions, subdivisions in combination with common element condominiums, and vacant land condominiums. You may want to use a more generic term i.e. development plan, though this may be confused with development area plans."

A paragraph will be inserted as follows:

"This section applies to subdivisions, subdivisions in combination with common element condominiums, and vacant land condominiums."

The reference to "subdivision" will be changed to "development" throughout section 2.0.

Page 2, Section 2.0 d)

"Indicates that as a general requirement two collector road connections to arterial roads will be required for each phase of development. I presume there is flexibility in cases where the phases are relatively small and doesn't warrant the second collector road connection."

The Town's general requirement is that two road connections shall be provided for any new development with more than one hundred (100) residential units, one of which shall be a collector road and shall connect to either a major collector or arterial road.

Page 4, Section 4.0 SUBMISSION REQUIREMENTS

"Refers to meetings with the Town Planning and Engineering Divisions. If this is intended to be the formal pre-consultation process in place in Georgina then I think it should be stated and you may want to attach the pre-consultation form as an Appendix."

Second and Third paragraphs in section 4.0 shall be removed.

Section 1.3 Pre-Consultation shall be added to the document, as follows:

The Town of Georgina requires all development proposals to undergo the Pre-Consultation process to determine all internal and external agency requirements. Further details may be obtained through the Planning Division and on the Town's website.

Page 7, Section 4.2, Subsequent Submissions

"First paragraph, should this read "...shall be completed by the composite utility consultant and stamped approved by the respective authority"?"

Wording shall be revised, however, the requirement shall be a "consultant" as it is not necessarily the "composite utility" consultant that coordinates the drawing, in some cases the "Civil" consultant coordinates the utilities.

Page 14, Section 6.3 d) Lot Grading Plans

"Suggests contours are to be provided on abutting lands 30 metres beyond the limits of the project. I suggest adding the words, "except where the project lands abutting an existing development". There should be sufficient topographic detail for the abutting development."

Topographic information for the adjacent lands is required to be provided in accordance with the criteria regardless of whether or not there is existing development.

Page 22, Section 11.1.1 Typical Road Cross Sections

"States that the typical road cross sections shown by Town Standard Drawings GR-1, GR-2, GR-3 and GR-4 to be used shall comply with the Design Guidelines for the subdivision as established at time of draft plan approval. Shouldn't it require the engineering plans for the subdivision to comply with the Town Standard Design Drawings?"

Section 11.1.1 shall be revised as follows:

The typical road cross sections shall comply with the Town's standard design drawings (GR-2 through GR-5) in accordance with Conditions established at the time of Draft Plan Approval.

Page 65, Section 27.2, Pipe Bedding and Backfill

"Last paragraph, suggest inserting between "approved native fill" and "compacted" the following: "or engineered fill if required as determined by Consulting Geotechnical Engineer"."

The section shall be revised to state "approved native or engineered fill as determined by the Consulting Geotechnical Engineer".

DESIGN CRITERIA MARK UP

6.0 "ENGINEERING DRAWING REQUIREMENTS"

"It has been suggested to change the heading to "ENGINEERING DRAWING REQUIREMENTS FOR SUBDIVISION APPROVAL" "

Staff believe that the heading should remain 'Engineering Drawing Requirements" as the drawing requirements pertain to both Site plan and Subdivision.

7.0 "SITE PLAN APPROVAL"

It has been suggested to change the heading to "Engineering Requirements for Site Plan Approval".

Staff believe that the heading shall be "Site Plan Applications" as the section references the Planning Division, Building Division and zoning requirements. It also references the drawing submission guideline which incorporates all divisions. Plus the engineering drawing requirements are covered in item 6.0 which include site plan.

In addition, the following paragraph shall be inserted after the heading "Site Plan Approval" and the first two paragraphs shall be removed:

The Town of Georgina requires all development proposals to undergo the Pre-Consultation process to determine all internal and external agency requirements. Further details may be obtained through the Planning Division and on the Town's website.

s46.0 INDIVIDUAL LOT GRADING PLANS

"It has been suggested that plot plans be submitted on Letter sized paper."

Letter size is too small to accommodate all of the required information. The legal size (8.5" x 14") is able to facilitate all details and remains legible.

List of acronyms

"It has also been suggested that a list of acronyms be provided in the document."

A list of acronyms shall be provided.

26.1.8 Pipe Bedding and Backfill

In general, type"2" bedding (Granular "A") shall be used…

"Reference to type "3 bedding should be changed to "Class B" bedding."

Reference shall be changed in the Design Criteria.

26.1.8 Pipe Bedding and Backfill

The class of pipe will be selected to suit this bedding detail.

"How? Suggest using Pipe Pac"

The decision to use appropriate software shall be borne by the Consultant.

26.1.8 Pipe Bedding and Backfill

The width of the trench at the top of the pipe must be carefully controlled to ensure that the maximum trench width is not exceeded unless a higher class of bedding or higher strength of pipe is used.

"How is this determined?"

The trench width shall be in accordance with OHSA and OPSD.

26.1.9 Design e)

Pipe bedding and class will be designed to suit loading conditions as per the current OPSD specifications. The geotechnical report shall address these items and make recommendations with regard to same. The class or strength, size and bedding will be shown on the profiles.

"No such spec – fill height table not a good, safe option"

Why is it believed that this is not a good and save option? A geotechnical report will be required to provide the final answer based on the soil characteristics.

26.2.3 Manhole Types

Precast manholes shall conform to ASTM specification C478 latest revision.

"Use CSA A257.4, ASTM is a USA spec."

Please provide a copy of the CSA specification for staff review.

26.2.5 Manhole Design f)

All storm sewer manholes shall be benched to the obvert of the outlet pipe on a vertical projection from the spring line of the sewer, all in accordance with the Standard Detail Drawing. Pre-benched manholes will not be permitted.

"Industry has ability to both pre-bench MH's using standard formwork, or can also use custom formwork. Current issues with standard formwork. Should reconsider."

In order to achieve the proper geometry for the benching it will not be possible to carry out the required testing of the sewer as the apparatus will not be able to fit. Staff have experienced this on many occasions and the solution is no pre-benched manholes.

26.2.6 Drop Structures

Internal drop structures are not permitted.

" Are precast drops allowed"

Please provide detail and staff will review.

27.1 Sewer Pipe Materials

Storm sewer shall be constructed of reinforced concrete pipe or Polyvinyl Chloride (PVC) pipe.

Concrete pipe "As per CSA 257.2" PVC pipe "as per CSA B182.2" Ribbed pipe not permitted. "CSA B182.4"

Please provide CSA specification for staff review.

27.1 Sewer Pipe Materials

Pipe to be supplied for storm sewer use shall be indicated in Appendix G.

"No sewer pipe listed."

Reference to Appendix G shall be removed. All sewer pipe to be supplied shall be reviewed and approved by the Director of Operations and Engineering. All pipe shall be in accordance with the above noted specifications.

27.2 Pipe Bedding and Backfill

The class and the type of bedding shall be selected to suit loading and proposed construction conditions.

"By who? How?"

By the Consulting Engineer based on the recommendations identified by the Geotechnical Consultant in the Soils Report.

29.0 Testing

All storm sewers and service connections installed are subject to inspection by television (CCTV), all at the expense of the Owner.

"Not standard practice?"

CCTV inspection is required by York Region's "Sanitary Sewer System Inspection, Testing and Acceptance Guideline".

29.1 Deflection Test

All sections of pipe that fail the deflection test shall be repaired and retested.

"How is a repair done with over deflection."

Dig it up and replace the pipe should it be found to be damaged/over deflected.

THANK YOU

The following presentation was provided to the consultants based on discussions arising from the workshop

FOLLOW UP FROM DISCUSSION

26.1.2 and 31.5.2 Offset from Centreline

Criteria - Sewer installation 1.5m from centre line

Requested - Sewer installation 1.0 m from centre line to allow for joint trench construction

Decision - Sewer installation shall generally be 1.5 m from centre line. Deviations from this requirement shall be considered on a site by site basis.

37.7 Dead Ends

Criteria - No 50 mm loop, no dead ends, may require easement through blocks and lots.

Requested - 4.0 m easement with no casing, 3.0 m easement with casing.

Decision - Agreed, provided that the developer can justify to the Director's satisfaction that they cannot provide 4.0 m.

45. n Lot Grading Plan

Criteria - All downspouts to the front yard

Request - Consideration where roof plan does not permit front yard drainage

Decision - Downspout discharge to the rear yard will be assessed on a site by site basis where it is determined that due to the roof configuration the Town's requirement cannot be met.

4.1 First Submission

Criteria - Pipe strength and bedding calculations

Request - Provide criteria for use with flexible pipe

Decision - Section will be removed from the criteria

13.0 Pavement Design

Criteria - 450 mm depth of 50mm crusher run limestone in industrial areas

Request - Reduce depth of material

Decision - 300mm standard depth. Any deviation shall be as per Geotechnical Report

22.0 SWM Pond Design

Criteria - 7:1 slope, 3.0m buffer and sediment drying area

Request - 6:1slope, removal of 3.0m buffer and removal of sediment drying area

Decision - 7:1 slope will remain, 3.0m buffer will remain, will review removal of sediment drying area

LID Technology

Decision - Town will consider based on submission of wording by the GDA

27.2 Pipe Bedding and Backfill

Staff support the change from "Consulting Geotechnical Engineering" to "Geotechnical Engineer"

FINAL MODIFICATIONS AND INSERTIONS FOLLOWING THE WORKSHOP

The following sections and drawings were added to the document after the workshop. These changes were circulated to concerned parties.

ROUNDABOUTS

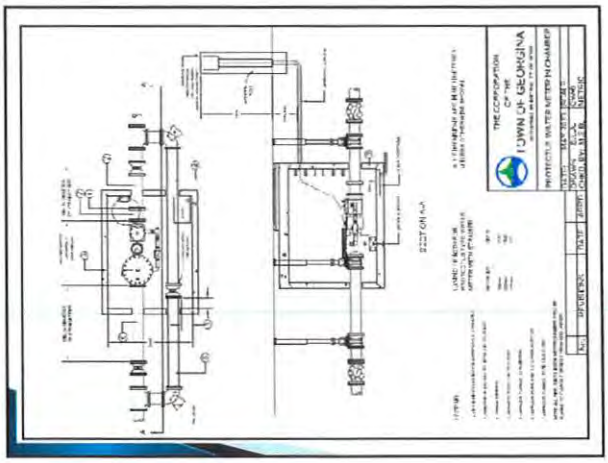
The Town supports the implementation and use of roundabouts. The designer is encouraged to implement the roundabouts on a case by case basis in conjunction with and supported by a detailed Traffic Analysis. The Traffic Analysis shall include, but not be limited to, traffic capacity at the intersection, forecasted volumes of truck, car, pedestrian, and bicycle traffic, local parking considerations, right of way requirements, compatibility with adjacent intersections, speed of traffic and maintenance cost.

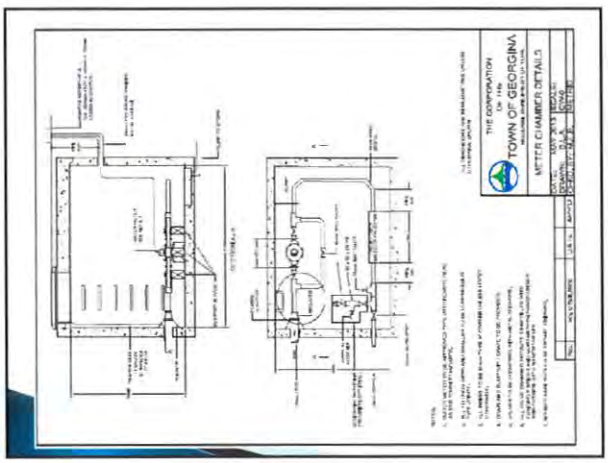
Roundabouts proposed for RMY roads fall under the jurisdiction of the RMY. All other roundabouts fall under the jurisdiction of the Town.

SEDIMENT DRYING AREA

A Sediment Drying Area shall be incorporated into the design provided that it does not impose additional land requirement within the pond block. The Drying area should be equivalent to the area of the bottom of the forebay, be graded at 2.0% to 5.0% slope with surface drainage to the facility and shall consist of a minimum of 300mm depth of 50mm crusher run limestone.

ADDITIONAL STANDARD DRAWINGS FOR WATER METER CHAMBERS WERE ADDED AS FOLLOWS:





There were concerns expressed from the development community with regard to various sections of the Development Design Criteria and subsequently staff prepared a workshop involving developers, consultants, and suppliers in order to further discuss and resolve these concerns.

Post workshop, feedback from the development community was positive and staff efforts were greatly appreciated.

The process of creating a new and updated Development Design Criteria has been a lengthy detailed process and staff believe that the final document is ready to be implemented.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DES-2013-0003

FOR CONSIDERATION OF
COMMITTEE OF THE WHOLE
OF MAY 21, 2013

SUBJECT: REGIONAL FIRE CONSOLIDATION

RECOMMENDATIONS:

1. **THAT REPORT NO. DES-2013-0003 PREPARED BY THE EMERGENCY SERVICES DEPARTMENT DATED MAY 21, 2013 RESPECTING REGIONAL FIRE CONSOLIDATION BE RECEIVED; AND**

2. **THAT COUNCIL PASS A RESOLUTION REQUESTING THE REGION OF YORK TO ESTABLISH A STEERING COMMITTEE TO INVESTIGATE THE FEASIBILITY OF CONSOLIDATING THE FIRE SERVICES OF ALL MUNICIPALITIES WITHIN THE REGION OF YORK; AND**

3. **THAT THE FIRE CHIEF BE AUTHORIZED TO ENTER INTO DISCUSSIONS REGARDING AUTOMATIC AID AGREEMENTS WITH NEIGHBOURING MUNICIPALITIES, TO CONSULT WITH THE GEORGINA PROFESSIONAL FIREFIGHTERS ASSOCIATION REPRESENTATIVES ON THIS MATTER, AND TO REPORT BACK TO A FUTURE COUNCIL MEETING.**

BACKGROUND

At the Committee of the Whole meeting of April 15, 2013 Tim MacRae, President of the Georgina Professional Fire Fighters Association, made a deputation regarding the feasibility of consolidating the fire services of all Municipalities in the Region of York. As a result of this deputation, Council directed staff to report on previous studies that had been completed in the Region on the merging of emergency services.

In 1996 ARA Consulting Group, in association with Tri Data Corporation, were retained to conduct an Administrative/Organizational/Financial review of the fire services in the Region. This review was completed in March 1997 and presented to Regional Council, with copies being forwarded to area Municipalities for comments. Regional reports indicate that Georgina was supportive of the study's recommendations and Georgina also requested that the transition team look into providing rural municipalities with access to fire prevention/public education programs and to conduct joint training on a charge-back basis.

The study included an assessment of the fire services with the focus around three organizational models.

- Fully Consolidated
  - One fire department would be responsible for the full range of fire services for the entire region
- Regional-Local
  - A consolidated organization would provide communications, training, fire prevention, maintenance and related support services, while the municipal fire departments would continue to be responsible for fire suppression and other emergency services.
- Urban-Rural
  - The fire departments in the five urban municipalities (Markham, Richmond Hill, Vaughn, Aurora and Newmarket) would be consolidated, while the rural areas would be served by a separate system of volunteer fire departments.

The ARA Consulting Group supported the Urban – Rural Organizational Model over the other options because it did not have an adverse impact on those volunteer firefighters in the rural fire departments who were full-time in other fire departments in the Region at the time. The Fully Consolidated Model would be recommended if the human resources issues could be resolved. It was felt this model would result in marginally lower costs in administration over the other models.

The financial analysis indicated that over time there would be a substantial financial cost savings through the Fully Consolidated and Urban-Rural models. ADA's projection (1997) over five years were $6,262,564 - Fully Consolidated, and $5,713,154 - Urban-Rural, less than the costs for the structure that was in place over the same time period. The 25 year cost avoidance was projected to be $100,926,344 and $95,959,345. It must be noted that the ARA report referenced the population of the Region at 605,000 at the time of the study with a projection that it would double (1,210,000) by the year 2021. The Region today is projecting this growth (1.2 M) by 2016. (Appendix A of this report shows 2012 Budget total for all services)

The primary reason stated for the lower costs was the projection of the reduction in additional fire suppression staff required to meet the needs of the population growth in the Region through consolidation. It was felt that under the individual municipal organizational structure of the day, suppression staff would need to increase more than the consolidated model to maintain compatible levels of service. (Appendix B of this report outlines projected and actual staffing levels of today)

During the period of 2001 to 2004 the Region continued to look at consolidating the dispatch centres into one centralized dispatch centre. Although the ADA consulting report indicated probable cost savings, the Region choose to go with three dispatch centres to service the needs of the municipal fire departments.

DISCUSSION

G.P.F.F.A. President Tim MacRae, during his deputation on April 15th, indicated that the consolidation of fire services throughout the Region may increase service levels and that this increase in service levels will lead to enhanced public and firefighter safety. From a municipal stand point, any proposal that may enhance the health and safety of our firefighters and citizens needs to be explored. Any enhanced level of service, would be most notable along the existing municipal boundaries. Regionalization would remove these response boundaries and allow for a seamless flow of fire apparatus and reduce response times in areas where municipalities border each other. Alternatively this can be quickly resolved now through immediate implementation of an automatic aid program.

Automatic Aid means the closest fire station(s) respond automatically to an emergency situation, regardless of municipal boundaries. Municipalities must enter into agreements outlining the level of response desired from their neighbouring municipal fire department(s) and any potential financial remuneration.

Without question, the largest issues in addressing regionalization are the human resources and labour relations with the Fire Associations. Along with response and staffing discussions, fire prevention and training must also be fully explored. The Office of the Fire Marshal recommends a municipality provide three lines of defense i) fire prevention and education, ii) code enforcement, and iii) emergency response. Any regionalization proposal would need to take those three roles in to consideration.

Additionally, the ongoing use of the volunteer firefighters that service four of the nine municipalities will need to be clearly considered. There will need to be a clear recognition of the continued use of the volunteer firefighters in these areas.

As with police and EMS, regionalizing the fire service will take control of the fire service away from municipal councils and decisions will be made at a regional level.

FINANCIAL IMPACT

Before any decision is made on regionalization and the potential cost avoidance it would be important to talk with representatives of those services such as Toronto, Hamilton and Ottawa that have gone through this, both to discover what the advantages and disadvantages are and the cost savings, if any, of consolidation.

A comprehensive detailed review of all operational expenses/components and current/future capital expenditures will need to be completed to determine any potential cost savings and the impact to the taxpayer. Components such as equipment will need to be standardized and would involve short and long term capital expenditures. Joint planning of future fire stations would be looked at which may equate into future capital savings.

Depending on the agreement reached with the Region on a Consolidation study, there may be costs associated with a comprehensive review that the Town would be responsible for.

CONCLUSION

The health and safety of our residents and our firefighters is always a priority and any proposal that works on improving this should be looked at. The ADA Consulting Group report from 1997 concluded that remaining status quo is not the best option and another model should be adopted.

The position of the closest station responding to provide quicker response and improved public safety, regardless of municipal borders, can be achieved today through automatic aid agreements. This would be the recommended first step in harmony with a consolidation study being completed.

Staff respectfully recommend Council approves recommendations 1, 2 and 3.

Recommended by:

Steve Richardson, CMM III, Fire
Service Executive, CEMC
Director of Emergency Services / Fire Chief

Approved by:

Winanne Grant, BA, AMCT, CEMC
Chief Administrative Officer

Appendix A to Report DES-2013-0003

Fire Service	Admin	Suppression	Training Div	Fire Prevention	Dispatch	Mechanical	Volunteers	Budget	(Volunteer portion)
Richmond Hill	6	140	3	9	13	1	0	$20,292,300	
Central York	6.5	124	2	6	0	0	0	$18,984,000	
Georgina	3	34	1	3	0	0	60	$5,616,830	$138,100
King	3	0	0	2	0	0	105	$2,084,000	$1,000,000
Vaughan	7	256	4	13	13	5	15	$35,988,029	
East Gwillimbury	3	6	1	1	0	0	81	$2,201,330	$463,146
Markham	6	240	5	14	11	2	0	$32,712,102	
Stouffville	3.5	24	1	2	0	0	50	$4,500,000	$200,000
Total	38	824	17	50	37	8	311	**$122,378,591**	$1,801,246
Total FT Staff	**974**								
Total Volunteers	**311**								
Total Compliment	**1285**								

ARA Consultant Report stated York Fire Service budget would be 65m in 2011 and 76m in 2021 (current capacity)
ARA Consultant Report stated York Fire Service budget would be 58m in 2011 and 68m in 2021 if we consolidate services.

Fire Suppression Staffing

	1996 (actuals)	2001 Unconsonlidated	2001 Consolidated	2011 Unconsonlidated	2011 Consolidated	2013 (actuals)	Projections minus actuals
Central York	48	82	75	94	80	124	44
Vaughan	121	162	162	238	217	240	23
Richmond Hill	90	140	130	183	161	140	- 21
Markham	168	210	183	256	235	256	21
Georgina	9	20	20	20	20	34	14
East Gwilimbury	0	3	3	8	8	6	- 2
Whitchurch Stouffville	0	14	14	14	14	24	10
King	0	3	3	3	3	0	- 3
	436	634	590	816	738	824	86

*** This chart shows actuals (1996) and projections by ARA Consultants that are published in their 1997 report.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DES-2013-0004

FOR CONSIDERATION OF
COMMITTEE OF THE WHOLE
OF MAY 21, 2013

SUBJECT: CAPITAL PURCHASE OF TNT RESCUE TOOLS – SINGLE SOURCE

RECOMMENDATIONS:

1. **THAT REPORT NO. DES-2013-0004 PREPARED BY THE EMERGENCY SERVICES DEPARTMENT DATED MAY 21, 2013 RESPECTING CAPITAL PURCHASE OF TNT RESCUE TOOLS BE RECEIVED; AND**

2. **THAT COUNCIL AUTHORIZE THE FIRE CHIEF TO PROCEED WITH A SINGLE SOURCE PURCHASE OF THE TNT RESCUE TOOLS.**

BACKGROUND

During The 2013 budget deliberations, Council approved the capital expenditure of $25,000 for the replacement of one set of TNT rescue tools.

DISCUSSION

The Georgina Fire Department uses TNT Hydraulic Rescue Tools for auto extrication and currently has three sets of tools in operation, one in each station. One set of tools is scheduled for replacement this year. There is only one known dealer in the Province that provides the TNT model.

Section 4.08 of By-Law 2004-0120, A By-Law for the Procurement of Goods and Services, allows for sole sourcing "to ensure compatibility" and "when authorized by Council".

To maintain compatibility with existing equipment and to aid in the efficient operation of fire crews at accident scenes, it is the recommendation of the Fire Chief that uniformity be maintained with this equipment.

CONCLUSION

Staff respectfully recommend Council approves recommendations 1, and 2.

Recommended by:

Steve Richardson, CMM III, Fire
Service Executive, CEMC
Director of Emergency Services / Fire Chief

Approved by:

Winanne Grant, BA, AMCT, CEMC
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DAS-2013-0018

FOR CONSIDERATION OF
COMMITTEE OF THE WHOLE COUNCIL
OF MAY 21, 2013

SUBJECT: 2013 WATER AND SEWER BUDGETS AND RATES

RECOMMENDATIONS:

1. **THAT COUNCIL RECEIVE REPORT NO. DAS-2013-0018 DATED MAY 21, 2013 REGARDING THE 2013 WATER AND SEWER BUDGETS AND RATES.**

2. **THAT COUNCIL ADOPT THE 2013 WATER AND SEWER BUDGET, REFLECTING AN OVERALL INCREASE OF 8.2% TO THE QUARTERLY WATER AND SEWER BILL FOR AN AVERAGE HOME.**

3. **THAT THE FLAT RATE CAPITAL COST RECOVERY CHARGE OF $5.50 PER QUARTER FOR EACH OF WATER SERVICES AND SEWER SERVICES REMAIN AT THE SAME RATE.**

4. **THAT THE RATE FOR WATER USAGE BE ESTABLISHED AT $1.50 PER CUBIC METRE.**

5. **THAT THE RATE FOR SEWER SERVICES BE ESTABLISHED AT $1.62 PER CUBIC METRE OF WATER.**

6. **THAT THE RATE OF $3.24 PER CUBIC METRE FOR BULK WATER DISPENSED FROM A MUNICIPAL HYDRANT OR BULK WATER STATION TO A TOWN AUTHORIZED WATER HAULER REMAIN AT THE SAME RATE.**

7. **THAT THE ABOVE-NOTED PROPOSED WATER AND SEWER RATES BE EFFECTIVE COMMENCING ON THE JUNE 2013 BILLING.**

8. **THAT COUNCIL AUTHORIZE STAFF TO PREPARE THE NECESSARY BY-LAWS TO GIVE EFFECT TO THE ABOVE-NOTED CHANGES IN THE WATER AND SEWER RATES AND TO PLACE APPROPRIATE NOTICE PROVISIONS IN THE LOCAL NEWSPAPER AND ON THE TOWN'S WEB PAGE.**

BACKGROUND AND ANALYSIS:

The Town's Water and Sewer Budgets are fully supported by the respective user rates established by Council. The related expenditures are not funded by

property tax rates. Currently, the Town provides water and sewer services to approximately 12,190 properties.

Public Works staff, in consultation with Finance staff, have prepared the 2013 Water and Sewer Budget for operational and capital requirements. Providing safe and quality water continues to be a Town priority.

Overview of 2013 Water and Sewer Budget

The 2013 Water and Sewer Budget contains the necessary expenditures to provide the following primary services:

Water Services

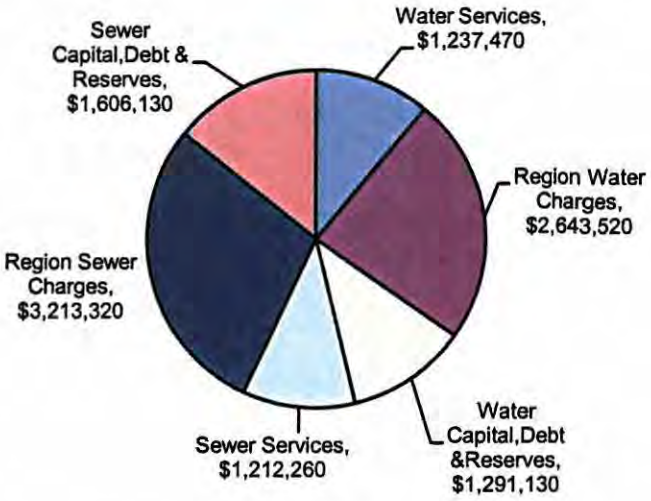
- Distribution of safe and clean water to residents, businesses, and institutions
- Fire hydrant maintenance and repair
- Water sampling for testing in accordance with Ministry of Environment criteria
- Repair of watermain and water service connection breaks
- Watermain flushing, chlorination and swabbing
- Maintenance of watermains, valves, chambers, etc.
- Co-ordinate the installation of new water connections to street line for unserviced lots (excluding plans of subdivision)
- Inspect and supervise the testing of new watermains within plans of subdivision
- Installation, repair, and reading of water meters.

Sewer Services

- Collection of sewage in a safe manner
- Clearing of sewer line blockages
- Maintenance and repair of sewers and sewage lift stations
- Sewer flushing
- Sewer tele-video inspections
- Manhole repairs
- Co-ordination of the installation of new sewer connections to street line for unserviced lots (excluding plans of subdivision).

The 2013 Water and Sewer Budgets include total expenditures of $11,203,730, as identified in the following pie chart. The gross expenditures include net contributions to reserves of $1,252,940 as detailed on Schedule 5.

Gross Expenditures $11.2 Million



Region of York Charges

As identified in the above-noted pie chart, the 2013 Water and Sewer Budgets include payments of $5.86 million to the Region of York for water supply and sewage treatment, reflecting 52.3% of the Town's gross expenditures.

On April 18, 2013, the Region of York established its 2013 water and wastewater rates calculated at 80.87 cents per cubic metre for water supplied and 99.10 cents per cubic metre of water flows for sewage discharge, incorporating rate increases of 7.7% and 12% respectively.

Water Expenditures

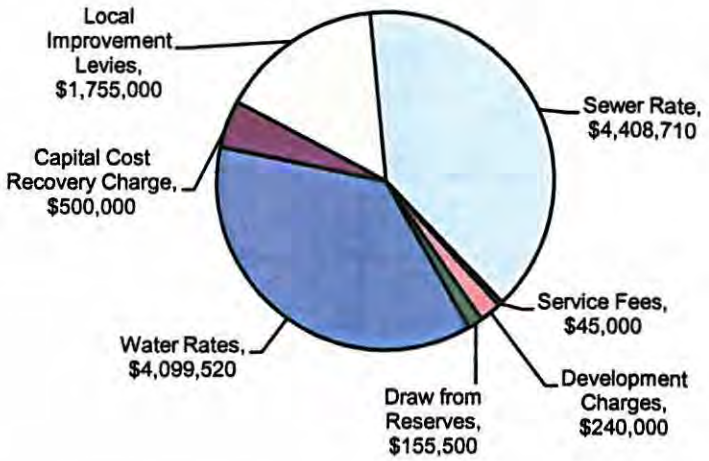
The 2013 Water Budget includes capital expenditures of $95.5 thousand to be fully funded through the reserve funds, as described in Schedule 1. Schedule 2 lists the detailed operating expenditures of $ $5.1 million.

Wastewater (Sewer) Expenditures

The 2013 Wastewater (Sewer) Budget includes capital expenditures of $300 thousand to be fully funded through development charges and the reserve funds, as described in Schedule 3. Schedule 4 lists the detailed operating expenditures of $5.7 million.

This next pie chart identifies the proposed funding sources to pay for the 2013 water and sewer budget requirements.

Funding Sources $11.2 Million



2013 Reserves

The Town maintains reserve funds for several purposes, including the eventual replacement of assets at the end of their useful life-cycle (full cost recovery), contingencies and one-time capital expenditures, and revenues from the benefitting property owners in Willow Beach to fund debenture payments that have not yet come due.

The *Sustainable Water and Sewer Systems Act* requires municipalities to ensure that the rates established for water and wastewater (sewer) systems are calculated in such a manner to generate sufficient revenues to cover both the annual operating costs and to provide a component to allow for the eventual capital replacement at the end of the useful lifecycle of the capital assets. The 2013 Budget includes contributions of $822,170 for lifecycle replacement of the water and wastewater (sewer) systems infrastructure.

The 2013 proposed annual contributions to reserves are considered sufficient to provide the necessary cash flow to fund the lifecycle replacement of the infrastructure, as reviewed in the Water and Sewer Financial Plans that were approved by Council in 2011.

Schedule 5 attached to this report lists the Town's Water and Sewer Reserve Funds and provides the details of proposed 2013 activities and pro-forma reserve fund balances.

2013 Debt

The Town currently maintains debt totaling approximately $12.7 million in serial debentures through the Region of York that were issued to fund water and sewer capital projects (Table 1 below). These debentures payments are fully funded by local improvement charges to the benefitting property owners and will continue until the year 2026.

Table 1 – Long Term Debt

Capital Investment	Balance Dec 31, 2012 $	2013 Principle Payments $	Balance Dec 31, 2013 $	Final Payment Year
Willow Beach Waterworks	5,063,493	261,740	4,801,753	2026
Willow Beach Sewerworks	7,595,240	392,610	7,202,630	2026
Total	12,658,733	654,350	12,004,383	

2013 Proposed Water and Sewer Rates

As indicated in the above-noted pie chart entitled "Funding Sources", it is necessary to generate $4,099,520 from the water rates and $4,408,710 from the sewer rates in order to fund the respective operational requirements for 2013.

Based on the anticipated water consumption for 2013 and related sewage discharge, the proposed 2013 water and sewer rates are listed in the Table 2 below.

Table 2
2013 Proposed Water and Sewer Rates per cubic metre

	2012	2013	Increase
Water Rate	$1.39	$1.50	7.9%
Sewer Rate	$1.48	$1.62	9.5%
Combined Rate	$2.87	$3.12	8.7%

The average quarterly water consumption for a residence is 62 cubic metres. Table 3 below identifies the change in the quarterly minimum water and sewer charges resulting from the proposed rate increases.

Table 3
2013 Average Quarterly Water and Sewer Bills

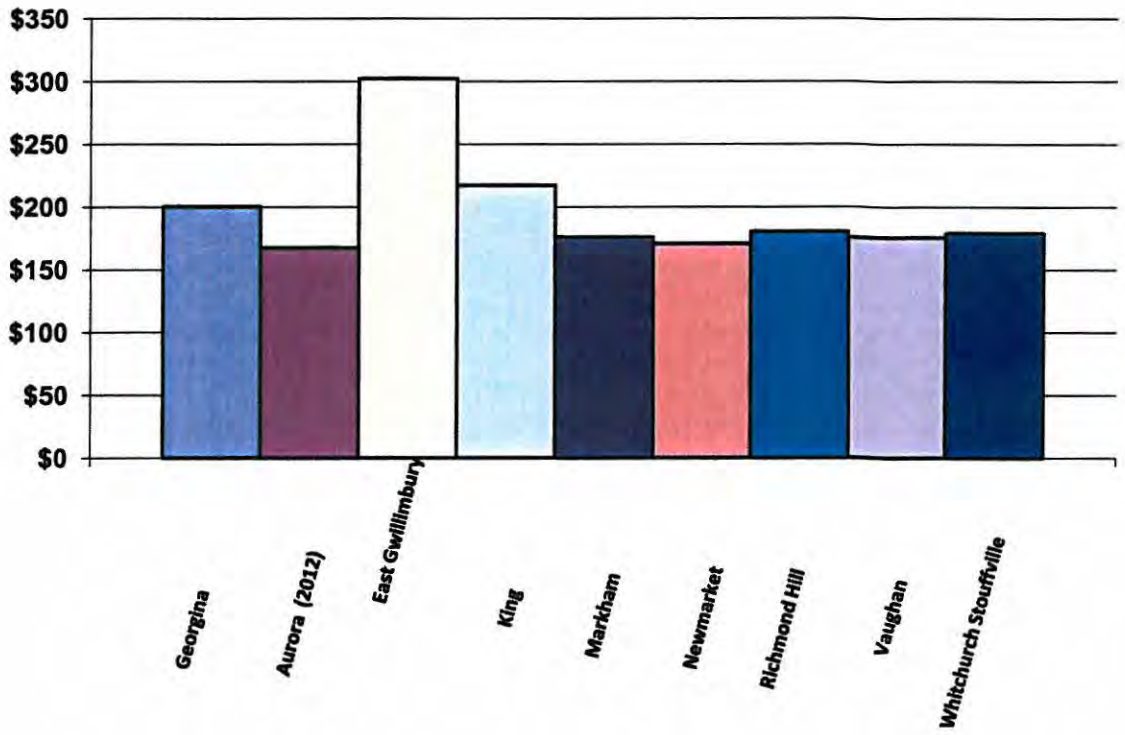
	2012	2013	Increase
Flat rate Capital Recovery Charge	$11.00	$11.00	0.0%
Water Bill (62 m^3)	$86.18	$93.00	7.9%
Sewer Bill	$91.76	$100.44	9.5%
Total	$188.94	$204.44	8.2%
Discount for timely payment	($3.78)	($4.09)	
Total Bill	$185.16	$200.35	8.2%

Based on the proposed 2013 Water and Sewer Rates, a resident serviced by both municipal water and sewers, using 62 cubic metres of water over a three month period would pay approximately:

** $2.20 cents per day for water and sewer **

Since each municipality has established its own unique water and sewer rates and fee structures, it is not feasible to compare municipal charges based on user rates alone. The following graph provides a comparison of the proposed 2013 water and sewer total charges with the established charges in some neighbouring municipalities, based on an average household water consumption of 62 cubic metres per quarter.

Quarterly Water and Sewer Charges
(based on 62 cubic metres per household)



CONCLUSION:

This report contains recommendations that Council adopt the 2013 Water and Sewer Budgets. The proposed increases of 7.9% in the water user rate and 9.5% in the sewer rate, when combined with the capital recovery charge will result in an overall rate increase in the minimum quarterly bill of 8.2% and will allow the Town of Georgina to maintain service levels and to work toward provisions for the necessary funds to replace the water and sewer infrastructure as it ages.

Recommended by:

Robert Fortier, C.E.T., CRS
Operations Manager

Recommended by:

Rebecca Mathewson, CGA
Director of Administrative Services
and Treasurer

Recommended by:

Dan Pisani, P. Eng.
Director of Operations and
Engineering

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

Attachments:

Schedule 1 – Water Capital
Schedule 2 – Water Operating Account Details
Schedule 3 – Sewer Capital
Schedule 4 – Sewer Operating Account Details
Schedule 5 – Summary of Reserve Funds
Schedule 6 – Vehicle and Equipment Replacement Schedule

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENTAL SUMMARY

DEPARTMENT: OPERATIONS & ENGINEERING - WATER

#	Project Name	Priority	Completion Date (month-year)	Capital Budget (By Quarter)				
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total 2013
WAT-1	Minor Capital	PR5	December-13	-	-	-	52,600	52,600
WAT-2	Hydrant Replacements	PR4	December-13	-	-	-	50,000	50,000
TOTALS				**$ -**	**$ -**	**$ -**	**$ 102,600**	**$ 102,600**

FUNDING SOURCE

Category	Total $
Tax Levy	0
Reserve Funds	102,600
Federal Gas Tax	0
Federal Grants	0
Provincial Grants	0
Joint Federal/Provincial Grants	0
Reserve Funds - Development Charges	0
Developer Contributions	0
Fundraising / Donations	0
Other Funding Sources	0
Prior Year(s) Funding Carried Forward	0
TOTAL PROJECT COST & FUNDING	**$ 102,600**

EXPENDITURES

Category	Total $
Contracted Services	6,100
Consultants	-
Equipment Purchases	96,500
Materials & Supplies	-
Other / Miscellaneous	-
TOTAL PROJECT COST	**$ 102,600**

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENT:	OPERATIONS & ENGINEERING -	PROJECT NAME	Minor Capital
		Project Priority	PR5 - Business Interrupt./Consequential Damage Mitigat
PROJECT #	WAT-1	Project Completion Date	December-2013

Project Description:

1. Repair & maintenance for handheld remote readers & associated software for meter reading
$4,500

2. Pocket pro-reader for final and verification meter readings
$1,600

3. Replacement of 1 handheld remote reader & associated software
$9,500

4.a) Plastic watermain locator
4.b) Service locator
4.c) Pipe and cable locator
4.d) Leak sounding equipment
$30,000

5. Equipment Purchases $7,000

Benefits of the Project:

We are currently losing a substantial amount of water through leaks in our system. We are proposing to purchase sounding equipment that will assist us in locating leaks in service pipes and distribution watermain and fittings.

Expected Life Of Asset (# of years) 5

Financial Summary:

FUNDING		
Source	Name of Reserve Fund, if applicable	Total $
Tax Levy		
Reserve Funds	Water -Equip	52,600
Federal Gas Tax		
Federal Grants		
Provincial Grants		
Joint Federal/Provincial Grants		
Reserve Funds -Dev. Charges		
Developer Contributions		
Fundraising / Donations		
Other Funding Source		
Prior Year(s) Funding		
TOTAL FUNDING		$52,600

EXPENDITURES					
Exp. Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total $
Contracted Services				6,100	6,100
Consultants					0
Purchases of Assets				46,500	46,500
Materials & Supplies					0
Other / Miscellaneous					0
TOTAL COST	$0	$0	$0	$52,600	$52,600

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENT:	OPERATIONS & ENGINEERING -	PROJECT NAME	Hydrant Replacements
		Project Priority	PR4 - Asset/Fleet Replacement
PROJECT #	WAT-2	Project Completion Date	December-2013

Project Description:

This is an annual capital expenditure we colete to eliminate older deficient hydrants and secondary valves each year. Approximate costs are $12,000 per hydrant and valve.

Benefits of the Project:

Replacing old hydrants and secondary valves allows us to be in compliance with the Ontario Fire Code (Ont.Reg 388/97).

Expected Life Of Asset (# of years) 20

Financial Summary:

FUNDING		
Source	Name of Reserve Fund, if applicable	Total $
Tax Levy		
Reserve Funds	Water	50,000
Federal Gas Tax		
Federal Grants		
Provincial Grants		
Joint Federal/Provincial Grants		
Reserve Funds -Dev. Charges		
Developer Contributions		
Fundraising / Donations		
Other Funding Source		
Prior Year(s) Funding		
TOTAL FUNDING		$50,000

EXPENDITURES					
Exp. Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total $
Contracted Services					0
Consultants					0
Purchases of Assets				50,000	50,000
Materials & Supplies					0
Other / Miscellaneous					0
TOTAL COST	$0	$0	$0	$50,000	$50,000

Town of Georgina

Budget Level Worksheet: Total

For GEORGINA WATERWORKS (W)

For the Fiscal Year 2013

Account Number	Description	Last Year's Budget	Last Year's Actual	Base Budget	Management Recommendation	Issues	Capital	Total
W-451-0261-0181	DIRECT WATER BILL-RESIDENTIAL	($3,824,640.00)	($3,178,470.89)	($4,099,520.00)				($4,099,520.00)
W-451-0261-0182	DIRECT WATER BILL-COMMERCIAL		($494,613.41)					
W-451-0261-0183	DIRECT WATER BILL-SUMMER		($49,675.39)					
W-451-0261-0187	CAPITAL RECOVERY CHARGE	($258,000.00)	($246,096.46)	($250,000.00)				($250,000.00)
W-451-0261-0199	LOCAL IMPROVEMENTS	($700,000.00)	($702,277.31)	($702,000.00)				($702,000.00)
W-451-0261-0705	MISCELLANEOUS FEES	($10,000.00)	$7,418.25					
W-451-0261-0711	CHARGE RE SERVICE PROVIDED		($33,442.35)					
W-451-0261-0719	NEW SERVICES	($20,000.00)	($104,145.98)	($25,000.00)				($25,000.00)
W-451-0261-0945	PROV FROM RESERVE		($150,627.75)					
GEORGINA WATERWORKS Revenue		**($4,812,640.00)**	**($4,951,931.29)**	**($5,076,520.00)**	**$0.00**	**$0.00**	**$0.00**	**($5,076,520.00)**
W-451-0261-1010	F/T-SALARIES TRANSFERED	$135,120.00	$129,173.00	$137,820.00	$0.00	$0.00	$0.00	$137,820.00
W-451-0261-1110	REGULAR SALARIES & WAGES	$558,660.00	$513,270.59	$588,440.00	$0.00	$0.00	$0.00	$588,440.00
W-451-0261-1120	PART TIME SALARIES & WAGES	$12,000.00	$7,310.78	$12,000.00	$0.00	$0.00	$0.00	$12,000.00
W-451-0261-1130	OVERTIME PAY	$43,100.00	$29,710.32	$43,000.00	$0.00	$0.00	$0.00	$43,000.00
W-451-0261-1145	STANDBY TIME	$25,100.00	$25,107.26	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
W-451-0261-1150	ALL OTHER PAYROLL COSTS	$178,740.00	$174,440.66	$201,240.00	$0.00	$0.00	$0.00	$201,240.00
W-451-0261-1210	F/T SALARIES RECOVERED	($462,850.00)	($462,850.00)	($472,110.00)	$0.00	$0.00	$0.00	($472,110.00)
W-451-0261-2245	SIGNS	$3,000.00	$335.81	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
W-451-0261-2285	WATERWORKS SUPPLIES	$50,000.00	$29,941.44	$40,000.00	$0.00	$0.00	$0.00	$40,000.00
W-451-0261-2299	JANITORIAL SUPPLIES	$1,500.00	$766.97	$1,500.00	$0.00	$0.00	$0.00	$1,500.00
W-451-0261-2310	REPAIRS-VEHICLE	$15,000.00	$10,531.76	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
W-451-0261-2325	FUEL-VEHICLES	$17,200.00	$15,131.39	$17,000.00	$0.00	$0.00	$0.00	$17,000.00
W-451-0261-2330	LICENCES	$2,000.00	$1,847.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
W-451-0261-2350	SMALL TOOLS	$1,200.00	$263.92	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
W-451-0261-2360	EQUIPMENT PURCHASES	$7,000.00	$2,131.03	$0.00	$0.00	$0.00	$0.00	$0.00
W-451-0261-2512	CLEANING OF UNIFORMS	$4,000.00	$5,659.57	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
W-451-0261-2520	SAFETY EQUIPMENT/INSPECTION	$18,000.00	$2,150.57	$13,000.00	$0.00	$0.00	$0.00	$13,000.00
W-451-0261-2535	CLOTHING/BOOT ALLOWANCE	$4,200.00	$2,650.72	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
W-451-0261-2610	GENERAL STATIONERY & OFFICE	$3,600.00	$2,067.89	$3,600.00	$0.00	$0.00	$0.00	$3,600.00
W-451-0261-2625	WATER METER INSTALLATION	$10,000.00	$407.06	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
W-451-0261-2810	HYDRO	$39,000.00	$28,812.08	$35,000.00	$0.00	$0.00	$0.00	$35,000.00
W-451-0261-2815	GAS	$8,000.00	$3,400.56	$6,000.00	$0.00	$0.00	$0.00	$6,000.00
W-451-0261-3140	MEMBERSHIPS	$2,600.00	$2,444.58	$2,600.00	$0.00	$0.00	$0.00	$2,600.00
W-451-0261-3150	TRAINING COURSES - OUTSIDE	$14,000.00	$7,355.00	$14,000.00	$0.00	$0.00	$0.00	$14,000.00

DAS-2013-0018
SCHEDULE #2

Town of Georgina

Budget Level Worksheet: Total

For GEORGINA WATERWORKS (W)

For the Fiscal Year 2013

Account Number	Description	Last Year's Budget	Last Year's Actual	Base Budget	Management Recommendation	Issues	Capital	Total
W-451-0261-3210	POSTAGE	$10,500.00	$15,738.44	$16,000.00	$0.00	$0.00	$0.00	$16,000.00
W-451-0261-3215	TELEPHONE	$15,000.00	$15,748.75	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
W-451-0261-3216	INTERNET ACCESS	$2,700.00	$2,890.79	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
W-451-0261-3250	ADVERTISING	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
W-451-0261-3255	PRINTING	$2,600.00	$1,193.57	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
W-451-0261-3310	AUDITING	$4,000.00	$3,947.03	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
W-451-0261-3321	LABORATORY SERVICES	$25,000.00	$21,693.20	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
W-451-0261-3325	DATA PROCESSING CHARGES	$55,000.00	$50,400.00	$55,000.00	$0.00	$0.00	$0.00	$55,000.00
W-451-0261-3415	EQUIPMENT REPAIRS	$1,500.00	$2,045.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
W-451-0261-3420	BUILDING REPAIRS & MAINTENAN	$6,000.00	$5,254.83	$6,000.00	$0.00	$0.00	$0.00	$6,000.00
W-451-0261-3430	GARBAGE COLLECTION	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
W-451-0261-3503	SUB-CONTRACTING/EMERGENCIE	$75,000.00	$6,568.14	$75,000.00	$0.00	$0.00	$0.00	$75,000.00
W-451-0261-3510	SUB-CONTRACTING/MAINTENANC	$205,000.00	$563,371.78	$205,000.00	$0.00	$0.00	$0.00	$205,000.00
W-451-0261-3511	WATERMAIN SWABBING	$15,000.00	$0.00	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
W-451-0261-3512	SUB-CONTRACTING - BILL/METER	$20,000.00	$26,966.04	$20,000.00	$0.00	$0.00	$0.00	$20,000.00
W-451-0261-3513	SUB-CONTRACTING - METER INST	$0.00	$2,310.30	$0.00	$0.00	$0.00	$0.00	$0.00
W-451-0261-3620	EQUIPMENT RENTALS	$1,000.00	$867.40	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
W-451-0261-3640	MACHINE TIME - OWN	$500.00	$34.17	$500.00	$0.00	$0.00	$0.00	$500.00
W-451-0261-3905	MISCELLANEOUS	$1,000.00	$114.57	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
W-451-0261-3910	INSURANCE PREMIUMS	$12,880.00	$12,880.00	$12,880.00	$0.00	$0.00	$0.00	$12,880.00
W-451-0261-3911	INSURANCE CLAIMS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
W-451-0261-3995	REGIONAL CHARGES-OPERATING	$2,369,230.00	$2,436,324.72	$2,643,520.00	$0.00	$0.00	$0.00	$2,643,520.00
W-451-0261-4210	DEBENTURE PRINCIPAL	$249,720.00	$249,720.85	$261,740.00	$0.00	$0.00	$0.00	$261,740.00
W-451-0261-4215	DEBENTURE INTEREST	$249,760.00	$200,987.72	$237,750.00	$0.00	$0.00	$0.00	$237,750.00
W-451-0261-4913	DISCOUNTS	$50,000.00	$56,468.34	$55,000.00	$0.00	$0.00	$0.00	$55,000.00
W-451-0261-4926	PROPERTY TAXES	$23,500.00	$20,265.69	$22,000.00	$0.00	$0.00	$0.00	$22,000.00
W-451-0261-8040	RESERVE FOR EQUIPMENT REPLA	$58,000.00	$58,000.00	$20,650.00	$0.00	$0.00	$0.00	$20,650.00
W-451-0261-8168	RESERVE FOR FUTURE EXPENDIT	$465,560.00	$465,560.00	$474,870.00	$0.00	$0.00	$0.00	$474,870.00
W-451-0261-8169	RESERVE FOR WB DEBENTURE	$200,520.00	$200,520.00	$200,520.00	$0.00	$0.00	$0.00	$200,520.00
GEORGINA WATERWORKS Expense		**$4,812,640.00**	**$4,951,931.29**	**$5,076,520.00**	**$0.00**	**$0.00**	**$0.00**	**$5,076,520.00**
GEORGINA WATERWORKS		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENTAL SUMMARY

DEPARTMENT: OPERATIONS & ENGINEERING - WASTEWATER (SEWER)

#	Project Name	Priority	Completion Date (month-year)	Capital Budget (By Quarter)				
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total 2013
SEW-1	Minor Capital	PR4	December-13	-	-	-	19,000	19,000
SEW-2	Burke Street Pump & Valve Replacem	PR3	December-13	-	-	-	60,000	60,000
SEW-3	Lowndes Pumping Station Decommiss	PR3	December-13	-	-	-	240,000	240,000
TOTALS				$ -	$ -	$ -	$ 319,000	$ 319,000

FUNDING SOURCE

Category	Total $
Tax Levy	0
Reserve Funds	79,000
Federal Gas Tax	0
Federal Grants	0
Provincial Grants	0
Joint Federal/Provincial Grants	0
Reserve Funds - Development Charges	240,000
Developer Contributions	0
Fundraising / Donations	0
Other Funding Sources	0
Prior Year(s) Funding Carried Forward	0
TOTAL PROJECT COST & FUNDING	**$ 319,000**

EXPENDITURES

Category	Total $
Contracted Services	300,000
Consultants	-
Equipment Purchases	19,000
Materials & Supplies	-
Other / Miscellaneous	-
TOTAL PROJECT COST	**$ 319,000**

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENT:	OPERATIONS & ENGINEERING -

PROJECT NAME	Minor Capital
Project Priority	PR4 - Asset/Fleet Replacement

PROJECT #	SEW-1

Project Completion Date	December-2013

Project Description:

Equipment purchases $19,000.
Replacement purchases for pumps, controllers, and field devices.

Benefits of the Project:

Sewage lift stations are critical to the overall operation. It is imperative that staff have the ability to replace or repair on these pumping stations. Due to the 24-hour operation and continuous duty, it is difficult to predict failures.

Expected Life Of Asset (# of years) 20

Financial Summary:

FUNDING		
Source	Name of Reserve Fund, if applicable	Total $
Tax Levy		
Reserve Funds	Sewer	19,000
Federal Gas Tax		
Federal Grants		
Provincial Grants		
Joint Federal/Provincial Grants		
Reserve Funds -Dev. Charges		
Developer Contributions		
Fundraising / Donations		
Other Funding Source		
Prior Year(s) Funding		
TOTAL FUNDING		$19,000

EXPENDITURES					
Exp. Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total $
Contracted Services					0
Consultants					0
Purchases of Assets				19,000	19,000
Materials & Supplies					0
Other / Miscellaneous					0
TOTAL COST	$0	$0	$0	$19,000	$19,000

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENT:	OPERATIONS & ENGINEERING -	PROJECT NAME	Burke Street Pump & Valve Replacements
		Project Priority	PR3 - Service/quality Compliance
PROJECT #	SEW-2	Project Completion Date	December-2013

Project Description:

This station was built in 1992. The current pump manufacturer is no longer in business and parts are not readily available. The pumps are showing wear in areas of impellors, wear rings, bearings and seals. A similar replacement of pumps was completed at another station in 2008. In 2012, staff responded to 30 pump failure alarms. Just under half of these alarms occurred after hours. In 2012, pumps in this station were pulled a total of 22 times. This process of responding to alarms and removing pumps to maintain service continues in 2013. This work is our #1 priority in our pumping stations for 2013.

Benefits of the Project:

Business continuity and staff efficiency.

Expected Life Of Asset (# of years)

Financial Summary:

FUNDING		
Source	Name of Reserve Fund, if applicable	Total $
Tax Levy		
Reserve Funds	Sewer	60,000
Federal Gas Tax		
Federal Grants		
Provincial Grants		
Joint Federal/Provincial Grants		
Reserve Funds -Dev. Charges		
Developer Contributions		
Fundraising / Donations		
Other Funding Source		
Prior Year(s) Funding		
TOTAL FUNDING		$60,000

EXPENDITURES					
Exp. Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total $
Contracted Services				60,000	60,000
Consultants					0
Purchases of Assets					0
Materials & Supplies					0
Other / Miscellaneous					0
TOTAL COST	$0	$0	$0	$60,000	$60,000

TOWN OF GEORGINA - 2013 CAPITAL BUDGET

DEPARTMENT:	OPERATIONS & ENGINEERING -	PROJECT NAME	Lowndes Pumping Station Decommission
		Project Priority	PR3 - Service/quality Compliance
PROJECT #	SEW-3	Project Completion Date	December-2013

Project Description:

We currently have a sewage pumping station located at the northeast corner of Lowndes Avenue and Glenwoods. Properties in this immediate area drain to this station and the wastewater is pumped up to The Queensway. The system was designed to drain via gravity to the North along Lowndes Avenue. The last development off Lowndes Avenue is currently at the design for servicing stage. Timing of this work will depend on the development to the North as we require their sanitary sewer to be constructed prior to our works.

Benefits of the Project:

The proposed works would complete the system and allow us to eliminate the expensive operational costs to run and maintain the Glenwoods pumping station. Timing of this work will depend on the development to the North as we require their sanitary sewer to be constructed prior to our works.

Expected Life Of Asset (# of years)

Financial Summary:

FUNDING		
Source	Name of Reserve Fund, if applicable	Total $
Tax Levy		
Reserve Funds		
Federal Gas Tax		
Federal Grants		
Provincial Grants		
Joint Federal/Provincial Grants		
Reserve Funds -Dev. Charges	DC - Sewer	240,000
Developer Contributions		
Fundraising / Donations		
Other Funding Source		
Prior Year(s) Funding		
TOTAL FUNDING		$240,000

EXPENDITURES					
Exp. Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total $
Contracted Services				240,000	240,000
Consultants					0
Purchases of Assets					0
Materials & Supplies					0
Other / Miscellaneous					0
TOTAL COST	$0	$0	$0	$240,000	$240,000

Town of Georgina

Budget Level Worksheet: Total

For GEORGINA SEWERWORKS (Y)

For the Fiscal Year 2013

Account Number	Description	Last Year's Budget	Last Year's Actual	Base Budget	Management Recommendation	Issues	Capital	Total
Y-411-0251-0191	DIRECT SEWER BILL-RESIDENTIAL	($4,099,870.00)	($3,359,182.02)	($4,408,710.00)				($4,408,710.00)
Y-411-0251-0192	DIRECT SEWER BILL-COMMERCIA		($502,823.82)					
Y-411-0251-0193	DIRECT SEWER BILL-SUMMER		($45,803.34)					
Y-411-0251-0197	CAPITAL RECOVERY CHARGE	($255,000.00)	($243,631.97)	($250,000.00)				($250,000.00)
Y-411-0251-0199	LOCAL IMPROVEMENTS	($1,000,000.00)	($1,053,492.83)	($1,053,000.00)				($1,053,000.00)
Y-411-0251-0711	CHARGE RE SERVICE PROVIDED		($3,310.13)					
Y-411-0251-0719	NEW SERVICES	($15,000.00)	($15,738.62)	($20,000.00)				($20,000.00)
GEORGINA SEWERWORKS Revenue		**($5,369,870.00)**	**($5,223,982.73)**	**($5,731,710.00)**	**$0.00**	**$0.00**	**$0.00**	**($5,731,710.00)**
Y-411-0251-1010	F/T-SALARIES TRANSFERED	$597,960.00	$592,023.00	$609,920.00	$0.00	$0.00	$0.00	$609,920.00
Y-411-0251-2286	SEWERWORKS SUPPLIES	$10,000.00	$14,682.19	$10,000.00	$0.00	$0.00	$0.00	$10,000.00
Y-411-0251-2310	REPAIRS-VEHICLE	$10,000.00	$9,754.05	$10,000.00	$0.00	$0.00	$0.00	$10,000.00
Y-411-0251-2325	FUEL-VEHICLES	$20,000.00	$19,950.10	$22,000.00	$0.00	$0.00	$0.00	$22,000.00
Y-411-0251-2360	EQUIPMENT PURCHASES	$19,000.00	$75.16	$0.00	$0.00	$0.00	$0.00	$0.00
Y-411-0251-2400	CHEMICALS	$35,000.00	$16,144.40	$35,000.00	$0.00	$0.00	$0.00	$35,000.00
Y-411-0251-2520	SAFETY EQUIPMENT/INSPECTION	$21,000.00	$7,535.65	$20,000.00	$0.00	$0.00	$0.00	$20,000.00
Y-411-0251-2610	GENERAL STATIONERY & OFFICE	$1,000.00	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00
Y-411-0251-2810	HYDRO	$126,800.00	$111,810.92	$126,800.00	$0.00	$0.00	$0.00	$126,800.00
Y-411-0251-2815	GAS	$3,600.00	$2,277.70	$3,600.00	$0.00	$0.00	$0.00	$3,600.00
Y-411-0251-2825	WATER/SEWER	$800.00	$1,825.49	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Y-411-0251-3210	POSTAGE	$15,000.00	$12,552.64	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
Y-411-0251-3215	TELEPHONE	$15,000.00	$14,128.96	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
Y-411-0251-3250	ADVERTISING	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Y-411-0251-3255	PRINTING	$2,600.00	$1,193.57	$2,500.00	$0.00	$0.00	$0.00	$2,500.00
Y-411-0251-3325	DATA PROCESSING CHARGES	$38,000.00	$33,600.00	$30,000.00	$0.00	$0.00	$0.00	$30,000.00
Y-411-0251-3341	INSPECTION FEES	$0.00	$1,703.16	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Y-411-0251-3415	EQUIPMENT REPAIRS	$20,000.00	$19,981.76	$20,000.00	$0.00	$0.00	$0.00	$20,000.00
Y-411-0251-3416	CONTRACTED SERV- ALARM MONI	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$10,000.00
Y-411-0251-3503	SUB-CONTRACTING/EMERGENCIE	$29,000.00	$2,078.92	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
Y-411-0251-3510	SUB-CONTRACTING/MAINTENANC	$150,000.00	$65,693.30	$150,000.00	$0.00	$0.00	$0.00	$150,000.00
Y-411-0251-3511	SEWER FLUSHING	$45,000.00	$5,117.48	$40,000.00	$0.00	$0.00	$0.00	$40,000.00
Y-411-0251-3512	SUB-CONTRACTING - BILL/METER	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Y-411-0251-3620	EQUIPMENT RENTALS	$500.00	$0.00	$500.00	$0.00	$0.00	$0.00	$500.00
Y-411-0251-3905	MISCELLANEOUS	$700.00	$35.52	$700.00	$0.00	$0.00	$0.00	$700.00
Y-411-0251-3910	INSURANCE PREMIUMS	$12,740.00	$12,740.00	$12,740.00	$0.00	$0.00	$0.00	$12,740.00

DAS-2013-0018
SCHEDULE #4

Town of Georgina

Budget Level Worksheet: Total

For GEORGINA SEWERWORKS (Y)

For the Fiscal Year 2013

Account Number	Description	Last Year's Budget	Last Year's Actual	Base Budget	Management Recommendation	Issues	Capital	Total
Y-411-0251-3911	INSURANCE CLAIMS	$4,000.00	$3,540.50	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
Y-411-0251-3995	REGIONAL CHARGES-OPERATING	$2,795,690.00	$2,847,245.34	$3,213,320.00	$0.00	$0.00	$0.00	$3,213,320.00
Y-411-0251-4210	DEBENTURE PRINCIPAL	$374,580.00	$374,581.27	$392,610.00	$0.00	$0.00	$0.00	$392,610.00
Y-411-0251-4215	DEBENTURE INTEREST	$370,150.00	$369,830.26	$356,620.00	$0.00	$0.00	$0.00	$356,620.00
Y-411-0251-4913	DISCOUNTS	$45,000.00	$52,723.67	$45,000.00	$0.00	$0.00	$0.00	$45,000.00
Y-411-0251-8040	RESERVE FOR EQUIPMENT REPLA	$55,000.00	$55,000.00	$20,650.00	$0.00	$0.00	$0.00	$20,650.00
Y-411-0251-8168	RESERVE FOR FUTURE EXPENDIT	$300,000.00	$345,907.72	$306,000.00	$0.00	$0.00	$0.00	$306,000.00
Y-411-0251-8169	RESERVE FOR WB DEBENTURE	$230,250.00	$230,250.00	$230,250.00	$0.00	$0.00	$0.00	$230,250.00
GEORGINA SEWERWORKS Expense		**$5,369,870.00**	**$5,223,982.73**	**$5,731,710.00**	**$0.00**	**$0.00**	**$0.00**	**$5,731,710.00**
GEORGINA SEWERWORKS		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

TOWN OF GEORGINA
CAPITAL BUDGET FORECAST - EQUIPMENT REPLACEMENT

DEPARTMENT: OPERATIONS AND ENGINEERING
DIVISION: WATERWORKS

License Plate No.	Description	Year Acquired	Serial No	Estimated Life Cycle (Years)	Estimated Replacement Cost $000	2013 Budget App: Annual Reserve Provision $000	2013 Budget App: 2013 Purchases $000	2014	2015	2016	2017	2018	2019	2020	2021	2022
AA16 540	Dodge Truck Ram Pickup Bright White	2011	Ser. 1C6RD6FPXCS140740	10	30.0	3.0										
326 6X5	2010 Ford Transit Connect 5 seater	2010	Ser. NM01LS7DN2AT002061	5	25.0	5.0			25.0							
326 7X5	2010 Ford Transit Connect 5 seater	2010	Ser. NM01LS7DN9AT000355	5	25.0	5.0			25.0							
726 1RC	2006 Dodge Truck Ram Pickup	2006	Ser. 307KR28D36G110620	10	30.0	3.0		30.0								
732 8VZ	2008 Chevrolet G Van	2008	Ser. 1GBJG31K481168137	6	50.0	8.3		50.0								
732 7VZ	2008 Chevrolet G Van	2008	Ser. 1GBJG31K981168201	6	50.0	8.3		50.0								
242 8NR	2005 Ford 4x2 F550	2005	Ser. 1FDAF56P35EB01821	10	28.0	2.8			28.0							
C75 07J	2005 JCTR Trailers	2005	Ser. 2J9A1R7B65K001161	10	8.0	0.8			8.0							
C75 06J	2005 JCTR Trailers	2005	Ser. 2J9A1R7B85K001162	10	8.0	0.8			8.0							
C62 98E	2010 American Hauler Trailer -AFX8514TA4	2010	Ser. 5N6200F27B1031363	15	9.0	0.6										
GEN1	Peel Engines Generator Model- J9595-Serial M16163	1985	Ser. 2P9F32F1OHM024008													
GEN2	Cummins G0508 6187 Generator	2006	Ser 2R9E532355T669093													
AB-1	Arrow Board LED Trailer Model - SE15LEDT	2005	Serial - 20050310													
AB-2	Arrow Board LED Trailer Model - SE15LEDT	2005	Serial - 20050314													
SG-1	Steam Jenny -Model A		Serial 08-862	10	5.0	0.5										
TFS 3M3	Aqualoader Bull Fill Station Truck	2012	SI No. 28278 - HB6000AN	10	31.0	3.1										
TOTAL PER SCHEDULE					**299.0**	**41.3**	**0.0**	**130.0**	**94.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Person Responsible : Craig Farmer

DAS-2013-0018
SCHEDULE #5
196

Town of Georgina
2013 Budget
Reserve Funds

	Reserve Fund	Opening Balance	Proposed Contributions	Proposed Draws to Operating	Proposed Draws to Capital	Total Proposed Draws	Projected Year End Balance
		$	$	$	$	$	$
A	Water						
	Equipment Replacement	525,384	20,650			0	546,034
	Contingencies	37,700				0	37,700
	Life-Cycle Replacement	438,806	474,870		(95,600)	(95,600)	818,076
	Willow Beach Debenture	519,908	200,520			0	720,428
B	Sewer						
	Equipment Replacement	215,863	20,650			0	236,513
	Contingencies	48,889					48,889
	Life-Cycle Replacement	2,262,207	306,000		(60,000)	(60,000)	2,508,207
	Willow Beach Debenture	709,331	230,250			0	939,581
TOTAL RESERVE FUNDS - Water and Sewer		**4,758,088**	**1,252,940**	**0**	**(155,600)**	**(155,600)**	**5,855,428**

DAS-2013-0018
SCHEDULE #6

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT RC2013-0017

FOR CONSIDERATION OF
COMMITTEE OF THE WHOLE
TUESDAY, MAY 21, 2013

SUBJECT: YOUNG'S HARBOUR – ADDRESSING PUBLIC CONCERNS

RECOMMENDATIONS:

1. **THAT REPORT RC2013-0017 PRESENTED ON MAY 21, 2013 REGARDING YOUNG'S HARBOUR – ADDRESSING PUBLIC CONCERNS BE RECEIVED.**

2. **THAT COUNCIL APPROVE STAFF RECOMMENDATIONS FOR ADDRESSING PUBLIC CONCERNS IN THE YOUNG'S HARBOUR AND ADELINE PARK AREAS.**

BACKGROUND:

Over the last few years, there have been a few public concerns brought forward regarding the Young's Harbour area and Adeline Park. Those concerns have increased and require some adjustments to how the park and parking are managed for these areas.

Some of the concerns were:

- Parking infractions, including cars parking side/side and yet signs indicate parallel parking only
- Overcrowding of parking lot
- Resident vs. Non-Resident use of boat slip
- Lack of washroom facilities for fisherman
- Parking area is full of mud...public have used it as a mud-derby location

Staff from Operations and Engineering, Municipal Law Enforcement and Recreation and Culture has met to discuss the concerns brought forward and determined a set of changes that would be introduced over the next couple of months.

Those recommendations include:

- Installing a pay & display machine at Young's Harbour (Residents will still be able to park for free with their Resident Parking Pass displayed in their window). Appropriate signage would be installed promoting the pay & display requirement for non-residents.

- Staff would also suggest that any vehicles parked on Georgette also be required to participate in the pay & display or Resident Pass requirement.

- Improvements to the parking area would be made (ground and tree protection)

- Staff are going to review the current restrictions on Parking for the area including Lake Dr., Walter & Georgette and make amendments as needed.
- Boat slip would remain public access.
- Adding Portable Toilet to Adeline Park, reviewing need at Young's Harbour.
- Adeline Park – signed parallel parking only, commitment from the Municipal Law Enforcement Division that the by-law will be enforced when an infraction is observed.

FINANCIAL

Changes/Additions proposed will be addressed within the approved 2013 budget, no additional funds are required.

CONCLUSION

Staff have reviewed the public comments and feel confident that the changes noted above would address their concerns. Staff would continue to monitor/evaluate the effects of these changes once they have been initiated.

Reviewed by:

Robert Fortier, C.E.T. CRS
Operations Manager

Reviewed by:

Dan Murnaghan
Manager of Parks & Facilities

Reviewed & Recommended by:

Robin McDougall B.A. KINE, DPA
Director of Recreation and Culture

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT RC2013-0019

FOR CONSIDERATION OF
COMMITTEE OF THE WHOLE
TUESDAY, MAY 21, 2013

SUBJECT: FACILITY NEEDS ASSESSMENT STUDY AND TRAILS AND ACTIVE TRANSPORTATION MASTER PLAN CONTRACT

RECOMMENDATIONS:

1. **THAT REPORT RC2013-0019 PRESENTED ON MAY 21, 2013 REGARDING THE FACILITY NEEDS ASSESSMENT STUDY AND TRAILS AND ACTIVE TRANSPORTATION MASTER PLAN CONTRACTS BE RECEIVED.**

2. **THAT MAYOR AND COUNCIL AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH MONTIETH BROWN PLANNING CONSULTANTS FOR THE FACILITY NEEDS ASSESSMENT STUDY AND MMM GROUP FOR THE TRAILS AND ACTIVE TRANSPORTATION MASTER PLAN AT A TOTAL COST OF $92,897.50 (plus applicable taxes).**

3. **AS $80,000 WAS ALREADY APPROVED FOR THESE PROJECTS THROUGH THE 2013 BUDGET, THAT MAYOR AND COUNCIL AUTHORIZE STAFF TO DRAW AN ADDITIONAL $12,897.50 FROM THE PARK, RECREATION AND CULTURE FUTURE EXPENDITURES RESERVE.**

4. **THAT THE PURCHASING MANAGER BE AUTHORIZED TO ISSUE A PURCHASE ORDER AND AGREEMENT ACCORDINGLY, FOR REQUEST FOR PROPOSAL CONTRACT NO. RC2013-003.**

BACKGROUND:

An RFP was issued for consultant services to create a Facility Needs Assessment Study and a Trails and Active Transportation Master Plan for the Town of Georgina. The RFP package was compiled in compliance with Purchasing Department regulations and information supplied by the Recreation and Culture Department, Operations and Engineering Department and Planning and Building Department. The final document was made available to the public on March 8, 2013. This proposal was advertised in the Georgina Advocate on March 14, 2013 and ran in all possible editions until the closing date along with advertising on the Town's website and the websites of Ontario Public Buyers and Bidding. The Proposal closing date was extended to Friday April 5, 2013 to allow proponents the opportunity to incorporate the additional information provided by addenda into their proposal submissions.

The scope of the RFP was prepared with the intention that proponents could bid on one part or both parts depending on their expertise. The intention and hope of having proponents bid together was to observe some savings through the different phases of the project.

Part 'A' - Trails and Active Transportation Master Plan is to focus on all existing trails while providing an analysis on future trail and active transportation infrastructure the Town of Georgina should consider supporting future growth. The study would focus on the following:

- Rationalization of Trails
- Master Plan should support urban, suburban and rural areas and utilizes pedestrian and cycling amenities
- Optimal site selection and trail mapping
- Partnership opportunities
- Trail standards
- Recommended policies
- Implementation plan
- Promotional strategy

Part 'B' Section One - Facility Needs Assessment Study is to focus on all Town of Georgina recreational facilities (including recreational buildings, halls, sports fields and parks) to determine the Town's needs for future infrastructure. The study would focus on the following:

- Rationalization of Facilities
- Needs Assessment
- Optimal Site Selection
- Partnership Opportunities
- Analysis of Facility Service Level
- Comparative Approach Analysis
- Implementation Plan
- Park Standards*

  *Through the submission process, it was identified that a request for Park Standards within the scope of a Facility Needs Assessment Study was more appropriately a report on its own. Therefore, an addendum was sent out, pulling the Parks Standards out as a separate submission. Having a document for Park Standards complements the Facilities and Trails reports and provides staff with direction on developing parkland in the future.

Part 'B' Section Two - Parks Standards Design Manual would provide parks planning tools to assist Council, staff, community representatives and development partners in the creation of sustainable and diverse parkland and open space systems. This manual would include:

- Policy directions and guidelines
- Performance standards and servicing requirements
- Construction details and facility layout requirements

SUBMISSIONS

Attached hereto is the memorandum from Brian Jordan, Purchasing Manager, which outlines the results of the submitted bids (Attachment 1). A total of Four (4) Proposals were received from the following proponents:

1. Monteith Brown Planning Consultants, London
2. M M M Group Limited, Thornhill
3. GSP Group Inc., Kitchener
4. Ekistics Planning and Design, Dartmouth

The evaluation committee consisted of:

Winanne Grant, C.A.O., Town of Georgina
Harold Lenters, Director of Planning and Building
Robin McDougall, Director of Recreation and Culture
Dan Pisani, Director of Operations and Engineering
Dan Murnaghan, Manager of Parks and Facilities

The following is the cumulative scoring results based on an evaluation of the proposals and interviews (note: total of 70% must have been attained in order for the financial submission to be opened):

Trails and Active Transportation Master Plan

	GSP GROUP	EKISTICS PLANNING	MMM GROUP	MONTEITH BROWN
Qualifications & Expertise of Company	17/20	13.25/20	19.5/20	
Qualifications & Expertise of Staff	16.75/20	13.5/20	19.5/20	
Project Understanding & Methodology	20.75/30	14/30	28.25/30	
Comprehensive Content	3.25/5	3/5	4.75/5	
Percentage	77%	58.3%	96%	
Financial	24/25		25/25	
TOTAL PERCENTAGE	**81.75%**		**97%**	

Facility Needs Assessment Study – Section 1 - Facilities

	GSP GROUP	EKISTICS PLANNING	MMM GROUP	MONTEITH BROWN
Qualifications & Expertise of Company		12.25/20		19.5/20
Qualifications & Expertise of Staff		15.25/20		19/20
Project Understanding & Methodology		16/30		27.5/30
Comprehensive Content		3.25/5		4.5/5
Percentage		62.3%		94%
Financial				25/25
TOTAL PERCENTAGE				**95.5%**

Facility Needs Assessment Study – Section 2 - Park Standards

	GSP GROUP	EKISTICS PLANNING	MMM GROUP	MONTEITH BROWN
Qualifications & Expertise of Company				17.5/20
Qualifications & Expertise of Staff				18/20
Project Understanding & Methodology				25/30
Comprehensive Content				4/5
Percentage				86%
Financial				25/25
TOTAL PERCENTAGE				**89.5%**

Following the evaluation of the Technical submissions, the Evaluation Committee authorized the opening of the Financial Submission from three of the four Proponents.

The results of the Financial Submissions were as follows (in all cases applicable taxes would apply):

	GSP GROUP	EKISTICS PLANNING	MMM GROUP	MONTEITH BROWN
Part 'A' Trails & Active Transportation Master Plan	$39,325		$37,885	
Part 'B' Facility Needs Assessment Study Section 1 Facilities				$39,293.75
Part 'B' Facility Needs Assessment Study Section 2 Park Standards				$15,718.75

Note: The Technical Submission by Ekistic Planning and Design, Dartmouth did not meet the minimum technical requirements as set forth in the Proposal; therefore their financial submission was not opened or considered for additional evaluation.

Also it should be noted that none of the Proponents bundled their Financial Submissions for Part 'A' or Part 'B' together to provide proof of the savings. Therefore, for example, if Council chose to only award one of the Proponents, the price as shown above would be the same.

PROPOSED SELECTIONS

Based on an evaluation of the written proposal, financial submissions and interviews, staff believes that MMM Group is the best candidate and should be contracted for the Trails and Active Transportation Master Plan. Similarly, Monteith Brown Planning Consultants were the best candidate and should be contracted for the Facility Needs Assessment Study Sections 1 and 2.

MMM Group and Monteith Brown Planning Consultants plan on working together on both of the projects coordinating the efforts surrounding the consultation phases of each work plan. MMM Group would be the lead for the Trails and Active Transportation Master Plan, while

Monteith Brown would be the lead for the Facility Needs Assessment Study. In addition to working together, Monteith Brown would be partnering with MJMA which is an architect firm that would provide support during the facility design and capital cost estimation portion of the study. Monteith Brown would also be partnering with Cosburn Giberson Landscape Architects to provide the information needed for parkland specifications for the park standards.

MMM Group and Monteith Brown's methodology was clear and they have an impressive team to coordinate all aspects for each project. Their teams experience is extensive and has proven to be well connected with municipalities within York Region and the surrounding areas, which would provide local evidence and content that would support the work provided in the final reports.

PROJECT WORK PLAN

As the two proponents plan to work together, their work plans are very similar.

Phase 1 - Project Initiation, start-up meeting, confirm scope of study, preliminary analysis, collection of data, stakeholder interviews & PIC #1	June
Phase 2 – development of the draft plans, guidelines, standards, implementation strategies, progress reports	July - August
Progress Meeting and PIC #2	Sept
Revise and Finalize Study/Plan	Sept
Final Presentation to Council	Oct

FINANCIAL

The total cost of this project would be $92,897.52.

2013 budget approved a total of $80,000 ($34,400 from Development Charges Background Study - Growth Related Studies and $45,600 from Parks, Recreation and Culture Future Expenditures Reserve). Therefore, there is a difference of $12,897.50 which would also need to be drawn from reserve.

CONCLUSION

The 2004 Recreation and Culture Master Plan remains adequate as a general guiding document but it does not provide sufficient detail in order to make decisions regarding recreational facility infrastructure investments in Georgina.

Understanding Georgina's demographics, growth patterns and trends, public interests are critical in determining the specifics for future facilities and trails.

Staff recommends that the Town contract MMM Group and Monteith Brown Planning Consultants to perform the two studies demonstrating Georgina's current and future facility and trails needs. The results of the studies would better prepare Council in making decisions about investing in recreational infrastructure in Georgina.

Recommended by:

Robin McDougall, B.A. KINE, DPA
Director of Recreation and Culture

Approved by:

Winanne Grant, B.A., AMCT, CEMC
Chief Administrative Officer

interoffice

MEMORANDUM

To: Robin McDougall, Director of Recreation and Culture

From: Brian Jordan, Purchasing Manager

Subject: REQUEST FOR PROPOSAL RC2013-003
PROFESSIONAL CONSULTANT SERVICES

Date: April 24, 2013

Proposals for Professional Consulting Services to complete a Trails and Facilities Master Plan and Assessment Study, Proposal Contract No. RC2013-003 was received until12:00 noon, local time, Friday April 5, 2013 as per the Proposal Document. Proposals received were opened administratively in the Purchasing Office at 2:15 p.m., on April 5, 2013. Those present during the opening were as follows:

1. Brian Jordan, Purchasing Manager
2. Debbie Keogh, Purchasing Assistant
3. Robin McDougall, Director of Recreation and Culture

As requested by the Recreation and Culture Department, documents were prepared by the Purchasing Division to solicit proposals from qualified firms to complete a two part Strategic Planning Study. It was proposed by the Town that the project be divided into the following parts:

Part 'A" Trails and Active Transportation Master Plan
Part 'B' Facility Needs Study

The two parts of the project were released as a single document because it was felt by the Town that there might be potential saving in awarding the projects to a single proponent. It was suggested that it could be mutually beneficial to both projects to share common resources and processes with the goal of reducing financial cost.

The proposal packages were compiled in compliance with the requirements and information supplied by the Recreation and Culture Department. The final document was made available to the public on March 8, 2013. This proposal was advertised in the Georgina Advocate on March 14, 2013 and ran in all possible editions until the closing date. The Request for Proposal was also advertised on the Websites of the Ontario Public Buyers and Biddingo as well as the Town's own Webpage. A total of fourteen sets of documents were distributed.

Memo - Proposal Evaluation – RC2013-003

Two (2) addenda were issued with respect to this proposal call. Both of the addendums were issued as a result of questions that were received during the Question and Answer phase of the project. The Proposal closing date was extended to 12:00 noon Friday April 5, 2013 to allow proponents the opportunity to incorporate the additional information provided into their proposal submissions.

A total of Four (4) Proposals were received from the following proponents:

1. Monteith Brown Planning Consultants, London
2. M M M Group Limited, Thornhill
3. GSP Group Inc., Kitchener
4. Ekistics Planning and Design, Dartmouth

As indicated within the bid document, only Envelop 'A' – TECHNICAL SUBMISSION from each of the Proponents were opened on April 5th at 2:00p.m., by the Purchasing Manager. It was the opinion of the Purchasing Manager that the process took place in a fair and responsible manner. The Technical Submissions received were forwarded for evaluation to the Evaluation Committee. The Financial Submissions – Envelop 'C' were placed in the Town's vault; only to be opened based on the results of the evaluation of the technical submissions.

On April 18, 2013 at 2:30 p.m., in the Civic Centre Committee Room, the Evaluation Committee requested the attendance of the Purchasing Manger to open Envelop 'C' - Financial Submission for Request for Proposal RC2013-003. Those in attendance were as follows:

Harold Lenters, Director of Planning and Build
Robin McDougall, Director of Recreation and Planning
Winanne Grant, C.A.O., Town of Georgina
Dan Pisani, Director of Operations and Engineering
Dan Murnaghan, Manger of Parks and Facilities
Brian Jordan, Purchasing Manger

The Evaluation Committee authorized the opening of the Financial Submission from three of the four Proponents. The results of the Financial Submissions are as follows:

Part 'A' – Trails and Active Transportation Master Plan

.1	MMM Group Limited, Thornhill	$ 37,885.00
.2	GSP Group Inc., Kitchener	$ 39,325.00

Memo - Proposal Evaluation – RC2013-003

Part 'B' – Facility Needs Assessment Study
Section One: Facility Review

.1 Monteith Brown Planning Consultants, London $ 39,293.75

Section Two: Park Design Review

.1 Monteith Brown Planning Consultants, London $ 15,718.75

It should be noted, that none of the Proponents bundled their Financial Submissions for Part 'A' or Part 'B" together to provide savings as originally hoped by the Town.

The Technical Submission by Ekistic Planning and Design, Dartmouth did not meet the minimum technical requirements as set forth in the Proposal; therefore their financial submission was not opened or considered for additional evaluation.

The results of the Financial Submissions were left with the Evaluation Committee to complete the evaluation process.

In order to comply with the terms and conditions as setout in the Town of Georgina Purchasing By-law No. 2004-0120, Section 6.0, Reports to Council, it maybe necessary for the Department Head to submit the awarding of this contract to Council for approval.

Respectfully Submitted by:

Brian Jordan,
Purchasing Manager