THE CORPORATION OF THE TOWN OF GEORGINA

COUNCIL AGENDA

Wednesday, May 28, 2014
7:00 PM

1. CALL TO ORDER - MOMENT OF MEDITATION

2. ROLL CALL

3. COMMUNITY ANNOUNCEMENTS

4. INTRODUCTION OF ADDENDUM ITEM(S)

5. APPROVAL OF AGENDA

6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

7. ADOPTION OF MINUTES

Pages 1-12

7.1 Minutes of the Council Meeting held on May 7, 2014.

8. DETERMINATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION

9. PUBLIC MEETING(S) UNDER THE PLANNING ACT OR OTHER LEGISLATION

***IF MORE THAN ONE PUBLIC MEETING IS SCHEDULED FOR THE SAME TIME, THEY WILL BE DEALT WITH IN THE ORDER THAT THEY APPEAR ON THE AGENDA OR AS COUNCIL MAY DETERMINE.**

a. STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS

Pages 13-34 **(7:30 p.m.)**

i) Proposed Zoning By-law Amendment and Municipal Act By-law to regulate Outdoor Solid-Fuel Combustion Appliances (OSFCAs)

Report No. PB-2014-0033

Recommendation(s):

1. That Council receive Report No. PB-2014-0033 prepared by the Planning Division dated May 28, 2014 respecting a proposed Zoning By-law Amendment and Municipal Act By-law to regulate Outdoor Solid-Fuel Combustion Appliances (OSFCAs).

a. STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS cont'd

2. That the proposed By-law to be enacted under the Municipal Act to prohibit the burning of certain materials and liquids in Indoor Woodburning Appliances and OSFCAs, as well as to impose setbacks, and other regulations for OSFCAs, included as Attachment 2 to Report No. PB-2014-0033, be approved.

3. That the proposed amendment to Zoning By-law 500 respecting the inclusion of a definition for OSFCAs, and to exclude them from being considered an accessory building, structure or use, included as Attachment 3 to Report No. PB-2014-0033, be approved.

(Advisement: Last before Council on April 22, 2013. Presentation to be provided by Planner in conjunction with report)

Pages 35-67 **(7:30 p.m.)**

ii) Application to Amend Zoning By-law No. 500
Markway Homes (c/o Mark Milani)
Part of Lot 16, Concession 2 (NG), Part 2 on Registered Plan 65R-28938, Metro Road North
AGENT: Henry Kortekaas and Associates Inc. c/o Henry Kortekaas

Report No. PB-2014-0034

Recommendation(s):

1. That Council receive Report PB-2014-0034 prepared by the Planning Division dated May 28, 2014 respecting an application to amend Zoning By-law No. 500.

2. That in the event no public and/or Council concerns are raised at the public meeting warranting a further investigation and a further Council meeting, staff recommend the following:

(i) That the application submitted by Mark Milani to rezone lands described as Part Lot 16, Concession 2 (NG), Part 2 on Registered Plan 65R-28938, from Low Density Urban Residential (R1) to Low Density Urban Residential (R2), to permit the construction of a semi-detached dwelling thereon be approved.

(ii) That the amending zoning by-law contain the site specific provisions outlined and recommended in Report PB-2014-0034.

(iii) That pursuant to Section 34(17) of the *Planning Act,* R.S.O. 1990, c.P.14 as amended, Council deems that further notice is not required to be given in respect of any minor revisions to the proposed amending zoning bylaw.

a. STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS cont'd

Or alternatively;

3. That in the event public or Council concerns are raised warranting investigation and a further meeting, staff recommend the following:

(i) That staff report further to Council after assessment of any public and Council comments received at the statutory public meeting.

Pages 68-145 (7:30 p.m.)

(iii) Designation of Community Improvement Project Areas within Jackson's Point, Sutton and Keswick

Report No. ED-2014-0011

Recommendation(s):

1. That Council receive Report No. ED-2014-0011 prepared by the Economic Development and Tourism Division dated May 28, 2014 respecting the designation of Community Improvement Project Areas within Jackson's Point, Keswick and Sutton.

2. That Council adopt a by-law to designate Community Improvement Project Areas within Jackson's Point, Keswick and Sutton (Attachment 5).

3. That Council direct staff to designate Community Improvement Plan (Attachment 2) for Council's adoption at a future Council meeting.

(Advisement: Presentation to be made by consultant in conjunction with report)

b. STATUTORY MEETING(S) UNDER OTHER LEGISLATION *None.*

c. OTHER PUBLIC MEETINGS *None.*

10. DELEGATIONS/SPEAKERS/PETITIONS

10.1 Mary McCormack-Badinski to inform Council of Linking Georgina's history, partnerships and commitment to its vision and the Georgina community.

11. PRESENTATIONS

12. RESOLUTION TO MOVE INTO COUNCIL IN COMMITTEE

12.1 ADOPTION OF REPORTS ON CONSENT AGENDA NOT REQUIRING SEPARATE DISCUSSION

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION

12.2.1 Report from the Recreation and Culture Department:

Pages 146-148

12.2.1.1 Roof Replacement and Demolition Contract Update – Sutton Community Creative Hub

Report No. RC-2014-0025

Recommendation(s):

1. That Council receive Report No. RC-2014-0025 prepared by the Recreation and Culture Department dated May 28, 2014 respecting the Re-roofing and Demolition Contract with Pollard Enterprises for the Sutton Community Creative Hub.

12.2.2 Reports from the Operations and Engineering Department:

Pages 149-178

12.2.2.1 Funeral, Burial & Cremation Services Act, 2002 – Keswick Cemetery By-law Update

Report No. OED-2014-0003

Recommendation(s):

1. That Council receive Report No. OED-2014-0003 prepared by the Operations and Engineering Department dated May 28, 2014 respecting the Funeral, Burial & Cremation Services Act, 2002 - Keswick Cemetery By-law Update.

2. That Council enact a by-law to give effect to Keswick Cemetery By-law KCB-2013-0001 (Attachment 1) to provide for the effective regulation of the Keswick Cemetery.

3. That upon enactment of the by-law by Council, staff be directed to provide notice of the by-law in accordance with the provisions of Section 151 (3) of Ontario Regulation 30/11.

4. That upon enactment of the by-law by Council, staff be directed to submit the by-law to the Registrar, Cemetery Regulations Unit, Ministry of Consumer Affairs for approval in accordance with Section 151 of Ontario Regulation 30/11.

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION cont'd

5. That staff provide public notification of Council's intent to consider the proposed Keswick Cemetery price list.

Pages 179-190

12.2.2.2 Existing and Proposed Parking Restrictions at the Young's Harbour, De La Salle and Holmes Point Park areas

Report No. OED-2014-0018

Recommendation(s):

1. That Council receive Report No. OED-2014-0018 prepared by the Operations and Engineering Department dated May 28, 2014 regarding the existing and proposed on street parking restrictions at the Young's Harbour, De La Salle and Holmes Point Park Areas.

2. That Council approve staff recommendations that:

a. On street parking restriction signage is installed to the proper street limits as per the current 2002-0046 traffic by-law,

b. On street parking restrictions be modified on the existing streets and extended to additional streets, as indicated in red text, in Attachment 1,

c. On street parking restriction apply "Anytime" to the above mentioned streets, as indicated in red text, in Attachment 1, in order to be consistent in terms of timings and days, and

d. $26,000 is transferred from Reserve into the Roads Budget for installation of approximately 130 signs.

12.2.3 Reports from the Economic Development and Tourism Division:

Pages 191-195

12.2.3.1 Approval of the Uptown Keswick Business Improvement Association 2014 Budget

Report No. ED-2014-0012

Recommendation(s):

1. That Council receive Report No. ED-2014-0012 prepared by the Economic Development and Tourism Division dated May 28, 2014 respecting the Approval of the Uptown Keswick Business Improvement Association 2014 Budget.

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION cont'd

2. That Council approve the Annual Budget for the Uptown Keswick Business Improvement Association as indicated in Attachment 1 of Report No. ED-2014-0012.

3. That Council direct the Economic Development and Tourism Division to provide notice in accordance with Section 210 (1) of the Ontario Municipal Act to advise of the Town's intent to pass a by-law to implement a tax levy to support the 2014 Annual Budget of the Uptown Keswick Business Improvement Association.

Pages 196-199

12.2.3.2 Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction

Report No. ED-2014-0013

Recommendation(s):

1. That Council receive Report No. ED-2014-0013 prepared by the Economic Development and Tourism Division, dated May 28, 2014 respecting the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction.

2. That Council award the contract for the "Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction" to Esposito Bros. Construction Ltd. in the amount of $513,231.74 excluding applicable taxes.

3. That Council authorize the Mayor and Clerk to adopt a by-law and to execute the necessary documents upon awarding of the Tender contract (Attachment 1).

12.2.4 Report from the Administrative Services Department:

Pages 200-229

12.2.4.1 Federal Gas Tax – Renewed Municipal Funding Agreement

Report No. DAS-2014-0024

Recommendation(s):

1. That Council receive Report No. DAS-2014-0024 prepared by the Administrative Services Department dated May 28, 2014 respecting the Federal Gas Tax – Renewed Municipal Funding Agreement

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION cont'd

2. That Council adopt a by-law to authorize the Mayor and Clerk to execute the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds dated April 1, 2014 between the Association of Municipalities of Ontario (AMO) and the Town of Georgina.

13. RECONVENE TO COUNCIL FROM COUNCIL IN COMMITTEE

14. COUNCIL CONSIDERATION OF RECOMMENDATIONS FROM COUNCIL IN COMMITTEE

'That all reports on the Council in Committee agenda, with the exception of the reports that have been deferred, deleted, tabled or withdrawn be received by Council and the recommendations contained therein, as presented or amended, be adopted.'

15. COMMUNICATIONS

15.1 General Information Items

a) Committee of Adjustment Planning Matters

Pages 230-231

i) Under Review

Pages 232-234

ii) Recommendations

iii) Decisions

Page 235

b) All other matters

15.2 Disposition/Proclamations

Page 236

15.2.1 Sutton Agricultural Society requesting Council to declare the 159th Sutton Fair and Horse Show being held August 7-10, 2014, a 'Community Festival Event', to temporarily close Fairpark Lane between Hawkins Street and Snooks Road and to grant permission to operate an entertainment tent.

Page 237

15.2.2 Article in the May/June edition of Lake Simcoe Living advising that Lake Simcoe will be declared the first Heritage Lake in Canada at the LSRCA's Annual Foundation Dinner on June 11th.

(Advisement: This is not an official 'designation', but a 'declaration'. Bodies of water are no longer being 'designated' at the Federal level)

16. MOTIONS/NOTICES OF MOTION

17. REGIONAL BUSINESS

18. OTHER BUSINESS

19. BY-LAWS

Page 238

19.1 By-law Number 2014-0060 (CON-2), being a by-law to authorize the Mayor and Clerk to enter into a contract with Esposito Bros. Construction Ltd. and the Corporation of the Town of Georgina for the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature construction in the Town of Georgina.

(Advisement: Refer to Report No. ED-2014-0013, Item No. 12.2.3.2 of this agenda)

Pages 239-242

19.2 By-law Number 2014-0061 (PL-5), being a by-law to amend By-law Number 500, a by-law to regulate the use of lands and the character, location and use of buildings and structures within the Town of Georgina; Outdoor Solid-Fuel Combustion Appliances.

(Advisement: Refer to Report No. PB-2014-0033, Item No. 9(a)(i) of this agenda)

Pages 243-249

19.3 By-law Number 2014-0062 (REG-1), being a by-law to regulate Outdoor Solid-Fuel Combustion Appliances and to prohibit the burning of certain materials and liquids in outdoor solid-fuel combustion appliances and indoor wood-burning appliances in the Town of Georgina.

(Advisement: Refer to Report No. PB-2014-0033, Item No. 9(a)(i) of this agenda)

Page 250

19.4 By-law Number 2014-0063 (CON-1), being a by-law to authorize the Mayor and Clerk to execute the Municipal Funding Agreement for the transfer of Federal Gas Tax Revenues dated April 2014 between the Association of Municipalities of Ontario and the Town of Georgina.

(Advisement: Refer to Report No. DAS-2014-0024, Item No. 12.2.4.1 of this agenda)

Pages 251-254

19.5 By-law Number 2014-0064 (PL-3), being a by-law to levy a special charge upon business property located in the Sutton Business Improvement Area and to provide for its collection.

Pages 255-258

19.6 By-law Number 2014-0065 (PL-3), being a by-law to levy a special charge upon business property located in the Jackson's Point Village Association Business Improvement Area and to provide for its collection.

Page 259

19.7 By-law Number 2014-0066 (PL-3), being a by-law to designate a Business Improvement Area in Uptown Keswick and to establish a Board of Management.

19. BY-LAWS cont'd

Pages 260-262

19.8 By-law Number 2014-0067 (CIP-1), being a by-law to designate community improvement project areas in Jackson's Point, Keswick and Sutton.

(Advisement: Refer to Report No. ED-2014-0011, Item No. 9(a)(iii) of this agenda)

Pages 263

19.9 By-law Number 2014-0068 (REG-1), being a by-law to give effect to Keswick Cemetery By-law KCB-2013-0001 to provide for the effective regulation of the Keswick Cemetery.

(Advisement: Refer to Report No. OED-2014-0003, Item No. 12.2.2.1 of this agenda)

20. CLOSED SESSION *(if required)*

20.1 Motion to move into closed session of Council

I) SECURITY OF PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD – SECTION 239 (a), MA
-Upper York Sewage Solutions (UYSS) Phosphorus Reduction Program

20.2 Motion to reconvene into open session of Council and report on matters discussed in closed session.

21. CONFIRMING BY-LAW

Pages 264-266

By-law No. 2014-0069 (COU-2), a by-law to confirm the proceedings of Council on May 28, 2014.

22. MOTION TO ADJOURN

THE CORPORATION OF THE TOWN OF GEORGINA

COUNCIL MINUTES

Wednesday, May 7, 2014
9:01 AM

Staff:
Winanne Grant, Chief Administrative Officer
Rebecca Mathewson, Director of Administrative Services and Treasurer
Velvet Ross, Manager of Planning and Building
Robin McDougall, Director of Recreation and Culture
Dan Pisani, Director of Operations and Engineering
Ryan Cronsberry, Manager of Municipal Law Enforcement /CMLEO
Khizar Hayat, Manager of Development Engineering
Trisha Quinlan, Human Resources Manager
Yvonne Aubichon, Town Clerk
Patricia Nash, Deputy Clerk (arrived at 11:24am)

Others:
Rogers TV
Joanne Henderson, Item No. 10
Cathy Loitsch, Item 10.1

1. CALL TO ORDER - MOMENT OF MEDITATION

   A moment of mediation was observed.

2. ROLL CALL

   The following Council members were present:

Mayor Grossi	Regional Councillor Wheeler
Councillor Davison	Councillor Smockum
Councillor Hackenbrook	Councillor Szollosy (left the meeting at 11:09 a.m.)
Councillor Craig (left the meeting at 11:09 a.m.)	

3. COMMUNITY ANNOUNCEMENTS

   Council Members were advised of a number of community service events taking place and Community Service Recognition Awards were presented.

4. INTRODUCTION OF ADDENDUM ITEM(S)

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

Item No. 10.2	Petition requesting the installation of an additional stop sign on Biscayne Boulevard
Item No. 12.2.3.1	Report No. CAO-2014-0007 entitled 'Site Alteration By-law Moratorium'
Item No. 15.1(b)	General Information Listing
Item No. 15.1(xiv)	Vintners Quality Alliance (VQA) wine sales in farmer's markets effective May 1, 2014
Item No. 19.5	By-law Number 2014-0048 (REG-1) being a by-law to amend by-law 2011-0044 (REG-1), being a by-law to prohibit or regulate the removal of top soil, the placing or dumping of fill material and the alteration of the grade of land in all areas within the Town of Georgina.
Closed Session	III) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES, Section 239 (2)(ii), MA; CAO to apprise Council on personal matter

5. APPROVAL OF AGENDA

Moved by Councillor Craig, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0276

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

Item No. 10.2	Petition requesting the installation of an additional stop sign on Biscayne Boulevard
Item No. 12.2.3.1	Report No. CAO-2014-0007 entitled 'Site Alteration By-law Moratorium'
Item No. 15.1(b)	General Information Listing
Item No. 15.1(xiv)	VQA Wine Sales in Farmer's Markets effective May 1, 2014
Item No. 19.5	By-law Number 2014-0048 (REG-1) being a by-law to amend by-law 2011-0044 (REG-1), being a by-law to prohibit or regulate the removal of top soil, the placing or dumping of fill material and the alteration of the grade of land in all areas within the Town of Georgina.
Closed Session	III) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES, Section 239 (2)(ii), MA; CAO to apprise Council on personal matter

Carried.

6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF. *None.*

7. ADOPTION OF MINUTES

Moved by Regional Councillor Wheeler, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0277

That the following minutes be adopted as presented:

•Minutes of the Council Meeting held on April 2, 2014
•Minutes of the Council Meeting held on April 9, 2014
•Minutes of the Council Meeting held on April 16, 2014

Carried.

20. CLOSED SESSION

20.1 Motion to move into closed session of Council

Moved by Councillor Szollosy, Seconded by Councillor Craig

That Council move into closed session at 9:07 a.m. under the provisions of the Municipal Act, 2001, to discuss:

II) EDUCATION OR TRAINING SESSION – SECTION 239 (3.1), MA
- Upper York Sewage Solutions (UYSS) Education Session with the Regional Municipality of York and the Lake Simcoe Region Conservation Authority

Carried.

Council recessed and resumed the meeting at 11:24 a.m. Patricia Nash, Deputy Clerk, arrived at this time to record the minutes.

20.2 Motion to reconvene into open session of Council and report on matters discussed in closed session.

Moved by Councillor Smockum, Seconded by Councillor Hackenbrook

That Council rise from closed session at 11:09 a.m. and report on matters discussed in closed session.

Carried.

II) EDUCATION OR TRAINING SESSION – SECTION 239 (3.1), MA
- Upper York Sewage Solutions (UYSS) Education Session with the Regional Municipality of York and the Lake Simcoe Region Conservation Authority

20.2 Motion to reconvene into open session of Council and report on matters discussed in closed session cont'd

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0278

That Council receive the educational information training session respecting the Upper York Sewage Solution Project.

Carried.

8. DETERMINATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION

The following items were removed for discussion purposes:

Item No. 10.2	Petition requesting the installation of an additional stop sign on Biscayne Boulevard
Item No. 12.2.2.1	Report No. DAS-2014-0020 entitled 'Off-Site Electronic Participation of Council Members at Council Meetings – Policy and Procedural By-law
Item No. 12.2.2.2	Report No. DAS-2014-0021 entitled 'Procedural By-law – Conclusion of Pilot Project'
Item No. 12.2.2.3	Report No. DAS-2014-0022 entitled 'Granting of Renewal Agreement between the Town of Georgina and Zehrs Food Plus at Yorkwood Village Plaza for exemption from the Terms of the Noise By-law regarding Sunday Deliveries'
Item No. 12.2.3.1	Report No. CAO-2014-0007 entitled 'Site Alteration By-law Moratorium'

9. PUBLIC MEETING(S) UNDER THE PLANNING ACT OR OTHER LEGISLATION

a. STATUTORY MEETING(S) UNDER THE PLANNING ACT OR MEETINGS PERTAINING TO THE CONTINUATION OF PLANNING MATTERS *None.*

b. STATUTORY MEETING(S) UNDER OTHER LEGISLATION *None.*

c. OTHER PUBLIC MEETINGS *None.*

10. DELEGATIONS/SPEAKERS/PETITIONS

10.1 Cathy Loitsch regarding Alzheimer Society of York Region Walk for Memories on June 7, 2014 at the Briars.

Cathy Loitsch, Volunteer Coordinator for the Alzheimer Society of York Region, addressed Council encouraging participation in the Alzheimer 's Walk for Memories

10. DELEGATIONS/SPEAKERS/PETITIONS cont'd

fundraiser scheduled for Saturday, June 7th, 2014, at The Briars Resort and Spa with 9:00am registration and 10am start.

Moved by Councillor Hackenbrook, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0279

That the presentation made by Cathy Loitsch, Volunteer Coordinator for the Alzheimer Society of York Region, respecting its annual Alzheimer's Walk for Memories to be held on Saturday, June 7th at The Briars Resort and Spa, be received.

Carried.

Mayor Grossi inquired if there was anyone in attendance who wished to speak to any report items listed on the consent agenda.

Joanne Henderson addressed Council requesting clarification on 481 Lake Drive East heritage designation and lease to the Ontario Water Centre and Resolution C-2014-0250.

Staff was directed to assist Ms. Henderson in obtaining the information she requested from the public record.

10.2 Petition requesting the installation of an additional stop sign on Biscayne Boulevard.

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0280

That Council receive the petition requesting the installation of an additional stop sign on Biscayne Boulevard and refer the petition to staff for review and submission of a report.

Carried.

11. PRESENTATIONS *None.*

12. RESOLUTION TO MOVE INTO COUNCIL IN COMMITTEE

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0281

That Council move into Council in Committee at this time.

Carried.

12.1 ADOPTION OF REPORTS ON CONSENT AGENDA NOT REQUIRING SEPARATE DISCUSSION

Moved by Councillor Smockum, Seconded by Councillor Davison

12.2.1.1 Final Approval of Grant Applications Endorsed by the Economic Development Committee on April 7 and April 28, 2014

Report No. ED-2014-0009

RESOLUTION NO. C-2014-0282

1. That Council receive Report No. ED-2014-0009 prepared by the Economic Development and Tourism Division, dated May 7, 2014 respecting final approval of grant applications endorsed by the Economic Development Committee on April 7 and April 28, 2014.

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

First Nations Cultural Awareness Day	$4,200.00
Sutton Santa Claus Parade	$1,250.00
Keswick Santa Claus Parade	$2,000.00
Festival on High	$3,500.00

Carried.

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION

12.2.2.3 Granting of Renewal Agreement between the Town of Georgina and Zehrs Food Plus at Yorkwood Village Plaza for exemption from the Terms of the Noise By-law regarding Sunday Deliveries.

Report No. DAS-2014-0022

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION cont'd

Moved by Councillor Davison, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0283

1. That Council receive Report No. DAS-2014-0022 prepared by the Administrative Services Department dated May 7, 2014 respecting the granting of a renewal agreement between the Town of Georgina and Zehrs Food Plus at Yorkwood Village Plaza for exemption from the terms of the Noise By-law regarding Sunday deliveries.

2. That subject to the execution of the agreement attached to this report that the Town of Georgina grant the exemption to Zehrs Food Plus from Section 2 (e)(iv) of the Noise By-law No. 2003-0075 (PWE-1) to allow two (2) deliveries on Sundays for a period not to exceed one year from July 1, 2014 to June 30, 2016 between the hours of 10:00 a.m. and 2:00 p.m.

3. That subject to Council approval a by-law be passed to authorize the Mayor and Municipal Clerk to enter into the aforementioned agreement, as amended.

Carried.

12.2.2 Reports from the Administrative Services Department:

12.2.2.1 Off-Site Electronic Participation of Council Members at Council Meetings – Policy and Procedural By-law

Report No. DAS-2014-0020

Moved by Regional Councillor Wheeler, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0284

1. That Council receive Report No. DAS-2014-0020 prepared by the Administrative Services Department dated May 7, 2014 respecting Off-site Electronic Participation of Council Members at Council Meetings – Policy and Procedural By-law;

2. That Council approve the proposed amendments to the Procedural By-law relative to Off-site Electronic Participation of Council Members at Council Meetings, as described in this report, in principle, excluding the following recommendation; 'the off-site electronic participation shall not have voting privileges, but shall be permitted to participate in discussion (as per legal advice and Council's direction)'.

12.2 CONSIDERATION OF REPORTS ON THE CONSENT AGENDA REQUIRING SEPARATE DISCUSSION cont'd

3. And that staff address the issues identified in this report.

Carried.

12.2.2.2 Procedural By-law – Conclusion of Pilot Project

Report No. DAS-2014-0021

Moved by Councillor Davison, Seconded by Regional Councillor Wheeler

RESOLUTION NO. C-2014-0285

1. That Council receive Report No. DAS-2014-0021 prepared by the Administrative Services Department dated May 7, 2014 respecting the Procedural By-law – Conclusion of Pilot Project.

2. That Council defer this report to the May 21, 2014 Council meeting for further discussions.

Carried.

12.2.3 Report from the Chief Administrative Officer

12.2.3.1 Site Alteration By-law Moratorium

Report CAO-2014-0007

Moved by Regional Councillor Wheeler, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0286

1. That Council receive Report No. CAO-2014-0007 prepared by the Office of the Chief Administrative Officer dated May 7, 2013 respecting Site Alteration By-law Moratorium.

2. That By-law 2011-0044 be amended as recommended.

3. That staff report back with proposed Terms of Reference for an Ad Hoc Committee to be appointed for the purpose of reviewing the Town's Site Alteration By-law and program.

Carried.

13. RECONVENE TO COUNCIL FROM COUNCIL IN COMMITTEE

Moved by Councillor Hackenbrook, Seconded by Councillor Smockum

RESOLUTION NO. C-2014-0287

That Council reconvene to Council from Council in Committee at this time.

Carried.

14. COUNCIL CONSIDERATION OF RECOMMENDATIONS FROM COUNCIL IN COMMITTEE

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0288

'That all reports on the Council in Committee agenda, with the exception of the reports that have been deferred, deleted, tabled or withdrawn be received by Council and the recommendations contained therein, as presented or amended, be adopted.'

Carried.

15. COMMUNICATIONS

15.1 General Information Items

a) Committee of Adjustment Planning Matters
   i) Under Review
   ii) Recommendations
   iii) Decisions

b) All other matters

   (xiv) Service Ontario permitting Vintners Quality Alliance (VQA) wine sales at farmers' markets effective May 1, 2014

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION C-2014-0289

That the correspondence from Service Ontario permitting Vintners Quality Alliance (VQA) wine sales in farmers' markets effective May 1, 2014, be received.

Carried.

15.1 General Information Items cont'd

Moved by Councillor Smockum, Seconded by Councillor Davison

RESOLUTION NO. C-2014-0290

That the General Information Listing be received.

Carried.

15.2 Disposition/Proclamations *None.*

16. MOTIONS/NOTICES OF MOTION *None.*

17. REGIONAL BUSINESS *None.*

18. OTHER BUSINESS *None.*

19. BY-LAWS

Moved by Councillor Smockum, Seconded by Councillor Davison

That the following by-laws be approved:

19.1 By-law Number 2014-0044 (CON-1), being a by-law to authorize the Mayor and Clerk to enter into an agreement with Zehrs Food Plus (Zehrs) Keswick, respecting Sunday deliveries, as amended.

19.2 By-law Number 2014-0045 (LI-3), being a by-law to amend By-law 2011-0029 (LI-3), being a by-law to establish fees and charges for Recreation and Culture; Aquafit.

19.3 By-law Number 2014-0046 (COU-1), being a by-law to appoint individuals to the board of management for the Uptown Keswick Business Improvement Area for the remainder of the 2014 term of office.

19.4 By-law Number 2014-0047 (EL-1) being a by-law to authorize the use of optical scan vote tabulators at the 2014 Municipal Election.

19.5 By-law Number 2014-0048 (REG-1), being a by-law to amend by-law 2011-0044 (REG-1), being a by-law to prohibit or regulate the removal of topsoil, the placing or dumping of fill material and the alteration of the grade of land in all areas within the Town of Georgina.

Carried.

20. CLOSED SESSION cont'd

20.1 Motion to move into closed session of Council

Moved by Councillor Hackenbrook, Seconded by Councillor Smockum

That Council move into closed session at 1:02 p.m. under the provisions of Municipal Act, 2001, to consider:

I) CLOSED SESSION MINUTES:
- (a) Closed Session Minutes – February 25, 2014
- (b) Closed Session Minutes – March 5, 2014
- (c) Closed Session Minutes – March 26, 2014
- (d) Closed Session Minutes – April 2, 2014
- (e) Closed Session Minutes – April 23, 2014

III) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES;
- CAO to apprise Council on personal matter

Carried

20.2 Motion to reconvene into open session of Council and report on matters discussed in closed session.

Moved by Councillor Smockum, Seconded by Regional Councillor Wheeler

That Council reconvene into open session of Council at 1:24 p.m. and report on matters discussed in closed session

Carried.

I) CLOSED SESSION MINUTES:
- (a) Closed Session Minutes – February 25, 2014
- (b) Closed Session Minutes – March 5, 2014
- (c) Closed Session Minutes – March 26, 2014
- (d) Closed Session Minutes – April 2, 2014
- (e) Closed Session Minutes – April 23, 2014

Council received and approved the Closed Session Minutes held on February 25, March 5, March 26, April 2 and April 23, 2014.

III) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES;
- CAO to apprise Council on personal matter

The Chief Administrative Officer apprised Council of an update on the personal matter

21. CONFIRMING BY-LAW

Moved by Councillor Davison, Seconded by Councillor Smockum

That the following by-law be approved:

By-law No. 2014-0049 (COU-2), a by-law to confirm the proceedings of Council on May 7, 2014.

Carried

22. MOTION TO ADJOURN

Moved by Councillor Hackenbrook, Seconded by Councillor Wheeler

That the meeting adjourn at 1:25 p.m.

Carried.

_____

Robert Grossi, Mayor

_____

Yvonne Aubichon, Town Clerk

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. PB-2014-0033

FOR THE CONSIDERATION OF
COUNCIL
MAY 28, 2014

SUBJECT: PROPOSED ZONING BY-LAW AMENDMENT AND MUNICIPAL ACT BY-LAW TO REGULATE OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES (OSFCAs)
FILE NO.: 03.05BI

---

1. RECOMMENDATION:

1. **That Council receive Report No. PB-2014-0033 prepared by the Planning Division dated May 28, 2014 respecting a proposed Zoning By-law Amendment and Municipal Act By-law to regulate Outdoor Solid-Fuel Combustion Appliances (OSFCAs).**

2. **That the proposed By-law to be enacted under the Municipal Act to prohibit the burning of certain materials and liquids in Indoor Woodburning Appliances and OSFCAs, as well as to impose setbacks, and other regulations for OSFCAs, included as Attachment 2 to Report No. PB-2014-0033, be approved.**

3. **That the proposed amendment to Zoning By-law 500 respecting the inclusion of a definition for OSFCAs, and to exclude them from being considered an accessory building, structure or use, included as Attachment 3 to Report No. PB-2014-0033, be approved.**

2. PURPOSE:

The purpose of this report is to recommend approval of a By-law under the Municipal Act to implement regulations for the installation of OSFCAs and to prohibit the burning of certain materials and liquids. A recommendation is also being made to approve the amendment of Zoning By-law 500 to include a definition of OSFCAs, and to exclude them from being considered an accessory building, structure or use.

3. BACKGROUND:

In 2012, attention was raised to staff regarding Outdoor Solid-Fuel Combustion Appliances (OSFCAs) being installed as a home-heating device within the Town. More specifically, a few residents expressed concerns that OSFCAs were being

installed on neighbouring properties which produce emissions and create the potential for localized air pollution. The complaints received were in specific regard to three units that are located in Udora, Baldwin and Virginia.

On October 1, 2012, Council adopted the recommendations of Report PB-2012-0085 which directed staff to schedule a public meeting to consider the passing of a Town initiated Zoning By-law Amendment to implement restrictions for OSFCAs. Public meetings were held on November 12, 2012 and December 10, 2012, wherein staff presented preliminary information and research on the topic. At the December 10, 2012 public meeting, Council passed a resolution requesting staff to conduct further analysis and research and report back to Council with a proposed Zoning By-law Amendment and/or Municipal Act By-law to regulate OSFCAs.

An additional public meeting with an updated staff report (PB-2013-0039) was held on April 22, 2013. The report outlined how the Town's Zoning By-law 500 does not specifically address OSFCAs, but that these uses/structures would be considered accessory buildings or structures, and that the current provisions of the Zoning By-law appear inadequate in providing sufficient setback provisions from neighbouring properties. The report also summarized how, pursuant to the Ontario Building Code, a building permit is required for OSFCAs, however the Code requires very minimal separation distances from buildings.

The Canadian Standards Association (CSA) and the US Environmental Protection Agency (EPA) emissions standards were also discussed within the report. OSFCAs that meet the CSA and EPA standards emit significantly less emissions compared to OSFCAs that do not. However, the Ontario Building Code does not currently mandate OSFCA's to be tested and certified to meet the CSA and EPA emission standards. The Ministry of Municipal Affairs and Housing also released a proposal to change the 2006 Ontario Building Code, which would require OSFCAs to meet these standards; however this is still under review by the Ministry and therefore, is not in effect.

Through Report PB-2013-0039, staff recommended that a By-law be prepared under the Municipal Act to impose minimum setbacks, chimney height requirements and other regulations for OSFCAs, and to also prohibit the burning of certain materials and liquids in OSFCAs and in Indoor Woodburning Appliances. It was also recommended that an amendment to Zoning By-law 500 be prepared and that the amendment contain a definition for OSFCAs and a reference that indicates OSFCAs are regulated by the Ontario Building Code and the Municipal Act By-law adopted by Council. A number of proposed restrictions to be included in the Municipal Act By-law were recommended by staff. Staff had determined that it is appropriate to regulate OSFCAs through a Municipal Act By-law due to it being more efficient/effective for the Municipal Law Enforcement Division to enforce if someone is in violation of the By-law. Staff also recommended that the proposed

Municipal Act By-law not be applied to the three existing OSFCAs, which have obtained building permits issued by the Town.

Concerns were raised at the April 22, 2013 Council meeting regarding staff's recommendation that the proposed By-law should not be applicable to the three existing OSFCAs that obtained building permits. Discussions regarding appropriate setbacks and chimney height also occurred, including a suggested setback of 50 metres be required from property lines and a minimum chimney height of 6 metres. It was also suggested that the height of chimneys be determined on a site specific basis, and that there should be no exemptions from the regulations, including the existing OSFCAs with building permits.

At a result, at the April 22, 2013 public meeting, Council passed the following resolution:

RESOLUTION NO. C-2013-0180

"That Report PB-2013-0039 prepared by the Planning Division, dated April 22, 2013 respecting a proposed Zoning By-law Amendment and Municipal Act By-law to regulate Outdoor Solid Fuel Combustion Appliances (OSFCAs) be received and referred back to staff to address the issues raised at the April 22nd Council meeting and to submit a revised report containing revised recommendations for Council's consideration."

3.1 Department and Agency Comments:

Administrative Services Department:

Municipal By-law Enforcement: Comments received indicate: "*Setbacks and Chimney Heights: No concerns with respect to enforcement of the required location provisions. Municipal By-law which prohibits the burning of certain materials within an OSFCA will be very difficult to obtain evidence of a violation to commence with legal action if necessary.*"

Tax Division: No comments received.

Operations and Engineering Department: Department has no objections.

Recreation and Culture Department: Department has no comments.

Building Division: Comments received indicate: "*The construction of an OSFCA that serves a building must be in conformance with the Building Code Act and the Ontario Building Code.*"

Enbridge: No comments received.

Fire Department: Comments received indicate: *"As the appliance is located within a structure and is a source of heating, it would fall out of the scope of open air burning in accordance with our municipal by-law as well as requirements set forth in the Ontario Fire Code pertaining to open air burning"*

The Fire Department also indicated that maintenance of the OSFCA should be considered, such as ensuring a minimum annual cleaning of the firebox and associated parts.

Lake Simcoe Region Conservation Authority: No comments received.

Georgina Environmental Advisory Committee (GEAC):

The GEAC discussed OSFCAs at their April 3, 2013 meeting and provided the following comments:

- The Committee supports a By-law under the Municipal Act to prohibit materials and liquids that can be burned in OSFCAs.
- The Committee would like to ensure that the definition of OSFCAs is not confused with indoor furnaces or open air burning appliances like chimineas.
- The Committee encourages the Town to require OSFCAs to meet the CAN/CSA B415.1 or EPA standard in the Zoning By-law.
- The Committee recommends that staff review manufacturer's installation and operations instructions for a variety of manufacturers because each manufacturer is different.
- The Committee supports the appropriate location of OSFCAs on Rural lots with appropriate setbacks.
- The Committee supports requiring appropriate chimney heights, but asked staff to ensure that the construction of the chimneys meets the Ontario Building Code and that they will not cause a hazard by falling over.

4. ANALYSIS:

4.1 Municipal Act By-law

In consultation with the Town Solicitor, staff had previously determined that the most appropriate approach to regulate the setbacks and chimney height of an OSFCA is through a Municipal Act By-law rather than through a Zoning By-law.

Staff maintain this opinion for the primary reason that a Municipal Act By-law is more effective from a Municipal by-law enforcement perspective. In addition, such a by-law would not be subject to applications for variances, amendments or appeals to the Ontario Municipal Board, like a Zoning By-law would be.

Legislation through a Municipal Act By-law is also advantageous as a requirement can be included in a Municipal Act By-law that states the installation and maintenance of an OSFCA must be in compliance with the Ontario Building Code, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable laws and regulations. This provision addresses the Fire Department's comment regarding maintenance, since the manufacturer's installation instructions contain a maintenance section that requires cleaning certain parts of the OSFCA during specified times.

The By-law under the Municipal Act should also include the prohibition of burning the following materials and liquids in both Indoor Woodburning Appliances and OSFCAs:

- wet or unseasoned wood;
- garbage;
- treated wood;
- plastic products;
- rubber products;
- waste oil;
- paints;
- paint solvents;
- coal;
- glossy or coloured papers;
- particle board; or
- driftwood from a waterbody.

The Section of the By-law that lists prohibited materials and liquids may be difficult to enforce, as indicated by the Municipal Law Enforcement Division, but it is a valuable tool for education. Additionally, where an owner is in blatant violation of the By-law, the Municipal Law Enforcement Division can attempt to take action.

Staff are proposing a number of updated recommendations in regards to the provisions that should be included in the Municipal Act By-law. A table outlining the previously recommended and newly proposed provisions, is included as Attachment 1 to this Report.

4.2 Items not included in the By-law Under the Municipal Act:

Staff continues to hold the opinion that the same items indicated in the April 22, 2013 staff report (PB-2013-0039), should not be included in the Municipal Act By-law, which include provisions related to minimum lot sizes and setbacks to neighbouring dwellings. With respect to a minimum lot size, as long as the lot can accommodate the OSFCA in accordance with the setback requirements, a minimum lot size is not required. Additionally, requiring a minimum setback from neighbouring dwellings should not be included, as it can be problematic from an implementation standpoint. A requirement that addresses setbacks from neighbouring dwellings would become particularly difficult to implement when new residential construction is proposed on a vacant abutting lot to an existing OSFCA.

Some municipalities have implemented other provisions in Zoning By-laws or Municipal Act By-laws, such as setbacks from combustible materials, requiring ground cover of non-combustible materials in a three metre perimeter around the OSFCA, and spark caps for chimneys. These requirements are outlined in the manufacturer's installation and operation instructions, and therefore would be required to be implemented through the building permit process with the Building Division. Therefore, no such provisions are included in the proposed by-laws.

4.3 Municipal Act By-law and legally existing OSFCAs in Georgina:

In the report considered at the April 22, 2013 public meeting, staff had proposed that the proposed Municipal Act By-law not be applicable to the three OSFCAs that were previously issued building permits by the Town. Concerns were raised at this meeting regarding this recommendation, and it was suggested that the three OSFCAs should not be "grandfathered", but rather, that any regulations put in place should be enforced retroactively on these properties.

Upon further review, and based on advice from the Town Solicitor, it is recommended that the By-law not be retroactively applied to the three existing OSFCAs. Rather, staff and the Town Solicitor believe it is appropriate to utilize a transition provision to address legally existing OSFCAs that do not comply with the provisions in the Municipal Act By-law. In this regard, it is being proposed that those legally existing OSFCAs may remain in their current location if the OSFCA complies with a minimum setback requirement of 25 metres (or half of the proposed 50 metre minimum lot line setback). From a transition perspective, this is a reasonable approach as the distance still provides adequate separation from neighbouring properties.

It is also being proposed that those legally existing OSFCAs that are not located a minimum of 25 metres from all property lines may remain in their present location, but must have a chimney of at least 6 metres in height (measured from average

finished grade to the highest point of the chimney). The increase in chimney height would be required as staff are of the opinion that a setback less than 25 metres increases the potential for negative impacts to neighbouring properties. Requiring a minimum 6 metre chimney height may assist in alleviating the smoke drift problem caused by those OSFCAs that are in closer proximity to property lines, while at the same time not causing extreme hardship on the OSFCA owner, by only requiring an increase in chimney height and not a relocation of the unit. It should also be noted that the prohibited burning materials as outlined in the By-law also apply to those legally existing OSFCAs, which will also assist in relieving the smoke impact.

In summary, the transition provisions for those legally existing OSFCAs that do not comply with the location requirements outlined in the proposed By-law are as follows:

- 25 metre minimum setback from all property lines of the lot on which the OSFCA is located – may remain in present location
- Less than 25 metre minimum setback from all property lines of the lot on which the OSFCA is located, but contains a chimney height at least 6 metres in height (measured from average finished grade to the highest point of the chimney) – may remain in present location.

With respect to the ability for the legally existing OSFCAs (i.e. obtained a building permit) to comply with the location requirements as indicated in the proposed Municipal Act By-law, staff provide the following:

<u>34 Ridgeview Road (Roll Number: 116-14200)</u>

This property is in a Rural Zone, with the OSFCA located in the interior side yard of the property, which complies with the Municipal Act By-law. The existing OSFCA also appears to be located approximately 43 metres from the front lot line abutting Ridgeview Road, as well as 35 metres from the southerly interior lot line and 38 metres from the northerly interior lot line. This would comply with the proposed Municipal Act By-law, which requires legally existing OSFCAs to be located a minimum of 25 metres from all property lines. As a result, this OSFCA could remain as is in its present location.

<u>39 Sunkist Road (Roll Number: 042-66730)</u>

This property is in a Rural Zone, with the OSFCA located in the interior side yard of the property, which complies with the proposed Municipal Act By-law.

The existing OSFCA appears to be approximately 4 metres from the southerly interior side lot line. This would not comply with the proposed Municipal Act By-law, which requires legally existing OSFCAs to be located a minimum of 25 metres from

all property lines, unless the chimney is erected a minimum of 6 metres in height from average finished grade to the highest point of the chimney. In this regard, the existing OSFCA would not comply with the minimum chimney height requirements, and as a result the chimney height will need to be increased.

24345 Highway 48 (Roll Number: 014-30000)

A site inspection conducted on the property has confirmed that the OSFCA located at 24345 Highway 48 has been removed.

4.4 Proposed Amendment to Zoning By-law 500:

Staff does not recommend including provisions in Zoning By-law 500 specifically regulating OSFCAs, however, it is important to include appropriate wording which would clarify that an OSFCA is not to be considered an accessory building, structure or use. In addition, the Municipal Act By-law should be referenced in the Zoning By-law. In this regard, staff proposes that Zoning By-law 500 be amended by including: a definition of OSFCAs, which are not considered to be an accessory building, structure or use as well as a reference that indicates that OSFCAs are regulated by the Municipal Act By-law.

5. FINANCIAL AND BUDGETARY IMPACT:

There is no financial or budgetary impact resulting from this report.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS

In accordance with the Town of Georgina's policy on Public Notice Requirements, all interested parties on record, including the property owners of the legally existing OSFCAs, were provided notice by registered mail of a continuation of a planning matter in regards to the Zoning By-law Amendment and the public meeting for the proposed Municipal Act By-law on May 8, 2014.

A notice advertising the proposed Municipal Act By-law was also placed on the Town's website on May 8, 2014, and in the Advocate on May 8, 2014, May 15. 2014 and May 22, 2014.

7. CONCLUSION:

The potential health effects and the nuisance factor created by the use of OSFCAs are of concern to property owners adjacent to and surrounding such appliances. As a result, staff recommends that Council approve the By-law under the Municipal Act included as Attachment 2 and the amendment to Zoning By-law 500 included as Attachment 3.

Prepared by:

Andrea Furniss, M.PL, MCIP, RPP
Senior Planner – Policy

Reviewed by:

Velvet L. Ross, MCIP, RPP
Manager of Planning

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

Attachment 1 - Comparison of Original and Recommended Municipal Act By-law Provisions
Attachment 2 - Proposed Municipal Act By-law
Attachment 3 - Proposed Amendment to Zoning By-law 500

6 May 2014

Comparison of Original and Recommended Municipal Act By-law Provisions

Original Proposed By-law Provision Discussed in Report PB-2013-0039	Comments	Recommended By-law Provision
Setback a minimum of 30 metres from any lot line on the subject property.	Staff had previously recommended 30 metres. Council had raised concerns regarding whether the 30 metre setback was sufficient. Although no agency or study has determined the appropriate setback from lot lines for OSFCAs, staff agrees with Council and other Ontario municipalities that it is important to locate OSFCAs away from neighbouring properties. Other Municipalities in Ontario generally require setbacks between 30 metres and 50 metres.	Setback a minimum of 50 metres from any lot line on the subject property.
The chimney must be erected a minimum of 4 metres in height, from average finished grade to the highest point of the chimney.	Concerns were raised at the April 22, 2013 Council meeting regarding whether a 6 metre chimney height would be more appropriate. Upon further analysis, staff are of the opinion that imposing a 6 metre chimney height would be excessive in conjunction with a 50 metre setback. In addition, prohibiting the materials and liquids that are responsible for the release of excessive smoke will also significantly reduce the impacts on neighbouring properties.	The height of the chimney will be as required under the Ontario Building Code.

Original Proposed By-law Provision Discussed in Report PB-2013-0039	Comments	Recommended By-law Provision
Only permitted in Rural (RU) Zones.	Staff recommends only permitting an OSFCA in Rural Zones because this will ensure that OSFCAs are not located within urban residential areas, as properties in the Rural Zone are generally larger lots that could accommodate the 50 metre setback from all lot lines.	Only permitted in Rural (RU) Zones. (No proposed revisions)
Only permitted in rear or interior side yards.	Staff recommends that OSFCAs not be permitted in front or exterior side yards due to aesthetic reasons (OSFCAs will not be visible from the street).	Only permitted in rear or interior side yards. (No proposed revisions)
Only one OSFCA is permitted on a property.	Staff are of the opinion that it is appropriate to only permit one OSFCA per lot due to the Town's Zoning By-law only permitting one dwelling per lot.	Only one OSFCA is permitted on a property. (No proposed revisions)

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

BY-LAW NUMBER 2014-X

BEING A BY-LAW TO REGULATE OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES AND TO PROHIBIT THE BURNING OF CERTAIN MATERIALS AND LIQUIDS IN OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES AND INDOOR WOODBURNING APPLIANCES IN THE TOWN OF GEORGINA

WHEREAS Subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that a municipality may pass by-laws respecting the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

AND WHEREAS Subsection 128(1) of the Municipal Act, 2001 provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Subsection 125(a) of the Municipal Act, 2001 provides that a local municipality may regulate the use and installation of heating and cooking appliances.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF GEORGINA IN THE REGIONAL MUNICIPALITY OF YORK ENACTS AS FOLLOWS:

1. DEFINITIONS

(a) "Indoor Woodburning Appliance" means a solid-fuel burning device, including, without limitation, a fireplace, wood stove or pellet stove, installed and used inside a building.

(b) "Legally Existing" refers to any Outdoor Solid-Fuel Combustion Appliance that was in existence on the date of passing of this

By-law, and was lawfully installed under the authority of a valid building permit.

(c) "Lot" means a parcel or tract of land which is legally in separate and distinct ownership or which is shown on a registered plan of subdivision. A registered plan of subdivision does not, for the purpose of this by-law, include a plan which is deemed not to be a registered plan of subdivision by a by-law passed under the Planning Act.

(d) "Outdoor Solid-Fuel Combustion Appliance" means an outdoor wood burning appliance or a solid-fuel burning appliance which is used for the space heating of buildings, the heating of water, or any other such purpose, and which is located in a separate building or on the exterior of the building which it serves.

(e) "Person" includes an individual, corporation, organization, partnership, company, association, a group of persons comprising a society or other organization, any other form of business association, and their respective heirs, agents, estate trustees and other legal representatives, and shall include a receiver or mortgagee in possession of land.

(f) "Town" means The Corporation of the Town of Georgina, in the Regional Municipality of York.

2. *Outdoor Solid-Fuel Combustion Appliances* and *Indoor Woodburning Appliances* shall be used only to burn dry, seasoned wood or other similar solid-fuel product, as permitted by, and in accordance with, their manufacturers' specifications. No *person* shall use such appliances at any time for the burning or incineration of any other materials, including but not limited to:

- wet or unseasoned wood;
- garbage;
- treated wood;
- plastic products;
- rubber products;
- waste oil;
- paints;
- paint solvents;
- coal;
- glossy or coloured papers;

- particle board; or
- driftwood from a water body.

3. No *person* shall use or install an *Outdoor Solid-Fuel Combustion Appliance* on a *lot* unless:

   (a) the *lot* is situated in an area which is zoned Rural (RU) under the applicable Zoning By-law of the *Town*;

   (b) the following requirements are complied with:

      (i) the *Outdoor Solid-Fuel Combustion Appliance* is located a minimum of 50 metres from all property lines of the *lot* on which it is located;
      (ii) the *Outdoor Solid-Fuel Combustion Appliance* is located in a rear or interior side yard of the *lot* on which it is located;
      (iii) the *Outdoor Solid-Fuel Combustion Appliance* has a chimney height (measured from average finished grade to the highest point of the chimney) as required under the Ontario Building Code; and

   (c) The installation and maintenance of the *Outdoor Solid-Fuel Combustion Appliance* is in compliance with the Ontario Building Code, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable laws and regulations.

4. Where such installations are otherwise permitted in this By-law, no *person* shall install more than one (1) *Outdoor Solid-Fuel Combustion Appliance* on a *lot*.

5. LEGALLY EXISTING OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES

   (a) Any *Legally Existing Outdoor Solid-Fuel Combustion Appliance* that does not comply with Subsections 3(a), 3(b)(i) and 3(b)(ii) of this By-law may remain in its present location, provided that it is located a minimum of 25 metres from all property lines of the *lot* on which it is located.

   (b) Any *Legally Existing Outdoor Solid-Fuel Combustion Appliance* that does not comply with Subsections 3(a), 3(b)(i) and 3(b)(ii) of this By-law and is not located a minimum of 25 metres from all property lines of the *lot* on which it is located may remain in its

present location, but must have a chimney height of at least 6 metres (measured from average finished grade to the highest point of the chimney).

6. The *Town's* By-law No. 2000-0071, being a by-law "to prescribe the time and precautions for open air burning of materials", or such by-law as may be passed in substitution therefor, shall not apply to *Outdoor Solid-Fuel Combustion Appliances.*

7. INSPECTION

(a) The *Town* may enter onto a *lot* at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

(i) the provisions of this By-law;

(ii) an Order issued under this By-law; or

(iii) an Order made under Section 431 of the Municipal Act, 2001.

(b) Where an inspection is conducted by the *Town*, the *person* conducting the inspection may:

(i) require the production of documents or relevant items for inspection;

(ii) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

(iii) require information from any *person* concerning a matter related to the inspection, including the person's name, address, phone number and identification; and

(iv) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

(c) The *Town* may undertake an inspection pursuant to an Order issued under Section 438 of the Municipal Act, 2001.

(d) The *Town's* power of entry may be exercised by an employee or

agent of the *Town*, by a member of the York Regional Police Force, and/or by any *person* under the direction of one of the aforementioned *persons*.

8. ORDERS/REMEDIAL ACTION

(a) If a provision of this by-law has been contravened, the *Town* may issue an order to the *person* who contravened or permitted the contravention of this by-law, or to the owner of the *lot* on which the contravention occurred, to discontinue the contravening activity. The order shall set out reasonable particulars of the contravention adequate to identify the contravention, the location of the land on which the contravention occurred, and the date by which there must be compliance with the order. The order may be served in accordance with Section 9 of this by-law.

(b) If a provision of this by-law has been contravened, the *Town* may issue a work order to the *person* who contravened or permitted the contravention of this by-law, or to the owner of the *lot* on which the contravention occurred, to do work to correct the contravention. The order shall set out reasonable particulars of the contravention adequate to identify the contravention, the location of the land on which the contravention occurred, and the date by which there must be compliance with the order. The order may also provide that if the *person* or owner fails to correct the contravention, the *Town* may enter upon the land at any reasonable time and do the work necessary to correct the contravention, including the removal of the *Outdoor Solid-Fuel Combustion Appliance*, at the expense of the *person* or owner. The order may be served in accordance with Section 9 of this by-law.

(c) The *Town* may recover the cost of doing the work referred to in Subsection 8(b) of this by-law from the *person* directed or required to do it by action or by adding the costs to the tax roll of the owner and collecting them in the same manner as property taxes.

9. SERVICE OF ORDERS AND NOTICES

An order or notice issued under this by-law may be served personally or by registered mail sent to the last known mailing address of the *person* being served, as indicated on the *Town's* assessment roll. If an order or notice is served on a *person* by

registered mail, it shall be deemed to have been served on the *person* on the 5th day after mailing.

10. OFFENCES AND PENALTIES

(a) Every *person* who contravenes a provision of this by-law, including an order issued under this by-law, is guilty of an offence.

(b) Any contravention of a provision of this by-law shall be deemed to be a continuing offence for each day or part of a day for which the contravention remains uncorrected.

(c) Any contravention of an order issued under this by-law that continues for longer than one day shall be deemed to be a continuing offence for each day or part of a day for which the order is not complied with.

(d) Every *person* who is guilty of an offence under this by-law shall be subject to the following penalties:

(i) upon a first conviction, to a fine of not less than $100.00 and not more than $50,000.00;

(ii) upon a second or subsequent conviction for the same offence, to a fine of not less than $400.00 and not more than $100,000.00;

(iii) upon conviction for a continuing offence, to a fine of not less than $100.00 and not more than $10,000.00 for each day or part of a day that the offence continues. The total of the daily fines may exceed $100,000.00; and

(iv) upon conviction of a multiple offence, for each offence included in the multiple offence, to a fine of not less than $100.00 and not more than $10,000.00. The total of all fines for each included offence is not limited to $100,000.00.

(e) For the purposes of this by-law, "multiple offence" means an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

(f) For the purposes of this by-law, an offence is a second or subsequent offence if the act giving rise to the offence occurred after a conviction had been entered at an earlier date for the same

offence.

11. This By-law shall come into force and effect on the date of its passing.

READ and ENACTED this _____ day of _____, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

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

BY-LAW NUMBER 2014-X

A BY-LAW TO AMEND BY-LAW NUMBER 500, BEING A BY-LAW TO REGULATE THE USE OF LANDS AND THE CHARACTER, LOCATION AND USE OF BUILDINGS AND STRUCTURES WITHIN THE TOWN OF GEORGINA.

Pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, the Council of the Town of Georgina **ENACTS AS FOLLOWS:**

1. That **SECTION 2 – DEFINITIONS**, be amended by adding Section 2.140(a) as follows:

   "**2.140 (a) OUTDOOR SOLID-FUEL COMBUSTION APPLIANCE:** means an outdoor wood burning appliance or a solid-fuel-burning appliance which is used for the space heating of buildings, the heating of water, or any other such purpose, and which is located in a separate building or on the exterior of the building which it serves."

2. That **SECTION 2- DEFINITIONS**, be amended by revising Section 2.29 to read as follows:

   "**2.29 BUILDING OR STRUCTURE, ACCESSORY:** means a detached,

subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use. **Notwithstanding any other provision of this By-law, an Outdoor Solid-Fuel Combustion Appliance shall not be considered to be an accessory building or structure under this By-law, and shall only be permitted and installed in compliance with By-law Number 2014-X (or such by-law as may be passed in substitution therefor)."**

3. That **SECTION 2 – DEFINITIONS**, be amended by revising Section 2.209 to read as follows:

"2.209 USE, ACCESSORY: means a use naturally and normally incidental, subordinate in purpose and floor area, and exclusively devoted to a main use of land, building or structure located on the same lot. **Notwithstanding any other provision of this By-law, an Outdoor Solid Fuel-Combustion Appliance shall not be considered to be an accessory use under this By-law, and shall only be used in compliance with By-law Number 2014-X (or such by-law as may be passed in substitution therefor)."**

4. That **SECTION 5 – GENERAL PROVISIONS ALL ZONES,** be amended by adding Section 5.51, as follows:

5.51 OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES

"Notwithstanding any other provision of this By-law, an Outdoor Solid-Fuel

Combustion Appliance shall not be considered to be an accessory building, structure or use under this By-law, and shall only be permitted, installed and used in compliance with By-law Number 2014-X (or such by-law as may be passed in substitution therefor)."

READ and ENACTED this _____ day of _____, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

EXPLANATORY NOTE - BY-LAW NUMBER 2014-X (General ZBA)
(FILE NO. 03.05BI)

1. The purpose of Zoning By-law Number 2014-X, which amends Zoning By-law Number 500, is to include a definition for Outdoor Solid-Fuel Combustion Appliances, as well as to reference that Outdoor Solid-Fuel Combustion Appliances are regulated by By-law Number 2014-X.

2. Zoning By-law Number 2014-X conforms with the Town of Georgina Official Plan, as amended.

3. A **Key Map** is not provided due to the fact that By-law Number 2014-X applies to all lands within the Town of Georgina.

BY-LAW NUMBER 500-2014-X, WHICH AMENDS ZONING BY-LAW NO. 500 OF THE CORPORATION OF THE TOWN OF GEORGINA

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT PB-2014-0034

FOR THE CONSIDERATION OF
COUNCIL
MAY 28, 2014

SUBJECT: APPLICATION TO AMEND ZONING BY-LAW NO. 500
PART LOT 16, CONCESSION 2 (NG)
APPLICANT: MARKWAY HOMES (C/O MARK MILANI)

---

1. RECOMMENDATIONS:

1. **That Council receive Report PB-2014-0034 prepared by the Planning Division dated May 28, 2014 respecting an application to amend Zoning By-law No. 500.**

2. **That in the event no public and/or Council concerns are raised at the public meeting warranting a further investigation and a further Council meeting, staff recommend the following:**

   (i) **That the application submitted by Mark Milani to rezone lands described as Part Lot 16, Concession 2 (NG), Part 2 on Registered Plan 65R-28938, from Low Density Urban Residential (R1) to Low Density Urban Residential (R2), to permit the construction of a semi-detached dwelling thereon be approved.**

   (ii) **That the amending zoning by-law contain the site specific provisions outlined and recommended in Report PB-2014-0034.**

   (iii) **That pursuant to Section 34(17) of the *Planning Act,* R.S.O. 1990, c.P.14 as amended, Council deems that further notice is not required to be given in respect of any minor revisions to the proposed amending zoning bylaw.**

Or alternatively;

3. **That in the event public or Council concerns are raised warranting investigation and a further meeting, staff recommend the following:**

   (i) **That staff report further to Council after assessment of any public and Council comments received at the statutory public meeting.**

2. PURPOSE:

The purpose of this report is to provide staff's comments and recommendations on the applicant's request to change the zoning on the subject land from Low Density Urban Residential (R1) to Low Density Urban Residential (R2) to permit the construction of a semi-detached dwelling thereon.

3. BACKGROUND:

Owner/ Applicant:	Markway Homes
Consultant:	Henry Kortekaas and Associates Inc. c/o Henry J. Kortekaas
Property Description:	(Refer to Attachments '1' and '2') Part Lot 16, Concession 2 (NG) Part 2 on Registered Plan 65R- 28938
Roll Number:	098-27550
File Number:	03.1072

An application has been submitted by Henry Kortekaas and Associates Inc. on behalf of Markway Homes to amend Zoning By-law Number 500 as it relates to the subject land. The applicant is proposing to change the zoning on the subject land from Low Density Urban Residential (R1) to Low Density Urban Residential (R2) to permit the construction of a semi-detached bungalow dwelling. The applicant's site plan and exterior building elevations are included as Attachments '3' and '4' respectively. The applicant's consultant has clarified that Option 2, the selected house design includes exterior building elevation and floor plan variations to differentiate the units.

The subject land is 672.10 m^2 in land area with 19.80 m of frontage onto the west side of Metro Road North and is located to the north of Old Homestead Road in Keswick. The property is vacant of buildings and structures. The predominant surrounding land use is residential with primarily single detached dwelling types to the north and east, and a townhouse development to the south. Also to the south are a place of worship and an elementary school.

On January 9, 2005, Consent Application P420538 was granted which severed the south half of 138 Metro Road North, which is the subject of this current zoning amendment application (see Attachment '5').

3.1 Public Circulation:

Pursuant to Sections 34 (10.7) and (12) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a combined Notice of Application and Notice of a Public Meeting was mailed to the prescribed persons and bodies on April 2, 2014 and was posted in the April 3, 2014 edition of the Georgina Advocate and as well on the Town's website. Also pursuant to the requirements of the Planning Act and Regulations thereto, a Public Notice Sign advising of the Public Meeting was posted on the subject land when a site visit was conducted on April 28, 2014.

It is noted that all landowners along Hattie Court including beyond the 120 m radius of the subject land were also mailed a copy of the above mentioned notice. The written comments received from members of the public at the time of preparation of this report are summarized below:

An email message of April 22, 2014 was received from Slava and Andrew Wrezel of 138 Metro Road North, and also noted as being provided on the behalf of Erica Barry and James Jodin of 157 First Avenue, and Susan Brigg's and Scott Edney of 134 Metro Road, which indicates they object to the proposed zoning amendment. Issues raised are with respect to noise, congestion and impact on sun and daylight exposure (refer to Attachment '6').

Also on April 22, 2014, Ms. Slava Wrezel delivered a petition (dated April 20, 2014) signed by the same residents mentioned above which is requesting the construction of a 1.8 m (6 ft.) wood privacy fence along the west, north and south sides of the subject land (refer to Attachment '7'). It is also requested that the fence be installed prior to construction in consideration of the neighbours.

Staff have considered the comments received, and provide our analysis of same in Section 4 below:

3.2 Department / Agency Comments:

Administrative Services Department:

- Municipal Law Enforcement: No objection.
- Tax Division: No objection.

The Building Division: No objection. Building comments are required prior to commencing construction. The writer notes that a development charge fee at the prevailing rate will be required at the time of building permit issuance.

The Recreation and Culture Department: No objection. Park levy is not required as it was paid at the severance stage.

The Fire and Emergency Services Department: No objection.

The Operations and Engineering Department: No objection. At the building permit stage, the applicant will be required to submit a detailed lot grading and drainage plan prepared by a professional engineer skilled and competent in such work for the review and approval of the department (see Attachment '8'). The Department has also confirmed that the owner will be required to pay and have installed an additional water and sanitary sewer service for the subject land.

The writer notes that through approval of Consent Application P420156, one water service lateral and one sanitary service lateral were installed to service a future single detached dwelling on the property. The additional servicing requirements mentioned above are due to the proposed development being a semi-detached dwelling.

Rogers: No comment received to date.

Hydro One: No comment received to date.

Bell Canada: No comment received to date.

The South Lake Regional Health Centre: No comment received to date.

York Region: No objection (see Attachment '9').The Development Approvals, Community Planning Branch of the Transportation and Community Planning Department indicated the Region is protecting a 30.0 m right of way for this section of Metro Road North and all municipal setbacks must be referenced from a point of 15.0 metres from the centreline of the construction of the road. It was also indicated that the Owner is required to convey sufficient property to provide a 15.0 m setback from the centreline of the road to the Region, free of costs and encumbrances.

Subsequent to receiving the above comments, it was determined that a 4.9 m conveyance was transferred to the Region through the planning process of Consent Application P420538 to provide a 30 m road width on Metro Road North. The Region has thus confirmed that there are no requirements in regards to this rezoning process. However, the owner will be required to obtain an entrance permit as part of the building permit process. In response to the writer's request for clarification, York Region advised that parking spaces are not permitted within the Regional right-of-way.

York Catholic District School Board: No comment received to date.

York Region District School Board: No comment received to date.

Enbridge Gas Distribution Inc.: No comment received to date.

Canada Post: No comment received to date.

The Lake Simcoe Region Conservation Authority (LSRCA): No objection. The comments dated April 16, 2014 included as Attachment '10' indicate that the subject land is not located within the area currently governed under regulation 179/06 therefore there are no requirements as part of the rezoning process. It is noted that conformity with the Settlement Area policies of (6.33 c) of the Lake Simcoe Protection Plan (LSPP) can be demonstrated and achieved through subsequent municipal building permit process. For reference purposes, Policy 6.33.c states that an application for development or site alteration shall, where applicable, seek to avoid, minimize and/or mitigate impacts associated with the quality and quantity of urban run-off into receiving streams, lakes and wetlands. This policy will be addressed during the preparation of grading/ drainage plans.

4. ANALYSIS:

4.1 Provincial Framework:

4.1.1 The Provincial Policy Statement (2014), The Growth Plan for the Greater Golden Horseshoe (2006), and the Greenbelt Plan (2006):

Pursuant to Section 3 of the *Planning Act*, a decision of the Council of a municipality in respect of the exercise of any authority that affects a planning matter, shall be consistent with the Provincial Policy Statement (PPS, 2014) and shall conform to the Growth Plan for the Greater Golden Horseshoe (2006) and the Greenbelt Plan (2006).

The subject land is designated Settlement Area within the PPS (2014) and such areas are intended to be the focus of growth within municipalities. The proposed development is supported by Policy 1.1.3.2 which states that land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available. Under the Growth Plan for the Greater Golden Horseshoe (2006), the policies of the Greenbelt Plan apply to the subject land. The Keswick Secondary Plan area is designated Towns and Villages on Schedule '1' of the Greenbelt Plan. In accordance with Section 3.4.2.1, the subject land is governed by the Keswick Secondary Plan and the policies contained therein. Said policies are outlined and discussed in Section 4.2.2 below.

4.1.2 Lake Simcoe Protection Plan (LSPP, 2009)

The objective of the Lake Simcoe Protection Plan (LSPP, 2009) is to protect, improve or restore the elements that contribute to the ecological health of the Lake Simcoe Watershed. Notwithstanding Sections 6.32-6.33-DP, as the subject land is not situated in the vicinity of Lake Simcoe or a watercourse, the writer is satisfied that the proposal meets the intent of the LSPP (2009).

Further, the LSRCA has indicated no objection to the application and has no requirements as part of the rezoning process. However, as already mentioned, Section 6.33 c) will need to be considered during the preparation of grading / drainage plans.

4.2 Regional and Local Planning Documents:

4.2.1 York Region Official Plan (2010):

The subject land is designated 'Urban Area' on Map 1 and Map 2 of the York Region Official Plan (January 14, 2013 Office Consolidation). The community of Keswick is identified in Section 5.5 as a local centre; and therefore, a focal point for residential, human services, commercial and office activities for the surrounding community. The Plan states that local centres have a role to play in achieving the Region's intensification objectives. It is further stated that the appropriate level of development and density will depend on site-specific circumstances and the nature of the surrounding area. Section 5.3 indicates that intensification will further enhance the planning urban structure and advance the Region's city building initiative. Local municipalities are encouraged to raise awareness of the benefits of intensification with the public and stakeholders.

In accordance with Section 7.3 Water and Waste Water servicing, adequate municipal water and sewer services are available to service the proposed semi-detached dwelling.

The subject application was circulated to York Region for their review and comment and they have indicated no objection to the proposal. As already indicated above, the applicant will be required to obtain an entrance permit from the Region as part of the Town's building permit process.

4.2.2 Keswick Secondary Plan:

The subject land is designated Neighbourhood Residential on Schedule F1: Keswick Land Use Plan of the Keswick Secondary Plan and in accordance with Schedule 'F2' is located within the Keswick Service Area Boundary. A range of uses are permitted within the designation including a mix of low density housing types, Neighbourhood Centres and local commercial uses. In accordance with Section 9.1.2.7, low density residential development shall include single detached, semi-detached and duplex dwelling units and accessory apartments. The proposed semi-detached dwelling is a permitted use on the subject land.

The policies applicable to the subject land and proposed development are outlined and discussed below:

Section 9.1.3.1.1 (f) states that all residential development shall be compatible with existing adjacent residential areas in terms of orientation, privacy, landscaping, shadow casting, and visual impact. The depth and frontage of the lots is of sufficient size to accommodate a street front oriented semi-detached bungalow which is in keeping with existing development on the adjoining properties. The proposed 7.6 m height is considered reasonable for a bungalow with a finished basement. The proposed building form and siting will have the effect of minimizing shadow casting and privacy concerns.

In terms of the landscaping, the existing trees at the north and south sides of the boulevard will be maintained which will also have the effect of providing some privacy from the arterial road (see Attachment '3'). Sufficient space exists to accommodate appropriate landscaping within the front yard. The proposed 14.0 metre rear yard provides adequate amenity space and for the placement of accessory structures within the rear yard, and also allows the landowner to maintain the existing trees within the westerly portion of the yard.

In addition to the landscaping, the patio slabs proposed at the front entrance of the dwelling units and the architectural detail proposed on the exterior building elevations will enhance the aesthetic or visual appeal of the development. Overall, it is the writer's opinion that the proposed development will be an improvement on the site.

Respecting municipal water and sanitary sewer servicing, allocation was assigned to the subject land for a future single detached dwelling (2.9 persons equivalent) through the planning process for Consent Application P420156. An additional 2.9 p.e. is therefore required given that a semi-detached dwelling is now proposed. In this regard, municipal servicing is available through the "minor infill" category as set aside by Council for projects within the Keswick Servicing Area of the Keswick Secondary Plan. As already indicated, the applicant will be required to pay for the installation of additional water and sanitary service laterals for the additional unit.

In consideration of the foregoing, the proposed development complies with the pertinent land use and development policies and meets the intent and purpose of the Keswick Secondary Plan.

4.2.3 Zoning By-law 500:

The subject land is zoned Low Density Urban Residential (R1) on Map 3 of Zoning By-law No. 500 (Attachment '11'). A single detached dwelling and accessory apartment are the only residential uses permitted within this zone category. The applicant is seeking to change the Low Density Urban Residential (R1) zone to a Low Density Urban Residential (R2) zone and is proposing to construct a semi-detached dwelling on the subject land. The R2

zone permits the following residential uses: duplex dwelling, semi-detached dwelling, single family dwelling and linked dwelling comprised of two single family dwellings (refer to Attachment '12'). As well, an accessory apartment is permitted in accordance with the provisions of Zoning By-law 500, as amended. Notwithstanding, the subject rezoning application is intended to only permit a semi-detached as proposed.

The proposed development complies with the R2 zone provisions save and except with respect to the lot frontage and parking requirements. Section 6.2 (a) requires a minimum lot frontage of 10.0 m per unit for a semi-detached dwelling whereas 9.9 m per unit is proposed. Also, in accordance with Section 5.28 (b), a minimum of three (3) parking spaces is required for each semi-detached dwelling unit, two of which may be within a driveway private to the unit and in the front yard. Although the interior dimensions of the garages and the width of the driveway are not indicated on the submitted site plan, the plan does illustrate a setback of 6.0 m from the garage to the front lot line. Furthermore, it would appear that the garage and driveway are designed to accommodate a single car width. Therefore, the proposed design would appear to be able to accommodate only two (2) of the required three (3) parking spaces within the lot. The third required parking space is proposed within the portion of the driveway that is within the right of way and therefore not private to the unit.

The 10.0 m minimum lot frontage per unit established for semi-detached dwellings is intended to work hand in hand with the lot depth to provide an adequate or reasonable building envelope for the construction of the intended uses, which in this case is a semi-detached dwelling. An appropriate lot frontage also serves to reduce potential shadow effects from adjoining buildings/structures and provides for landscaping to enhance the visual appeal of a property. Further, lot frontage can also provide for snow storage and on-street parking, where permitted. The 0.1 m lot frontage deficiency per unit is minimal and has no impact on the ability to provide a sufficient building envelope to accommodate the proposed development (with the exception of the parking deficiency), and will have negligible impact on the functionality of the site.

Respecting the required number of parking spaces, York Region staff verbally explained that the right of way is intended for future road widening and should not be considered for accommodating the required parking. It was explained that due to potential liability issues, the Region also does not support parking within the right of way in the interim. Based on the site plan, the placement of the dwelling can be shifted further back to provide the third parking space. However, this option would result in the loss of some of the existing trees in the back area of the property which the landowner has indicated wishes to maintain. The second option is to consider relief from Section 5.28 (b) to reduce the required parking spaces from three (3) to two

(2) spaces. It is noted that two (2) parking spaces is the minimum requirement for a townhouse dwelling fronting onto a public street or a duplex. In view of this, it is not expected that providing two (2) parking spaces instead of three (3) for a semi-detached dwelling will have a significant impact on the site or within the area. In the writer's opinion, a parking shortfall of one space is worth considering versus the option of shifting the placement of the dwelling further back which would impact on the existing trees.

Should this application be approved, site specific provisions addressing the lot frontage and parking will be required to be incorporated into the amending zoning by-law.

4.2.4 Additional Staff Comments:

It should be noted that while the Low Density Urban Residential (R2) zone permits a range of residential types, (i.e. single family dwelling, semi-detached dwelling, duplex, linked dwelling) the applicant's proposal is specifically to permit a semi-detached dwelling. As the Keswick Secondary Plan permits low density residential uses and since Zoning By-law 500, as amended, is intended to implement Official Plan policy, the proposed Low Density Urban Residential (R2) zone to permit the proposed use is worth considering for the subject land. In addition to the analysis above, the writer presents the following justification for considering the subject application as submitted:

- The Hattie Court townhouse development is located one lot from the south side of the subject land on lands zoned Medium Density Urban Residential (R3-20) (see Attachments '2' and '11'). Directly opposite, at the north east intersection of Metro Road / Old Homestead Road is another townhouse development recently constructed in 2013 on lands zoned Medium Density Urban Residential (R3-42) and (R3-54). The writer asserts that compatibility of the proposed Low Density Urban Residential (R2) zone is not an issue given the proximity to existing medium density residential developments.

- In view of the above, the key aspect of an analysis respecting a zone change from R1 to R2 is the answer to the question – can the intended use be accommodated by providing the required minimum yard setbacks, lot coverage, minimum floor area, parking etc.

Summary of R2 Zone Requirements

R2 Zone Residential Uses	Lot Frontage	Lot Area	Front Yard	Rear Yard	Interior Side Yard	Parking Spaces
Semi-Detached	10 m/unit (20)	300 m^2 / unit	6 m	8 m	1.2 plus 0.5 for an additional storey	3 / unit

A comparison of the applicant's site statistics (Attachment '3') and the R2 zone provisions indicates the proposed lot area of 336.05 m^2 exceeds the minimum requirement of 300.0 m^2 per unit therefore sufficient lot area exists to accommodate the proposed dwelling. The proposed development also complies with the front and rear yard setback requirements. The standard parking space size requirement is for a 3.0 m width X a 5.7 m length however, a width of 2.5 m is permitted for a semi-detached dwelling in a Low Density Residential zone for a parking located within a driveway private to the unit. The proposed driveway private to each unit will have a width of 3.5 m which complies with the By-law. As outlined above, the relief required for the lot frontage and one parking space is worth considering as the potential impacts to the functionality of the site or adjacent land uses will be negligible. The proposed development complies with all other R2 zoning requirements such as lot coverage, height etc.

- To further address the concerns raised by Mr. and Ms. Wrezel, some noise during the construction phase is inevitable, however, it is not expected that the typical noise range for the proposed scale of development will be exceeded. The larger lots in the vicinity of First Avenue and Metro Road North are reflective of the pattern of residential development that was proposed at the time, being bungalows spread out across the width of the lots. The bungalows on lands adjoining the subject land were built prior to said development and were originally privately serviced which explains the original lot size and the subsequent severance to create the subject building lot. The proposed semi-detached dwelling not only maintains the bungalow style form of housing but is also of adequate size for a standard dwelling. The height and placement of the proposed dwelling is such that daylight exposure impacts will be minimized.

- Respecting the 1.8 m (6 ft.) wood privacy fence requested by residents as outlined above, the consultant has indicated that the landowner disagrees. As illustrated on Attachment '3' the existing chain link fence will be removed from the front lot line but is intended to be maintained along the north, west and south sides of the property. The writer observed during a site inspection that the fence has already been removed from the front lot

line. It should be noted that Section 5.12 of Zoning By-law 500 permits fences not exceeding 2.0 m in height in all yards, however, this is not a requirement. Further, the semi-detached dwelling is proposed on an interior lot abutting other low density residential uses. In such instances, it is not Town practice to require a wood privacy fence.

5. FINANCIAL AND BUDGETARY IMPACT:

There are no financial concerns or budgetary impacts on the Town stemming from this matter. However, it should be noted that a Development Charge at the prevailing rate at the time of building permit issuance will apply.

6. CONCLUSION:

In conclusion, the application to amend Zoning By-law 500 complies with the Keswick Secondary Plan and the York Region Official Plan, is consistent with the Provincial Policy Statement (2014) and conforms to the Greenbelt Plan and the Lake Simcoe Protection Plan. The proposal represents good land use planning, is appropriate in the context of the subject land therefore, Planning staff is recommending approval of this application.

Prepared by:

Barbara Mugabe, MCIP, RPP
Planner

Reviewed by:

Velvet L. Ross, MCIP, RPP
Manager of Planning

Recommended by:

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

Approved by:

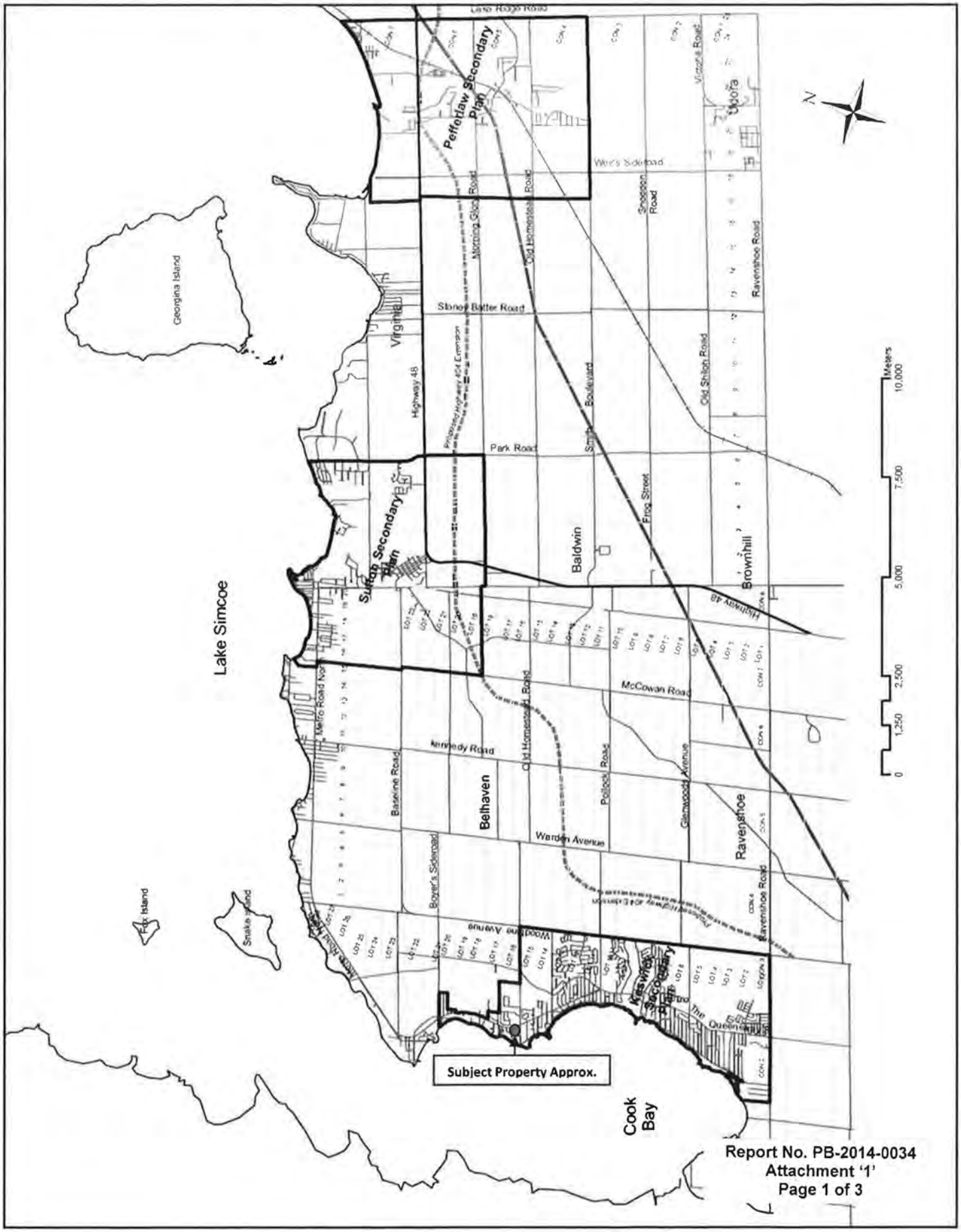
Winanne Grant, B.A. AMCT, CEMC
Chief Administrative Officer

16 May 2014

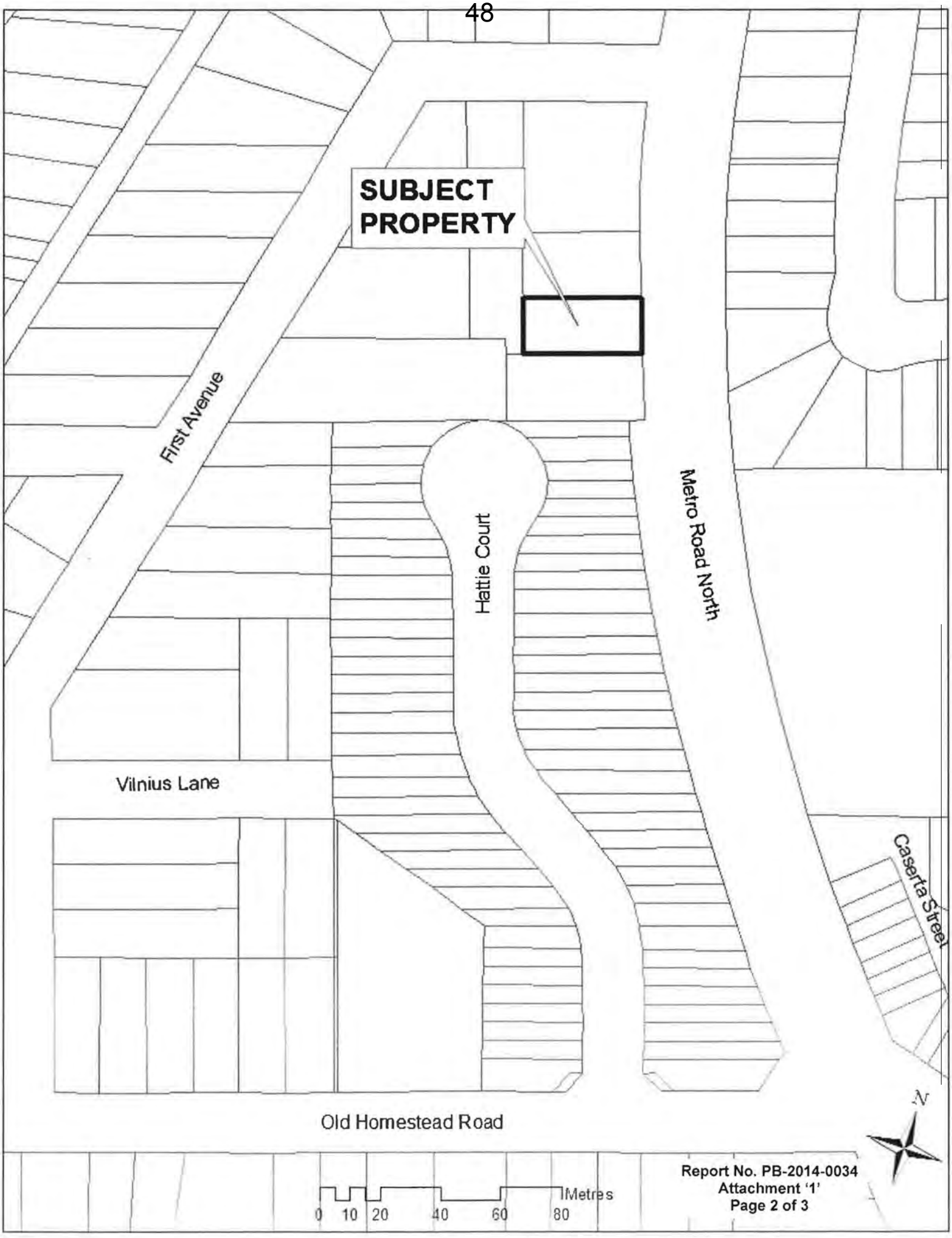
Attachment 1 – Location Map
Attachment 2 – Aerial Photograph of the Subject Land
Attachment 3 – Site Plan
Attachment 4 – Option 1 and 2 Exterior Building Elevations / Floor Plans
Attachment 5 – Severance Sketch
Attachment 6 – Public Comments – Slave and Andrew Wrezel
Attachment 7 – Public Comments – Petition
Attachment 8 – Operations and Engineering Department Comments
Attachment 9 – York Region Comments

Attachment 10 – Lake Simcoe Region Conservation Authority Comments
Attachment 11 – Map 3 of Zoning By-law 500
Attachment 12 – Low Density Urban Residential (R2) Zone Permitted Uses

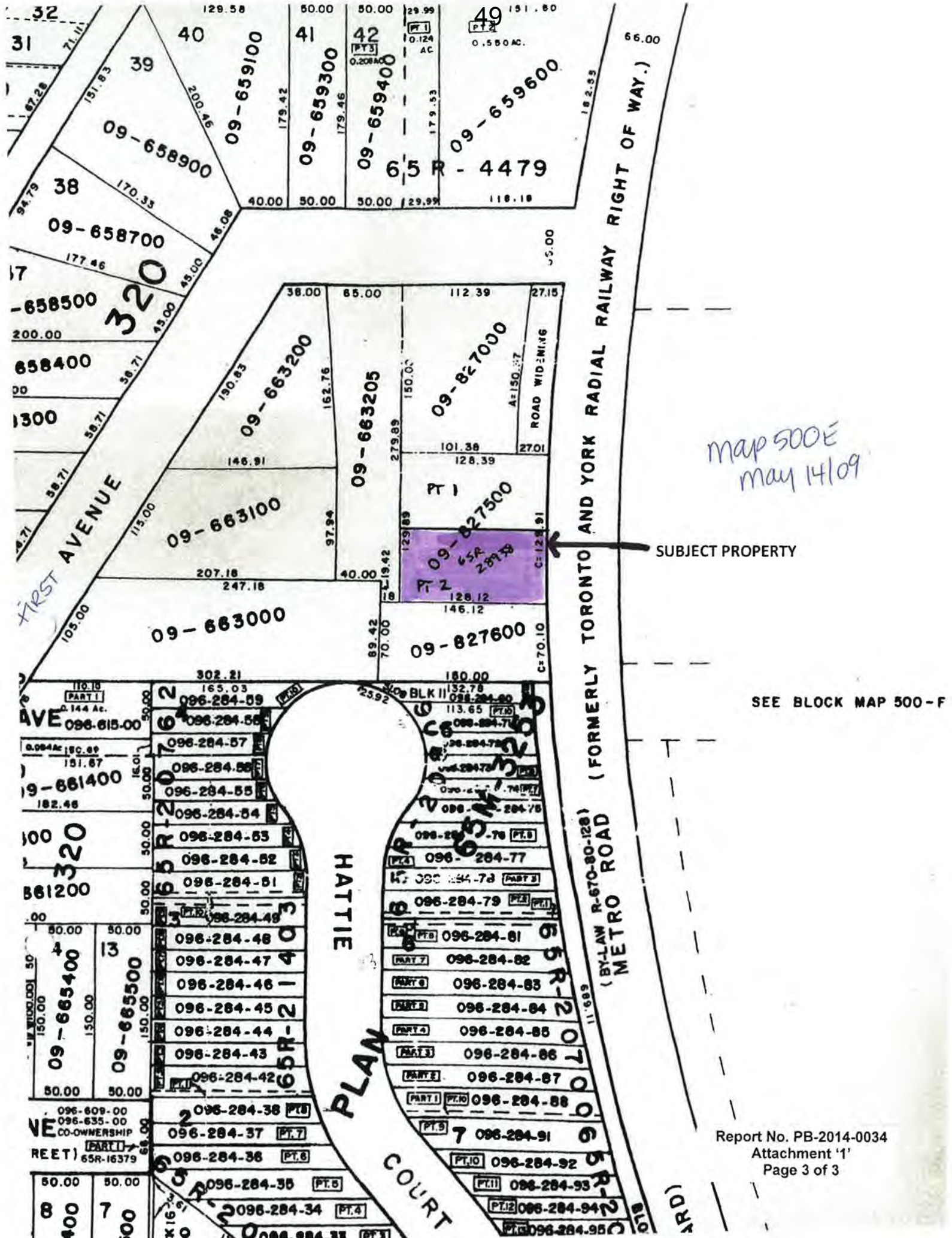
CONTEXT MAP



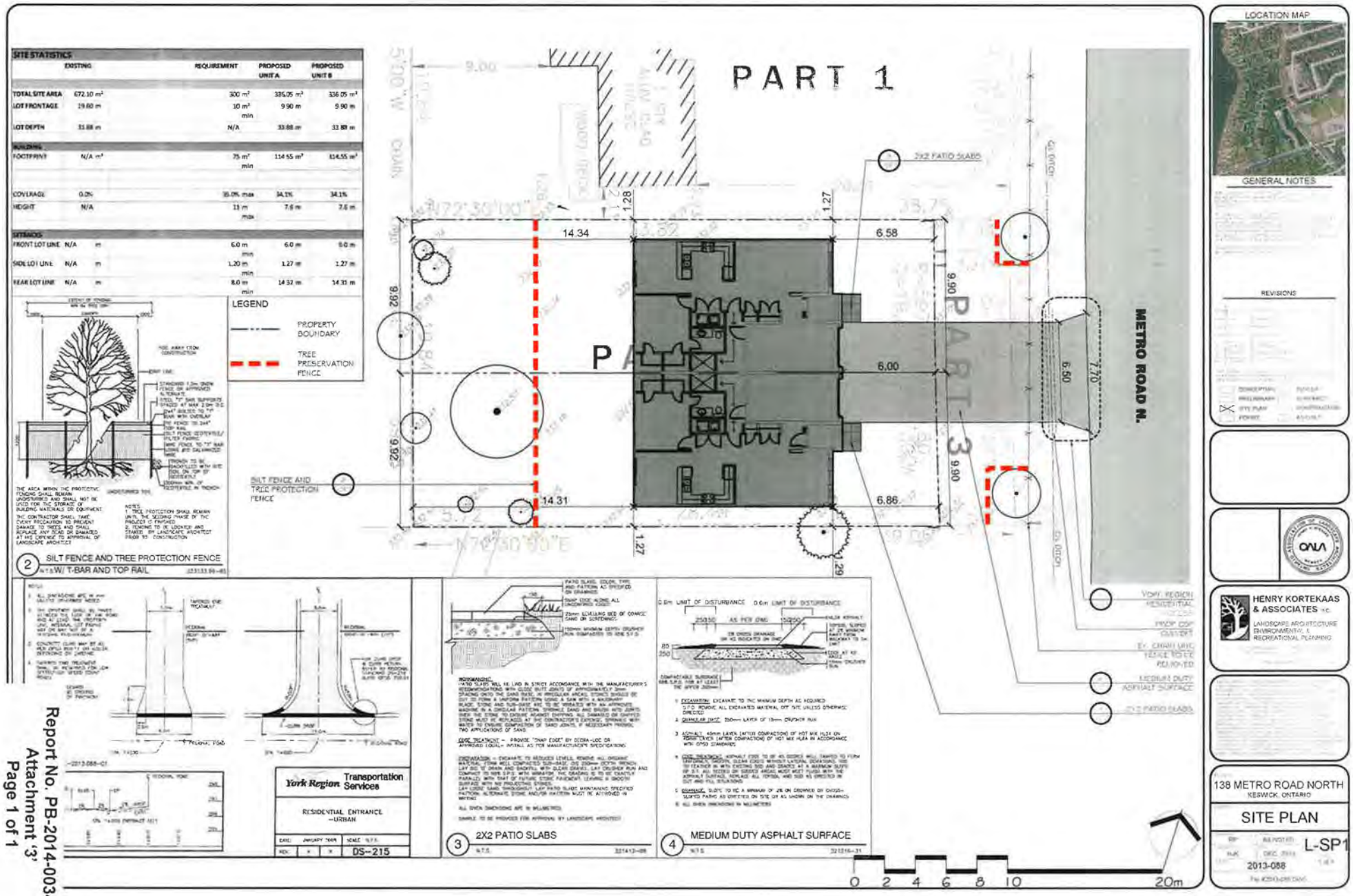
Report No. PB-2014-0034
Attachment '1'
Page 1 of 3



Report No. PB-2014-0034
Attachment '1'
Page 2 of 3


FIRST AVENUE
HATTIE
PLAN
COURT
(FORMERLY TORONTO AND YORK RADIAL RAILWAY RIGHT OF WAY.)
(BY-LAW R-670-80-128) METRO ROAD
ROAD WIDENING
SUBJECT PROPERTY
SEE BLOCK MAP 500-F
map 500E
May 14/09
09-659100
09-659300
09-659400
09-659600
09-658900
09-658700
09-658500
09-663200
09-663205
09-827000
09-827500
09-663100
09-663000
09-827600
65R-4479
65R-28978
65R-16379
PT 1
PT 2
BLK II

Report No. PB-2014-0034
Attachment '2'
Page 1 of 1



Report No. PB-2014-0034
Attachment '3'
Page 1 of 1

Option No. 2
Front Elevation 'A'

Option No. 2
Front Elevation 'B'

1 / AS.4 **Option No. 2 Elevatios 'A&B'**
Scale: 3/16" = 1'-0"

CLIENT	MAPLE BROOK HOMES
TITLE	FRONT ELEVATION 'A&B'
PROJECT NO.	214-001
DRAWN BY	LV
CHECKED BY	LV
CREATION DATE	01/15/2014
SCALE	AS SHOWN
FILE NAME	138 METRO RD. N.DWG
SHEET NO.	AS.4

PROJECT: PROPOSED SEMI DETACHED HOMES KESWICK, GEORGINA, ONTARIO

LOCATION: 138 METRO RD. N KESWICK, ONTARIO

SAB	DESCRIPTION	DATE
1	ISSUED FOR BUILDERS REVIEW AND COMMENTS	01/15/2014

icr
207 Edgley Boulevard, Ste. 18 Concord, On. L4K 4B5
Tel (905) 738-8500, Fax (905) 738-2227

Option No. 2
Front Elevation 'A'

1 / AS.1 **Basement Plan**
Scale: 3/16" = 1'-0"

Report No. PB-2014-0034
Attachment '4'
Page 2 of 5

icr
207 Edgeley Boulevard, Ste. 18 Concord, On. L4K 4B5
Tel.(905) 738-8500, Fax(905) 738-2227

NO.	DESCRIPTION	DATE
1	ISSUED FOR BUILDERS REVIEW AND COMMENTS	01/15/2014

PROJECT: PROPOSED SEMI DETACHED HOMES KESWICK, GEORGINA, ONTARIO
LOCATION: 138 METRO RD. N KESWICK, ONTARIO
CLIENT: MAPLE BROOK HOMES
TITLE: BASEMENT PLAN
PROJECT NO: 214-001
DRAWN BY: LV
CHECKED BY: LV
CREATION DATE: 01/15/2014
SCALE: AS SHOWN
FILE NAME: 138 METRO RD. N.DWG
DWG NO: AS.1

Option No. 2
Front Elevation 'A'

FIRST FLR. AREA	= 974.0 S.F.
TOTAL AREA	= 974.0 S.F.
COVERAGE (W/ PORCH)	=1233.0 S.F.
COVERAGE (PORCH+DECK)	=1428.9 S.F.

1 / AS.2 **Main Floor Plan**
Scale: 3/16" = 1'-0"

icr
207 Edgeley Boulevard, Ste. 18 Concord, On. L4K 4B5
Tel (905) 738-8500, Fax (905) 738-2227

ISSUE	DESCRIPTION	DATE
1	ISSUED FOR BUILDERS REVIEW AND COMMENTS	01/29/2014

PROJECT	PROPOSED SEMI DETACHED HOMES KESWICK, GEORGINA, ONTARIO
LOCATION	138 METRO RD. N KESWICK, ONTARIO
CLIENT	MAPLE BROOK HOMES
TITLE	MAIN FLOOR PLAN
PROJECT NO	214-001
DRAWN BY	LV
CHECKED BY	LV
CREATION DATE	01/15/2014
SCALE	AS SHOWN
FILE NAME	138 METRO RD. N.DWG
DWG NO	AS.2

Option No. 2B
Front Elevation 'A'

FIRST FLR. AREA	= 974.0 S.F.
TOTAL AREA	= 974.0 S.F.
COVERAGE (W/ PORCH)	=1233.0 S.F.
COVERAGE (PORCH+DECK)	=1428.9 S.F.

1 AS.2B **Main Floor Plan**
Scale: 3/16" = 1'-0"

icr
207 Edgeley Boulevard, Ste. 18 Concord, On. L4K 4B5
Tel.(905) 738-8500, Fax(905) 738-2227

ISSUE	DESCRIPTION	DATE
1	ISSUED FOR BUILDERS REVIEW AND COMMENTS	01/15/2014

PROJECT	PROPOSED SEMI DETACHED HOMES KESWICK, GEORGINA, ONTARIO
LOCATION	138 METRO RD. N KESWICK, ONTARIO
CLIENT	MAPLE BROOK HOMES
TITLE	MAIN FLOOR PLAN
PROJECT NO.	214-001
DRAWN BY	LV
CHECKED BY	LV
CREATION DATE	01/15/2014
SCALE	AS SHOWN
FILE NAME	138 METRO RD. N.DWG
DWG NO.	AS.2B

Main Floor Plan
Option 2 'A&B'
1 / AS.3
Scale: 3/16" = 1'-0"

Report No. PB-2014-0034
Attachment '4'
Page 5 of 5

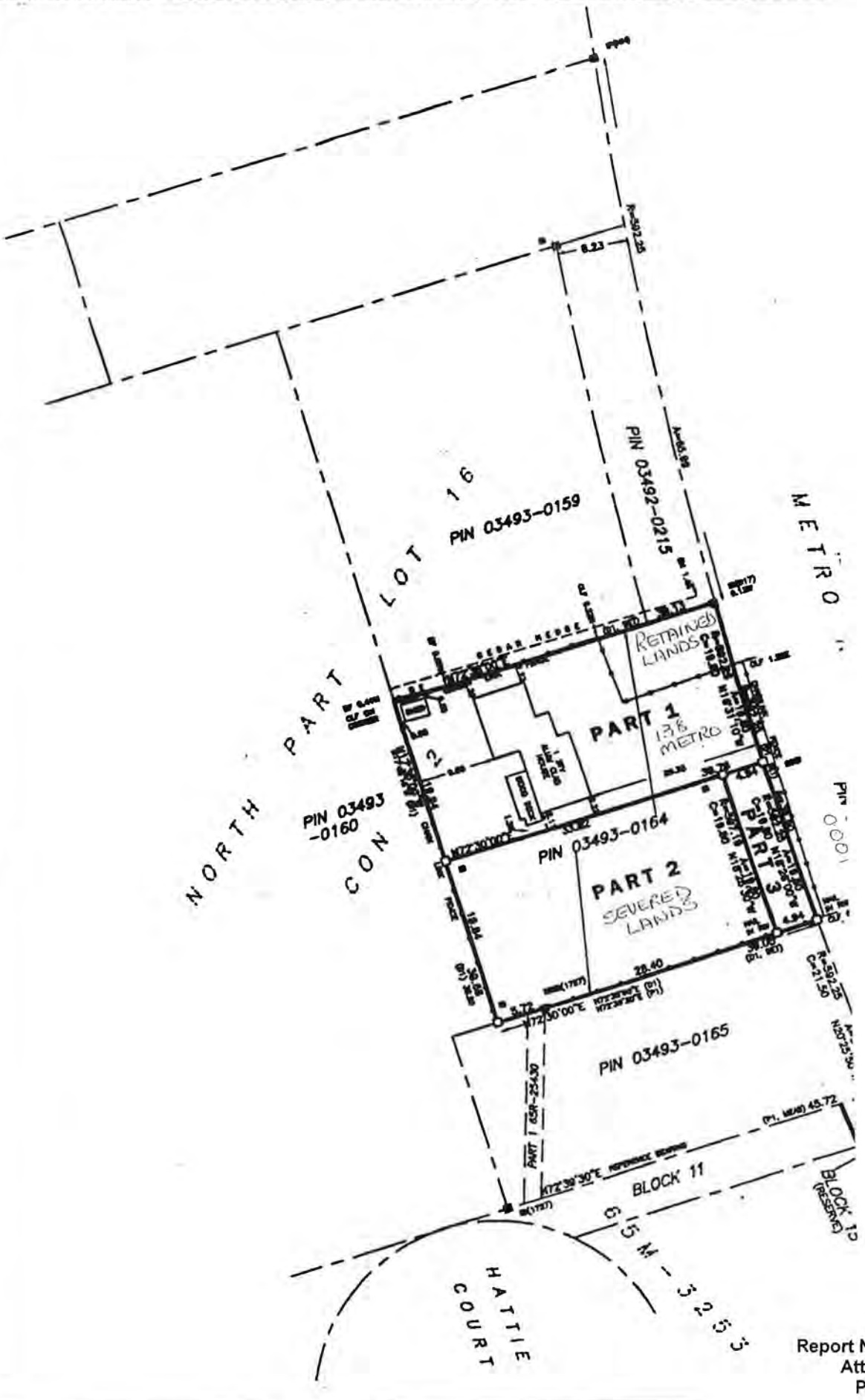
DESIGNER	LV
DRAWING DATE	01/15/2014
SCALE	AS SHOWN
PROJECT	138 METRO RD. N.
DRAWING NO.	AS.3
CLIENT	MAPLE BROOK HOMES
TITLE	MAIN FLOOR PLAN OPTION 2 'A&B'
PROJECT NO.	214-001
CHECKED BY	LV

PROPOSED SEMI DETACHED HOMES
KESWICK, GEORGINA, ONTARIO

138 METRO RD. N
KESWICK, ONTARIO

NO.	DESCRIPTION	DATE
1	ISSUED FOR BUILDING REVIEW AND COMMENTS	30/01/2014

207 Edgeley Boulevard, Ste. 18 Concord, On. L4K 4S5
tel (905) 738-8500, Fax (905) 738-2227



Report No. PB-2014-0034
Attachment '5'
Page 1 of 1

Barbara Mugabe

From: Slava Wrezel <wrezel@rogers.com>
Sent: April-22-14 4:21 PM
To: Barbara Mugabe
Subject: town File:03.1072

TO: Town of Georgina
Re:Town File 03.1072 Amendment Zoning By-low 500
Location: Metro Road [west side] north of Old Homestead

After the toughly consideration fallowed by consultation with our neighbours:
Errica Barry and James Jodoin 157 First Av.Keswick
Susan Briiggs and Scott Edney , 134 Metro Road, Keswick
we decided to oppose the proposed changing of zoning from R1 to R2, regarding vacant lot described as Part lot 16,Consession 2.

All west side of Metro Rd. consist of single dwelling houses. We do not see any reason for making exception regarding above mention land, currently surrounded by 3 single family homes.

The reason of our objections is that we have chosen 25 years ago to live in the low density single home dwelling and, again, we do not see any reason to change it
. This opinion reflects, as well, the view of our neighbours mention above. They can be contact by the Town of Georgina any time.

. Squeezing the semidetached structure into very small lot creates lost of problems including: disruptiveness, noisiness, congestion, proper sun and day light exposure to our and our neighbours homes.

We wish our written comments to be included in the staff report at the public meeting ,May 28,2014
Sincerely
Slava and Andrew Wrezel

Barbara Mugabe

Subject: FW: town File:03.1072

From: Slava Wrezel [mailto:wrezel@rogers.com]
Sent: April-23-14 7:58 AM
To: Barbara Mugabe
Subject: RE: town File:03.1072

Thank You.
In addition to our yesterday e-,mil we are adding our contact information:
Wieslawa[Slawa] and Andrew Wrezel
138 Metro Road,Keswick,L4P 3C8
Ph.[905] 474-8765
Cell; [905]715 5279 [for May 2014]
[905]715-2452 [form 1 June 2014]
Thanks again,Have a nice day
Slava and Andrew Wrezel

RECEIVED
APR 2 2 2014

DATE: April 20,2014

TO: The Corporation of the Town of Georgina

RE: Town File: 03.1072
Amendment Zoning By-Law 500,pursuant to Section 34 of the Planning Act, R.S.O., 1990.
In address of the subject-land as Part Lot 16, Concession 2 (NG) located on the west side of Metro Road to the north of Old Homestead Road in Keswick.

The aforementioned property is currently surrounded by 3 separate single family dwellings/properties, fenced on both 2 sides and the back of the property with 4 foot high chain-link fencing.

In an effort to create privacy for all concerned, and ensure GOOD NEIGHBOURLY RELATIONS the following property owners surrounding the proposed semi-detached dwelling request that a 6 foot tall wooden privacy fence be built around both the sides and the back of the aforementioned property.

Both the Builder, and The Town Of Georgina should therefore ensure that all zoning and permits are in place to erect the 6 foot tall fence BEFORE construction begins as a consideration and show of good faith to all neighbours concerned.

The Builder of said dwelling should therefore include in the current proposed cost of construction, the inclusion of a 6 foot tall wooden privacy fence on both the sides and the back of said dwelling. We also request that the fence be built before construction begins as a consideration of all neighbours concerned.

DATE	NAME	ADDRESS	SIGNATURE
APRIL 20, 2014	JAMES JODOIN	157 FIRST AVENUE	James Jodoin
April 20, 2014	Erica Barry	157 First Avenue (905) 989-0463 Home # Erica Barry Please inform re/ decision	E Barry
April 20, 2014	WIESLAWA WREZEL	138 METRO Rd.	
April 20, 2014	ANDREW WREZEL	138 METRO Rd.	
April 20, 2014	SUSAN BRIGGS, Scott Edney.		Susan Briggs Scott Edney

Barbara Mugabe

Subject: FW: Urgent - request for comments Zoning By-law Amendment Application 03.1072 (Markway Homes)

From: Michael Baskerville
Sent: April-25-14 4:23 PM
To: Barbara Mugabe
Cc: Darlene Folmeg
Subject: RE: Urgent - request for comments Zoning By-law Amendment Application 03.1072 (Markway Homes)

This will confirm that the Department of Operations and Engineering, Engineering Division, has no objection to the subject application. The applicant will be required to submit a detailed lot grading and drainage plan prepared by a professional engineer skilled and competent in such work for the review and approval of this department.

Michael E. Baskerville C.E.T., CMM
Engineering Manager
Operations and Engineering Department |Town of Georgina
26557 Civic Centre Road
Keswick, Ontario
L4P 3G1
T: 905- 476-4305 Ext 2225
F: 905- 476-6902
E: mbaskerville@georgina.ca
www.georgina.ca
www.gtti.ca

Barbara Mugabe

From: Mumtaz, Anwer <Anwer.Mumtaz@york.ca>
Sent: April-23-14 10:04 AM
To: Barbara Mugabe
Subject: FW: Comments for Property with Roll 098-27550 Zoning By-law Amendment Application 03.1072

Hi Barbara,

York Region has reviewed the proposed Zoning By-Law Amendment application to permit a semi-detached dwelling with shared access through Metro Road and has no objection on the rezoning of the lot. However, upon the execution of the Site Plan agreement, the Owner shall satisfy the following requirements:

1. Please be advised York Region is protecting a 30.0 metres right-of-way for this section of Metro Road north. As such, York Region requests that all municipal setbacks be referenced from a point 15.0 metres from the centre line of construction of Metro Road north.

2. The Owner shall convey sufficient property to provide 15.0 metres setbacks from the centreline of construction of Metro Road north to The Regional Municipality of York, free of costs and encumbrances.

Please feel free to contact me, should you need any clarifications on the above.

Regards,

Anwer Mumtaz *B.Eng., C.E.T.*
Development Approvals, Community Planning Branch,
Transportation and Community Planning Department

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 905-830-4444 ext. 75701 | anwer.mumtaz@york.ca | www.york.ca
*Our Values: **I**ntegrity, **C**ommitment, **A**ccountability, **R**espect, **E**xcellence*

York Region telephone extensions have changed to five digits by adding 7 as the first digit. My new extension is 75701.

Please consider the environment before printing this email.

Barbara Mugabe

Subject: FW: Zoning amenmdent application 03.1072

From: Mumtaz, Anwer [mailto:Anwer.Mumtaz@york.ca]
Sent: May-08-14 11:16 AM
To: Barbara Mugabe
Subject: RE: Zoning amenmdent application 03.1072

Barbara,

No Parking space shall be allowed on Regional R-O-W for all obvious reasons.

Regards.

Anwer Mumtaz *B.Eng., C.E.T.*
Development Approvals, Community Planning Branch,
Transportation and Community Planning Department

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 905-830-4444 ext. 75701 | anwer.mumtaz@york.ca | www.york.ca
*Our Values: **I**ntegrity, **C**ommitment, **A**ccountability, **R**espect, **E**xcellence*

York Region telephone extensions have changed to five digits by adding 7 as the first digit. My new extension is 75701.

Please consider the environment before printing this email.

Lake Simcoe Region
conservation authority

A Watershed for Life

Sent by E-mail: bmugabe@georgina.ca

April 16, 2014

File No.: 03.1072
IMS No.: PZOA467C2

Ms. Barbara Mugabe, MCIP, RPP,
Planner
Town of Georgina
26557 Civic Centre Road
Keswick, ON L4P 3G1

Dear Ms. Mugabe:

Re: Notice of Application and Public Meeting – Zoning By-law Amendment
Markway Homes c/o Mr. Mark Milani
Metro Road North W/S
Part Lot 16, Concession 2 (NG), Reg. Plan 65R-28938 (Roll # 098-27550)
Town of Georgina, Regional Municipality of York

Thank you for circulating the above-mentioned Zoning By-law Amendment application to the Lake Simcoe Region Conservation Authority (LSRCA) for our review. The LSRCA has reviewed this application in accordance with the Natural Heritage and Natural Hazard policies of the Provincial Policy Statement (PPS), the Greenbelt Plan, the Lake Simcoe Protection Plan (LSPP), and Ontario Regulation 179/06 under the *Conservation Authorities Act.* We understand the purpose of this amendment is to rezone the subject site from the existing Low Density Urban Residential (R1) zone to a Low Density Urban Residential (R2) to allow for a semi-detached dwelling.

Based on current mapping, the subject site is designated as "Towns/Villages" in the Protected Countryside the Greenbelt Plan. The property is subject to the Settlement Area policies, specifically 6.33-DP c), of the LSPP. The subject site is not located within an area currently governed under Ontario Regulation 179/06.

Based on our review, the LSRCA is satisfied from a watershed management perspective that this application is consistent with the intent of the PPS, is in conformity with the Greenbelt Plan and the LSPP, and that the relevant environmental policies would not be offended. On this basis, the LSRCA has no further requirements as they related to this Zoning By-law Amendment application.

We respect to the proposed future development and site alteration, we note that conformity with the Settlement Area policies (6.33 c)) of the LSPP can be demonstrated and achieved through the subsequent municipal building permit process.

120 Bayview Parkway, Box 282
Newmarket, Ontario L3Y 4X1
Tel: 905.895.1281 1.800.465.0437
Fax: 905.853.5881
Web: www.LSRCA.on.ca
CA.on.ca

Report No. PB-2014-0034
Attachment '10'
Page 1 of 2

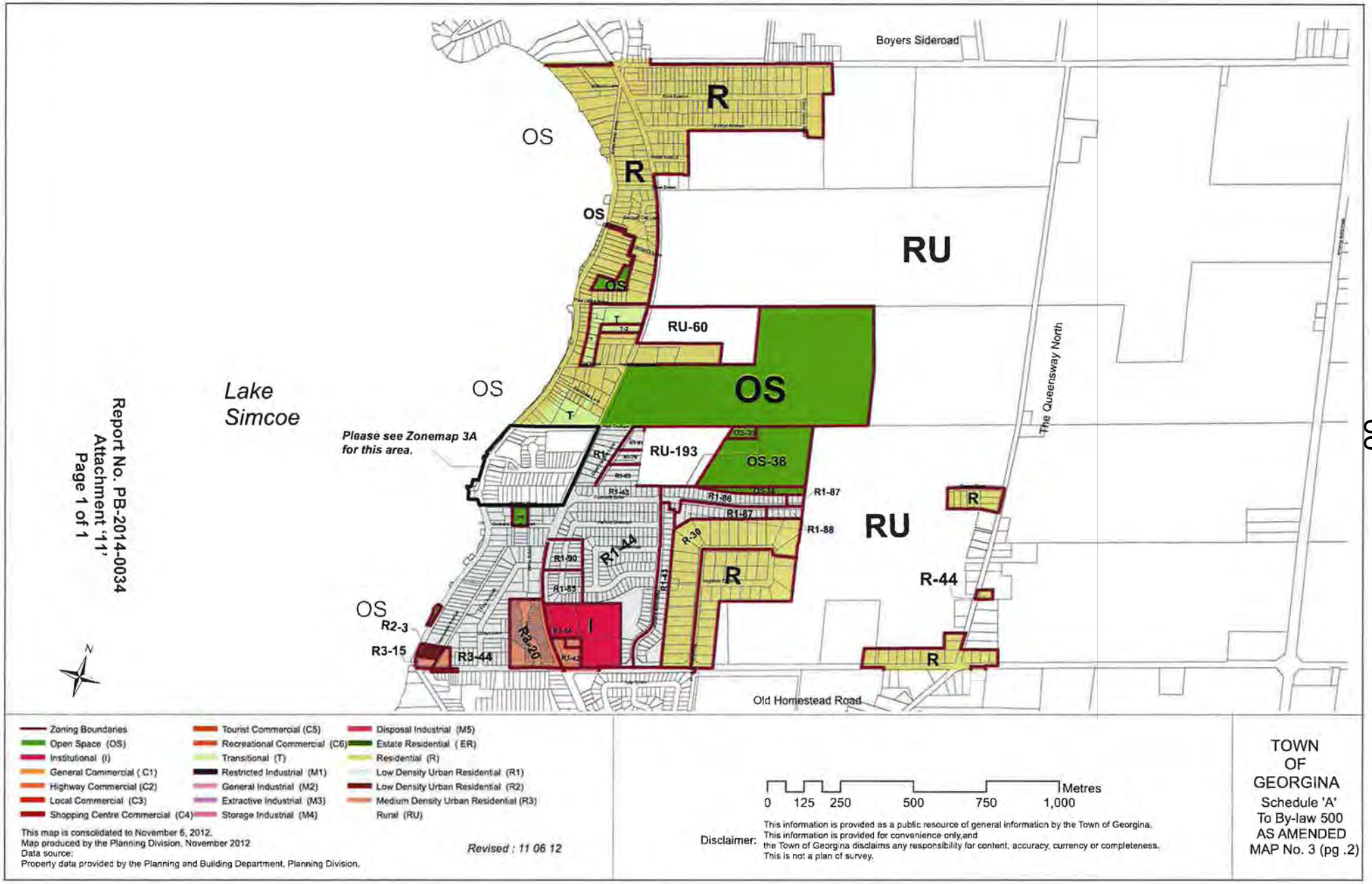
Proud winner of the International Thiess River*prize* | Mer Ontario

If you have questions with regard to the above, please do not hesitate to contact the undersigned. Please reference the above file numbers in future correspondence.

Yours truly,

Sara Brockman, MCIP, RPP
Development Planner

SB/ph



Report No. PB-2014-0034
Attachment '11'
Page 1 of 1

SECTION 8 - LOW DENSITY URBAN RESIDENTIAL (R2) ZONE

8.1 PERMITTED RESIDENTIAL USES

- duplex dwelling
- linked dwelling comprised of two single family dwellings
- semi-detached dwelling
- single family dwelling

8.2 PERMITTED NON-RESIDENTIAL USES

- bed and breakfast residence
- day care, private home use if within a single family or linked dwelling
- home occupation use if within a single family or linked dwelling
- accessory buildings, structures and uses to any permitted use

8.3 ZONE REQUIREMENTS - RESIDENTIAL USES

In accordance with the requirements of Section 6 hereof.

8.4 ZONE REQUIREMENTS - NON-RESIDENTIAL USES

In accordance with the requirements of Section 5 hereof.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2014-0011

FOR THE CONSIDERATION OF COUNCIL MAY 28, 2014

SUBJECT: DESIGNATION OF COMMUNITY IMPROVEMENT PROJECT AREAS WITHIN JACKSON'S POINT, SUTTON AND KESWICK

---

1. RECOMMENDATION:

1. **That Council receive Report No. ED-2014-0011 prepared by the Economic Development and Tourism Division, dated May 28, 2014 respecting the designation of Community Improvement Project Areas within Jackson's Point, Keswick and Sutton.**

2. **That Council adopt a by-law to designate Community Improvement Project Areas within Jackson's Point, Keswick and Sutton (Attachment 5).**

3. **That Council direct staff to finalize the Community Improvement Plan (Attachment 2) for Council's adoption at a future Council meeting.**

2. PURPOSE:

The purpose of this report is to request Council to designate three Community Improvement Project Areas in the Town of Georgina and to present the draft Community Improvement Plan for Public and Council consideration. The location and boundaries of the three Project Areas are identified on Attachment '1'. Due to the size of the Community Improvement Plan, the Plan has not been attached, however the website link to the Plan is indicated on Attachment '2'.

3. BACKGROUND:

Within both the Sutton/Jackson's Point Secondary Plan and the Keswick Secondary Plan, the Town of Georgina has policies relating to the utilization of the Community Improvement legislation of the Planning Act, to identify key municipal priorities for public realm enhancement in order to stimulate private sector reinvestment and/or to establish various financial incentive programs to assist private sector owners in improving their properties. Under Section 28 of the Planning Act, the Town may designate by By-law parts of a community as a "Community Improvement Project Area" in order to implement programs to help the revitalization of specific areas. These programs are to help ensure that areas in transition have the programs and

financial incentives in place to increase private investment. The success of the programs is dependent on the creation of private and public partnerships.

Staff note that as part of the planning process that was undertaken to develop the Community Improvement Plan (CIP), the consultant investigated the opportunities to designate High Street in Sutton as a Heritage Conservation District (HCD). However, the planning consultant has advised at this time sufficient research has not been provided to support the designation of a Heritage Conservation District (refer to Attachment '3'). Staff and the Consultant are of the opinion that it is important to maintain momentum within the Business Improvement Areas (BIAs) and launch the CIP. However, in recognition of the desire to preserve the heritage value of an area, a financial program to support the preservation of buildings with a historical significance is proposed in the CIP. Should a HCD be pursued, the designation of a HCD can be implemented at a later date as was the case in Newmarket where the HCD followed the implementation of the CIP.

4. ANALYSIS:

Over the past five years a significant amount of staff resources have been directed to creating partnerships and financially viable BIAs that are vital to the implementation and success of a CIP.

A detailed presentation from the retained planning consultant, will provide Council and the public with a detailed overview of the project and the next steps.

In summary the CIP provides a number of recommendations that the Municipality should consider to help create a transformation of the business areas including:

- Streetscape enhancements and creation of public spaces
- Parking strategies to improve traffic circulation
- Revised parking and parkland standards
- Updated Zoning By-law to reflect the desired form of development.

In addition to the above, a number of financial incentives to facilitate new development and encourage redevelopment are proposed, including:

- Façade Improvement Grant
- Heritage Building Improvement Grant
- Landscape Improvement Grant
- Accessibility Improvement Grant
- Redevelopment Tax Rebate Program
- Planning and Development Fees Rebate Program
- Residential Unit Development Program

Given that a CIP is intended to work in concert with the efforts of a BIA, the designation of the CIP Areas are aligned with the boundaries of the BIAs in Keswick

and Jackson's Point, however in Sutton, the CIP Area was increased to not only include the BIA but also include several parcels of commercial land that are poised for development. Therefore only the property owners within the boundaries of the CIP Areas are eligible for the financial incentive programs.

Notwithstanding the limits of the CIP areas as indicated in Attachment 1, the programs are transferrable and can be altered to suit other locations within the Town in the event that additional Community Improvement Plan Areas are designated.

With respect to the next steps, following this meeting Staff and the consultant will consider the comments of the public and Council provided through this Statutory Public Meeting and finalize the CIP document for final adoption by Council at a future meeting. The consultants will also be preparing the program application forms and promotional materials required to implement the CIP.

5. FINANCIAL AND BUDGETARY IMPACT:

The 2014 Council approved budget provides $20,000 for the implementation of the financial incentive programs outlined in the Community Improvement Plan. Based on the success of the programs, the Economic Development Division will prepare a budget as part of the annual budget process and submit same to Council for final approval. As most of the financial incentives are based on a 50% cost share, the success of the program is dependent on the level of financial commitment from the private business owners.

6 PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

In accordance with Sections 28 and 17 of the Planning Act, notice of the May 28, 2014 meeting has been circulated to all affected property owners, posted on the Town's website and posted on the Town page of the Georgina Advocate in the May 1, 8, 15 and 22 editions.

Staff note that over the past three years, Economic Development Staff have spent a great deal of time to educate the business community on the benefits of creating formal BIAs and the opportunities that the CIP can provide. Based on the input received during the education process and at the formal consultation meetings held last year, the business community is in full support of the Community Improvement Plan and looks forward to the launch of the various programs.

Comments received from the Ministry of Municipal Affairs and Housing, dated April 30, 2014, indicate their support for the efforts of the Town in using the community improvement planning tool, and further indicate that the draft CIP is well presented and they have no major concerns with same. In this regard, they are supportive of the proposed Plan (refer to Attachment '4'). The Ministry has also offered some suggestions, including the consideration for using the Development Permit System

(DPS) under the Planning Act, as a support tool for the Town's ongoing economic development and planning efforts.

7. CONCLUSION:

Given the level of public consultation and support from the business community within the proposed Community Improvement Project Areas and the support of the Ministry of Municipal Affairs and Housing, staff are recommending that Council adopt a by-law to designate the three CIP project areas and direct staff complete the CIP for final adoption at a future Council meeting. A copy of the draft by-law identifying the three community improvement project areas is attached hereto as Attachment '5'.

Prepared by:

Karyn Stone, MCIP, RPP.
Economic Development Officer

Recommended by:

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

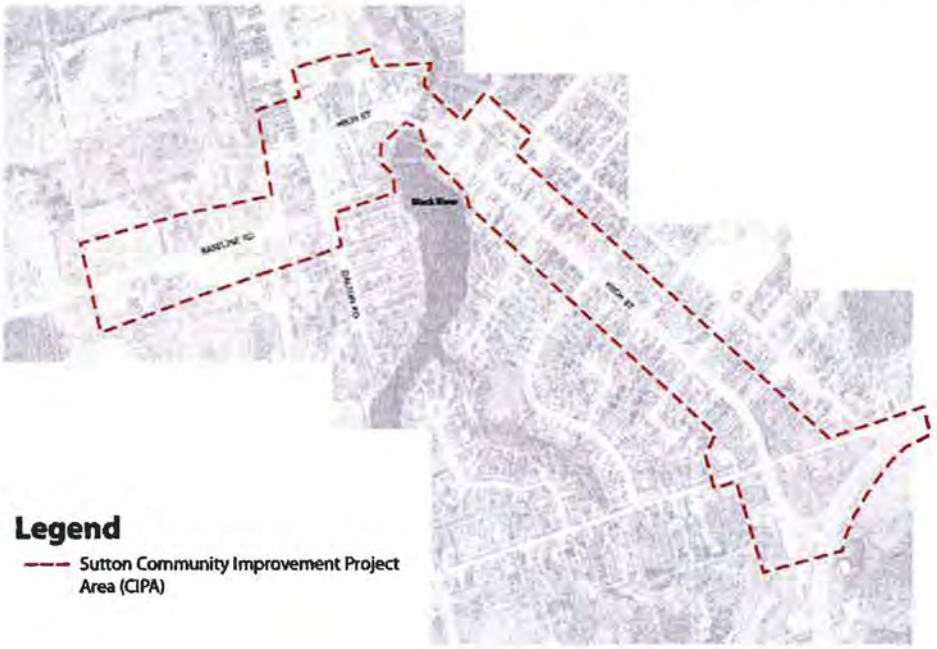
Approved by:

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

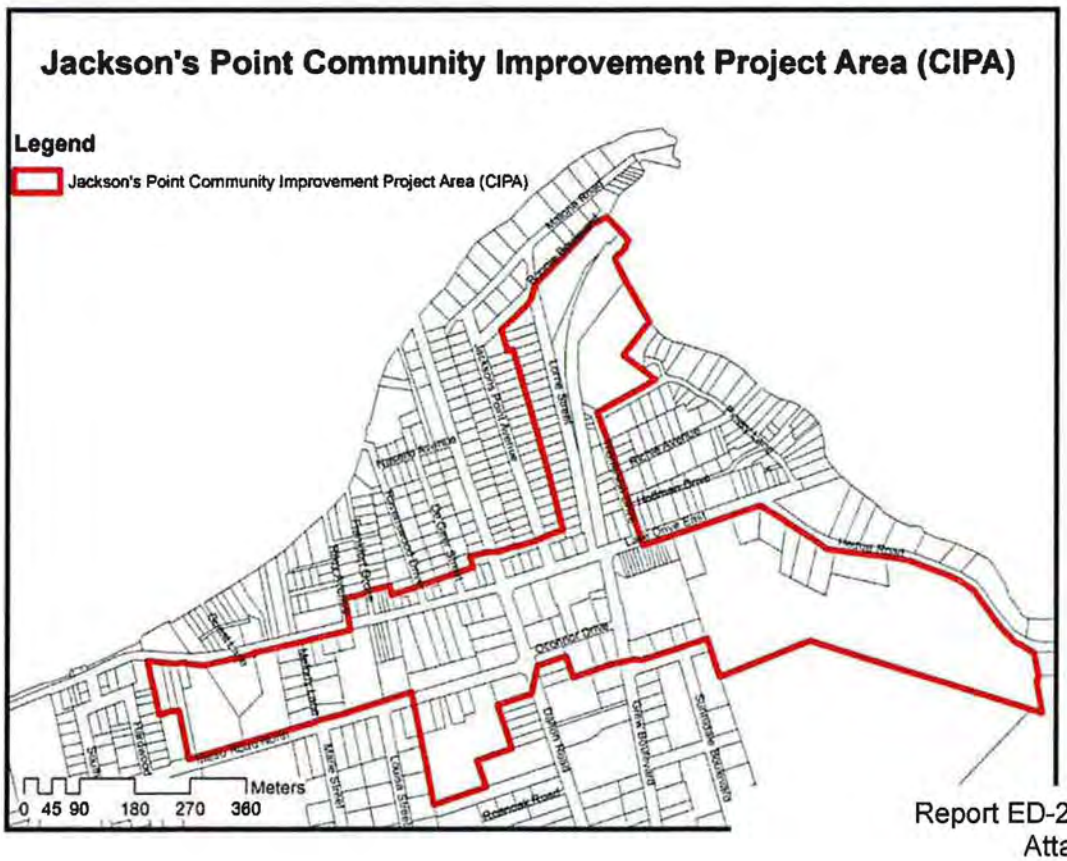
Attachment 1 – Location of Community Improvement Project Areas
Attachment 2 – Draft Community Improvement Plan
Attachment 3 – Heritage Conservation District
Attachment 4 – Ministry of Municipal Affairs and Housing Comments (April 30/14)
Attachment 5 - Draft By-law to Designate Community Improvement Areas

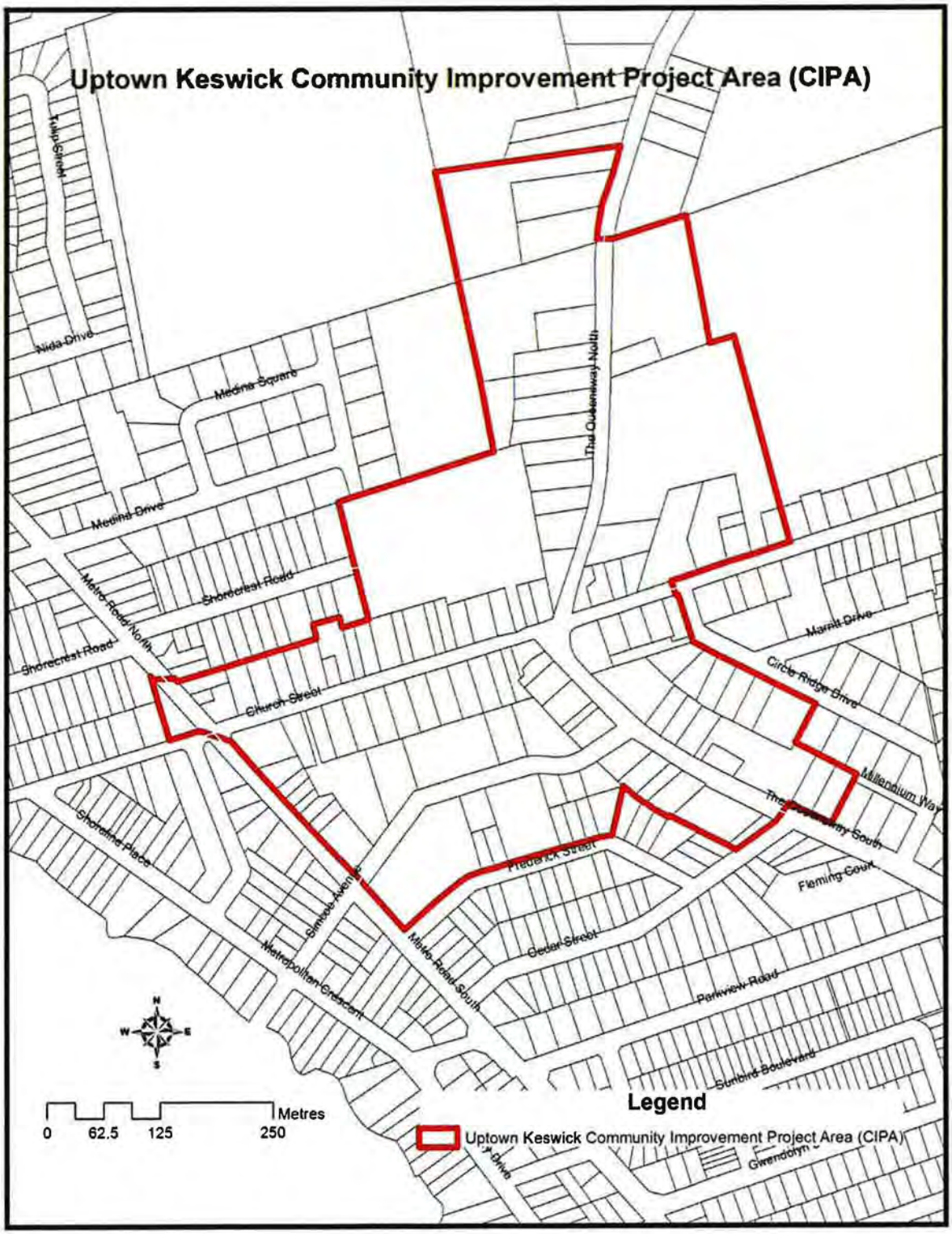
Location of Community Improvement Project Areas

Sutton Community Improvement Project Area (CIPA)



Jackson's Point Community Improvement Project Area (CIPA)




Uptown Keswick Community Improvement Project Area (CIPA)
Tulip Street
Nida Drive
Medina Square
Medina Drive
Shorecrest Road
Metro Road North
Shorecrest Road
Church Street
The Queensway North
Marnit Drive
Circle Ridge Drive
Millennium Way
Shoreline Place
Simcoe Avenue
Frederick Street
Fleming Court
Metropolitan Crescent
Metro Road South
Cedar Street
Parkview Road
Sunbird Boulevard
N
W
E
S
0
62.5
125
250
Metres
Legend
Uptown Keswick Community Improvement Project Area (CIPA)

DRAFT CIP Document can be accessed on the Town of Georgina's website at www.georgina.ca. Please select the link on the homepage to access the document.

TOWN OF
GEORGINA

September 2, 2013

TO: **Georgina Heritage Committee**

FROM: **Karyn Stone, Economic Development Officer**

CC: **Harold Lenters, Director of Planning and Building**

CC: **Winanne Grant, CAO**

RE: **PROPOSED COMMUNITY IMPROVEMENT PLAN & POTENTIAL FOR HERITAGE CONSERVATION DISTRICT IN SUTTON**

As the Heritage Committee is aware, the Town of Georgina is in the process of developing a Community Improvement Plan (CIP) for the historic business areas of Keswick (Simcoe Ave.), Jackson's Point and Sutton (High St). Mr. Ron Palmer of 'The Planning Partnership' has been retained by the Town to undertake this process. As part of this CIP process, Mr. Palmer was requested to consider the potential to designate the High Street corridor in Sutton as a Heritage Conservation District (HCD).

In order to determine the appropriateness of designating High Street as a HCD, Mr. Palmer and his team have reviewed the report prepared by Sue Murdoch Historical Consulting in 2007 which outlined some of the background information to support a HCD. Mr. Palmer has also discussed the option of a HCD with the business owners in the Sutton area at the public consultation sessions held earlier this year. The concept of a HCD has also been raised at a number of meetings of the Sutton Merchants Association (BIA).

In consideration of the research conducted to date and the input received from the Business owners, the consultant is not recommending that the Town proceed with a HCD for the High Street area at this time (refer to Schedule '1'). Notwithstanding the lack of support to apply the HCD at this time, the business owners have a strong desire to preserve the sense of place that has been created within the High Street corridor and recognize that the historic buildings, surrounding neighbourhoods, mature trees, natural features and existing views all contribute to this sense of place.

In the absence of proceeding with a HCD for the High Street area, staff note that there are a number of existing documents and procedures in place which address the historical buildings within the High Street corridor. This includes policies and urban design guidelines in the Sutton and Jacksons's Point Secondary Plan (SJPSP) which state that development within the High Street Historic Centre designation shall be sensitively integrated with respect to the existing historic built form in terms of building mass, height, setbacks, orientation, landscaping, and visual impact. And further, that the conversion and adaptive reuse of existing buildings may be permitted where such conversions are in keeping with the streetscape, massing and material palette of the existing historic built form. Architectural design guidelines appended to the SJPSP also require that new development complement and enhance the prominence of heritage buildings and requires that consideration be given to architectural design, colour palettes and building materials.

It should be noted that although there are currently three buildings within the High Street Area that are designated in accordance with, and protected under the Ontario Heritage Act, there are a number of other properties that have been identified/registered on the Town's Heritage Register as "a property believed to have cultural heritage value or interest". Staff wish to advise that Council has recently adopted a policy whereby owners of these "registered properties" are required to notify the Clerks Division of the intent to demolish or remove these "registered" buildings. Council then has 60 days to consult with the Heritage Committee and either consider designating the property under the Ontario Heritage Act or permitting the demolition. A flow chart attached as Schedule '2' indicates the procedures in place with respect to "registered properties". A similar notice procedure exists when Planning Applications are considered for "registered properties".

In addition to these existing policies and procedures, the draft Community Improvement Plan proposes to implement a financial incentive program which is intended to promote the preservation of heritage attributes within the community.

In consideration of the above, and that the imposition of a HCD may be seen by existing and future investors as an additional layer of regulatory control, and may appear as a impediment to development, the writer concurs with Mr. Palmer's recommendation for the Town to not proceed with the designation of the High Street corridor as a HCD at this time.

Should the business owners and the Town wish to proceed with a Heritage Conservation District in the future, the process can be undertaken at a later date. This would be similar to the process followed with respect to Main Street Newmarket where the CIP was approved several years prior to the consideration of a HCD.

If you have any questions please do not hesitate to contact me.

The Planning Partnership
Urban Design . Landscape Architecture . Planning Communicat ons

May 30, 2013

Ms. Karyn Stone, Economic Development Officer
Economic Development and Tourism Division
Town of Georgina
Georgina Civic Centre
26557 Civic Centre Road
R.R. #2 Keswick, Ontario
L4P 3G1

RE: ***Georgina Community Improvement Plans Project – Heritage Conservation District for High Street in Sutton***

Dear Ms. Stone,

Further to our Committee Meeting of May 28, the purpose of this letter is to provide our observations, and recommendations with respect to the issue of the establishment of a "Heritage Conservation District", under Part V of the Heritage Act, along High Street in Sutton. As you are aware, The Planning Partnership carried out public consultation for the CIP project in Sutton on March 22, 2013. Part of the mandate of that session was to present the opportunities and constraints of the establishment of an HCD in Sutton, and to gain an understanding of the level of support for such action from the attendees. The following is a summary of my observations:

- While the session was lightly attended, the majority of those in attendance – and virtually all of the business and land owners that would be affected - did not generally support the establishment of a HCD along High Street in Sutton.

- There was certainly support for recognition of the "heritage character" of High Street, and the ongoing designation of individual heritage properties, with the support of the affected business owner and/or property owner.

- The primary concern with the establishment of a HCD was the negative impact on redevelopment opportunities that the extra layer of development control would have on the buildings and properties. In addition, they felt that many of the buildings within the area are not of a significant heritage character, and should not be protected.

t 416.975.1556
www.planpart.ca

1255 Bay Street, Suite 201
Toronto, Ontario, M5R 2A9

Overall, and based on the observations above, it is recommended that:

- The establishment of a Heritage Conservation District under Part V of the Heritage Act along High Street in Sutton NOT be pursued any further.
- Individual properties with significant heritage attributes be protected through designation under Part IV of the Heritage Act, with the cooperation of the owners.
- The heritage character of the buildings along High Street in Sutton be more generally protected through the development controls established in the Sutton Jackson's Point Secondary Plan, as well as through heritage themed design guidelines and incentive programs provided through the Community Improvement Plan.

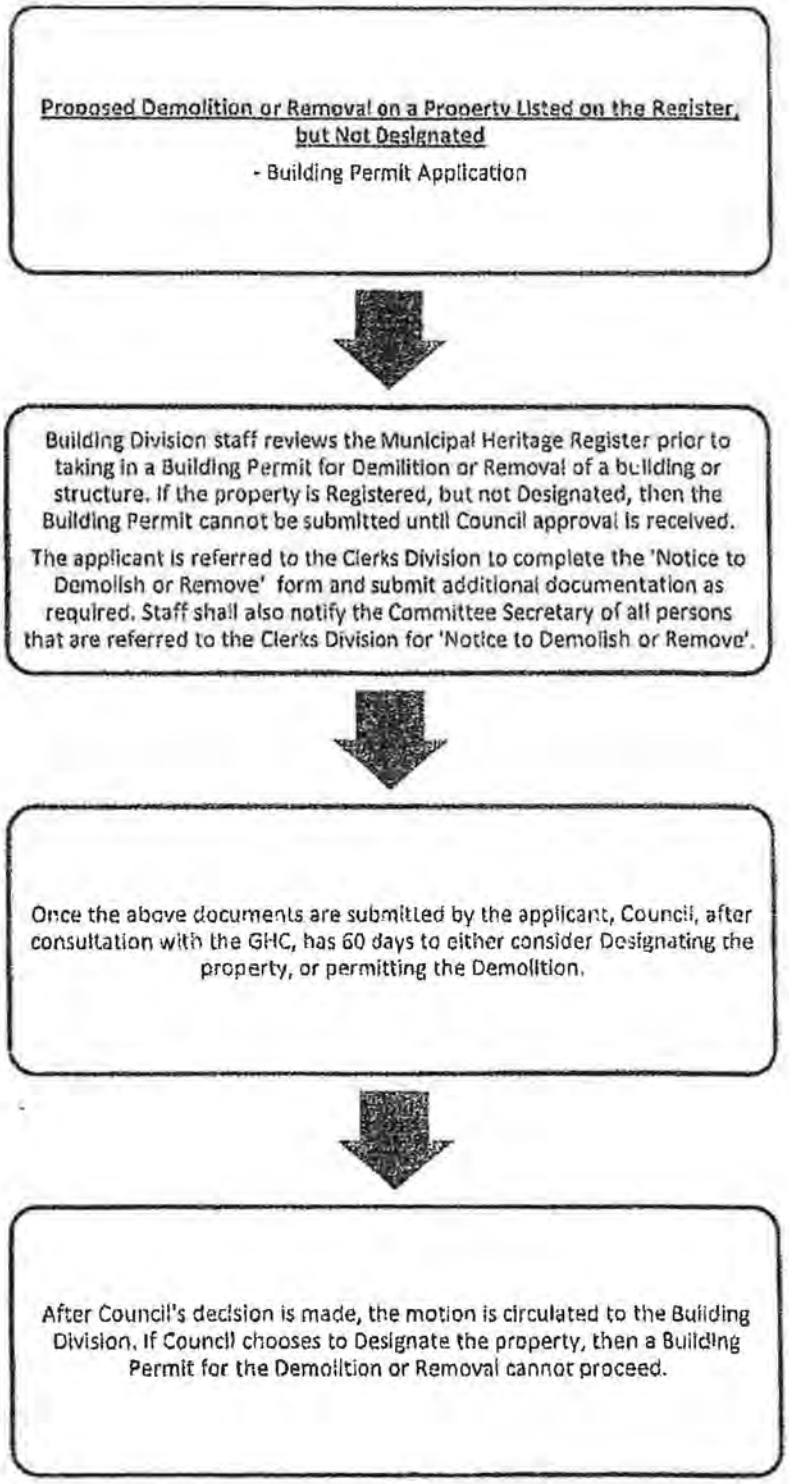
Please let me know if you need any further assistance on this matter.

Sincerely,

Ron Palmer, BES, MCIP, RPP
Partner

t 416.975.1556
www.planpart.ca

1255 Bay Street, Suite 201
Toronto, Ontario, M5R 2A9


Proposed Demolition or Removal on a Property Listed on the Register, but Not Designated
- Building Permit Application
Building Division staff reviews the Municipal Heritage Register prior to taking in a Building Permit for Demilition or Removal of a building or structure. If the property is Registered, but not Designated, then the Building Permit cannot be submitted until Council approval is received.
The applicant is referred to the Clerks Division to complete the 'Notice to Demolish or Remove' form and submit additional documentation as required. Staff shall also notify the Committee Secretary of all persons that are referred to the Clerks Division for 'Notice to Demolish or Remove'.
Once the above documents are submitted by the applicant, Council, after consultation with the GHC, has 60 days to either consider Designating the property, or permitting the Demolition.
After Council's decision is made, the motion is circulated to the Building Division. If Council chooses to Designate the property, then a Building Permit for the Demolition or Removal cannot proceed.

Planning Act Application on properties that are on the Municipal Heritage Register, or abutting a property on the Municipal Heritage Register.
The appropriate staff member must review the Municipal Heritage Register to determine if a subject property is listed on the Register or abutting a property listed on the Register. If the property is listed on the Register, then the application is circulated to the GHC for comment.
All GHC comments will be included in a staff report to Council regarding the application.
If the GHC determines that the application will likely affect the property's heritage attributes, then the GHC must make a recommendation to Council respecting whether the application should proceed as proposed.
The applicant should be advised that any future applications (such as Building Permits) may require an application for 'Notice to Demolish or Remove' or 'Notice to Alter' through the Clerks Department.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2012-0017

FOR THE CONSIDERATION OF
COMMITTEE OF THE WHOLE
NOVEMBER 19, 2012

SUBJECT: COMMUNITY IMPROVEMENT PLAN – CONSULTANT SELECTION PROCESS

1. **RECOMMENDATIONS:**

   A. THAT REPORT ED-2012-0017 BE RECEIVED.

   B. THAT MAYOR AND COUNCIL AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH THE PLANNING PARTNERSHIP FOR PROFESSIONAL CONSULTANT SERVICES TO UNDERTAKE COMMUNITY IMPROVEMENT PLANS FOR KESWICK, SUTTON AND JACKSON'S POINT.

   C. THAT THE PURCHASING MANAGER BE AUTHORIZED TO ISSUE A PURCHASE ORDER AND AGREEMENT ACCORINGLY IN THE AMOUNT OF $50,000.00 NOT INCLUDING TAXES IN RESPONSE TO REQUEST FOR PROPOSAL ED2012-0044.

2. DISCUSSION:

The Planning and Building Department under the leadership of the Economic Development Officer will be undertaking Community Improvement Plans (CIP) for the areas historic business districts of Keswick, Sutton and Jackson's Point. The exact boundaries of the CIP areas will be defined through the planning process.

The approval of a Community Improvement Plan indicates a commitment to promote revitalization and redevelopment efforts within a defined area of the Town. As the success of these efforts will require support from the private sector, Economic Development staff have been working to develop strong business associations within these areas and determine their readiness for this project. Through a Community Improvement Plan, municipalities can:

- *focus public attention on local priorities and municipal initiatives*
- *target areas in transition or in need of repair, rehabilitation and redevelopment*

- *facilitate and encourage community change in a co-ordinated manner*
- *stimulate private sector investment through municipal incentive-based programs*

Although this proposed CIP process will focus on the three historic business districts of Keswick, Sutton and Jackson's Point, this process could be replicated at a future time in other areas of the municipality or in the Keswick Business Park to encourage investment.

A Request for Proposal was issued for the consulting services required to undertake this project and five submissions were received from the following firms:

1. Planscape – Bracebridge
2. Sierra Planning and Management – Toronto
3. The Planning Partnership – Toronto
4. MHBC Planning – Barrie
5. MMM Group - Toronto

These submissions were reviewed by a number of Planning and Development Services staff including the Director, and three members of Council. These same Council members will now form part of the Advisory Committee for the project. Given that the project is short term and that the final plans and implementation tools will require approval by Council, staff are suggesting that this Committee not be set up as a formal Council Committee under the procedural by-law. This Committee is intended to act in an advisory capacity only.

Upon careful consideration of the submissions, three firms were selected to make a presentation to the interview panel. After reviewing the three presentations and checking references, the interview panel has selected The Planning Partnership to undertake the Community Improvement Plan for these three areas. A copy of the proposal received from The Planning Partnership is attached as Schedule '1'.

The Planning Partnership has extensive experience in downtown revitalization efforts across the GTA and York Region and is very familiar with the areas to be included in the CIP. The Planning Partnership was retained in 2006 to undertake the Keswick Secondary Plan review and more recently to prepare the new Sutton/Jackson's Point Secondary Plan. This firm's past ability to engage the public will be invaluable as the Town undertakes the development of its first Community Improvement Plan.

Staff are suggesting that in addition to the Council representation, the Advisory Committee should also include representation from the affected business community and the Economic Development Committee. Given

that the CIP process will also review the appropriateness of a Heritage Conservation District for the High Street area in Sutton, a member of the Heritage Committee has been requested to sit on the Committee. In addition, Peter Budreo from the South Lake Futures Development Corporation has agreed to sit on the Committee, given the funding program that is being launched by this agency to support downtown revitalization efforts. In this regard, the composition of the Advisory Committee is proposed as follows:

- *Councillors for the two affected areas(2) and Mayor(ex-officio)*
- *Representation from the Heritage Committee*
- *Representation from the Uptown Keswick Business Association*
- *Representation from the Jackson's Point Village Association*
- *Representation from the Sutton Business District*
- *Representation from the Dalton Road Corridor*
- *Two representatives from the Economic Development Committee*
- *One representative from South Lake Community Futures Development Corporation*

Upon Council's approval of the Recommendations noted in Section 1 above, staff will be meeting with The Planning Partnership to refine the work plan and confirm the dates for the various public consultation sessions. This project is expected to be completed by early Fall 2013.

3. FINANCIAL:

The Economic Development Division has set aside funds in a reserve account in the amount of $60,000 to cover the cost of this Study. The total budget for the Study provided by the consultant is $49,110.00 (excl. HST).

4. CONCLUSION:

In consideration of the evaluation process conducted by various staff and Council members, and the extensive experience the firm has working in the Town of Georgina, on behalf of the interview team; the writer is recommending that The Planning Partnership be retained to undertake the Community Improvement Plans for Keswick, Sutton and Jackson's Point.

Staff note that in preparation for this upcoming project, the Economic Development Committee received a presentation from the Economic Development Officer for the Town of Newmarket on November 5th with respect to the Town's Community Improvement Plan for historic Main Street. Mr. Kallio indicated that Newmarket has had considerable success in encouraging private investment in this area through the implementation of the CIP and incentive programs, and that the return on investment has been just over 3:1.

Prepared by:

Karyn Stone

Karyn Stone, MCIP, RPP.
Economic Development Officer

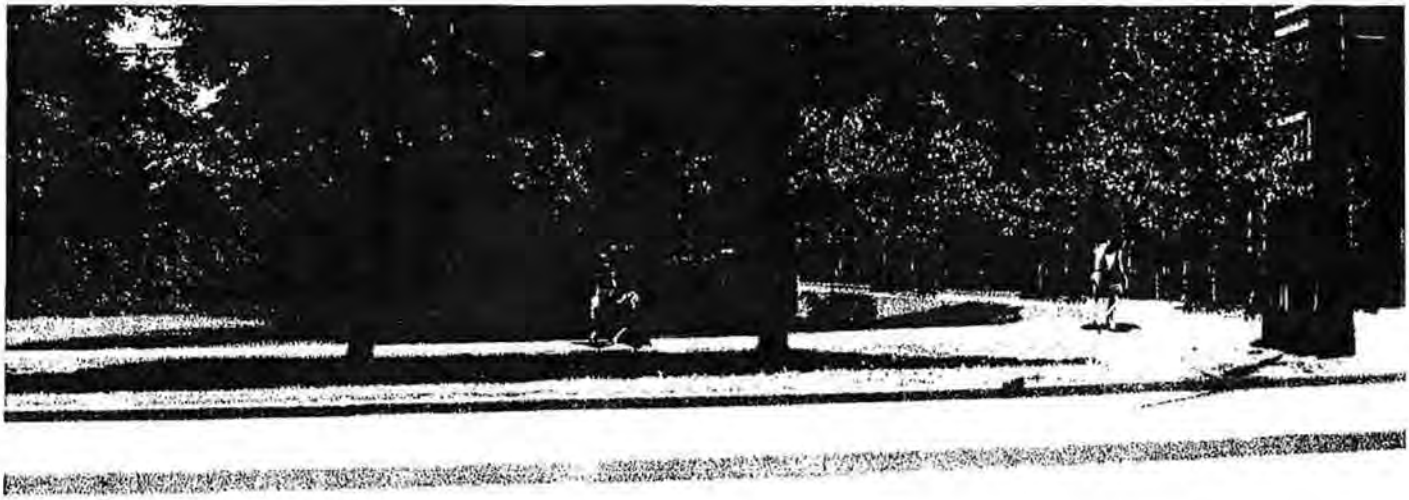
Recommended by:

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

Approved by:

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

06 NOVEMBER 2012



Town of Georgina

COMMUNITY IMPROVEMENT PLANS

for the historic business areas of: Keswick, Sutton, Jackson's Point

Proposal prepared by:
The Planning Partnership
in association with: N. Barry Lyon Consultants

September 28, 2012
Contract # ED2012-044

Primary Contact
Ron Palmer
1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
416.975.1556 x 227

SCHEDULE '1'

Report ED-2014-0011
Attachment 3
Page 12 of 66

The Planning Partnership
Urban Design . Landscape Architecture . Planning . Communications

September 28, 2012

Mr. Brian Jordan, CPPB, AMCT
Purchasing Manager, Corporation of the Town of Georgina
Administrative Services Department
26557 Civic Centre Road
Keswick, ON L4P 3G1

Town of Georgina Community Improvement Plans RFP ED2012-044

We are very pleased to submit our proposal for the Town of Georgina Community Improvement Plans (CIP). Please find enclosed one (1) unbound and signed copy plus four (4) bound copies of our complete proposal submission for your review. As you may already know, The Planning Partnership is an internationally award winning, inter-disciplinary firm of planners, urban designers, architects, landscape architects and communication experts with extensive experience in community improvement and similar projects in Ontario and across North America. Ron Palmer, a partner at The Planning Partnership who has a specialty in community improvement strategies and downtown revitalization, will lead the study. Ron has tremendous familiarity with Georgina as the principal author of the Keswick Secondary Plan and the more recent Sutton/Jackson's Point Secondary Plan.

We believe that the Georgina CIP is an important project that will ensure the future economic success of the Keswick, Sutton and Jackson's Point Areas in a way that enriches the entire Town. We are fully aware that this project is building upon recent work carried out by the Town on the Secondary Plans for Keswick, Sutton-Jackson's Point. We trust that the Town is equally aware that The Planning Partnership has worked in close collaboration with the Town on all of these projects. To assist the Town in preparing effective CIP Policies, our team provides exceptional technical expertise in the preparation of community improvement programs. Our team also includes sub-consultant N. Barry Lyon Consultants (NBLC), who will advise the team on fiscal impact and feasibility issues.

Our work program and proposed budget are competitive based on our experience with projects of similar size and scope. We are committed to working closely with Town Staff, the Development Services Committee, key stakeholders and the public at-large to develop Community Improvement Plans with sound implementation strategies that will support and complement other Town documents and policies. Please contact me at 416.975.1556 x 227 if you have any questions or require additional information.

Sincerely,

Ron Palmer BES, MCIP, RPP
Partner

Ron P.

t 416.975.1556 X 227
www.planpart.ca

1255 Bay Street, Suite 201
Toronto, Ontario, M5R 2A9

Cover Sheet

Table of Contents

1.0 Proposal	4
1.1 Contact Information	4
1.2 Company Profile	4
1.3 Company Background	5
1.4 Project Understanding, Approach and Methodology	9
1.5 Work Program	11
1.6 Supporting Documentation	15
1.7 Team Profiles	15
1.8 Project Team	16
1.9 Public Consultation Experience	19
1.10 Project Management and Implementation Track Record	20
1.11 Involvement of Town Staff	20
1.12 Added Value Services	20
1.13 Conflicts of Interest	20
1.14 Proposed Budget	20

APPENDIX A - Illustrated Work Program

APPENDIX B - Team CVs

APPENDIX C - Proposed Detailed Budget

1.0 PROPOSAL

1.1 COMPANY CONTACT

The Planning Partnership
Primary Contact: Ron Palmer
Address: 1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Telephone: 416.975.1556 x 227
Fax: 416.975.1580

Brief History

The Planning Partnership (TPP) are innovators in community improvement plans, downtown revitalization strategies, downtown master planning, public realm design and urban design guidelines.

The organizational structure of TPP consists of a staff of 30 led by six Partners with specializations in Land Use Planning, Urban Design, Sustainable Design, Landscape Architecture and Public Consultation. By bringing together these disciplines, The Planning Partnership completes successful studies and projects, that in turn, create successful communities, buildings and spaces at all scales.

1.2 COMPANY PROFILE

Formed in 1995, The Planning Partnership (TPP) is a collaboration of skilled professionals who share a vision for creating great places to live, work and play. TPP strives to improve our present built and natural environments, while satisfying needs of future generations. The firm is multi-generational, multi-disciplinary and multinational. Enabled by a collaborative environment, The Planning Partnership is committed to forward-thinking and visionary city building ideas that are balanced, principled and implementable.

TPP has prepared specific designs and studies related to community improvement plans, downtown revitalization, secondary plans, official plans, transit oriented developments, growth management, community design, campus planning, waterfront planning, and streetscape and park design for both the public sector and private sector. The firm prides itself in the way its team interacts together with clients and the public as it strives to develop fresh, innovative ideas which reflect and adapt to a rapidly changing world.

TPP is an award winning firm, recognized for both its planning and design work. In recent years, The Planning Partnership has won numerous OPPI, CIP, OALA and CSLA Awards, in addition to international recognition from the Congress for the New Urbanism (CNU) and the American Association of Landscape Architects (ASLA).

Other Relevant Information

TPP is already compliant with the Accessibility for Ontarians with Disabilities Act, (AODA) Regulation 429/07 Customer Service Standard and has completed training for it. TPP will provide the Town, upon request, documentation outlining our training policy as well as details of training dates and attendees.

TPP is in good standing with the Ontario Workplace Safety and Insurance Board (WSIB) and will furnish the Town with a valid WSIB Clearance Certificate prior to commencement of the project, upon presentation of a final invoice and any other time during the Contract at the Town's request.

TPP, upon award of the Contract, will furnish the Town with a certified copy of an Insurance Policy containing Commercial General Liability Insurance, Automobile Liability Insurance and Professional/

Consultants Errors and Omissions Liability Insurance for the amounts stated in the RFP and the policy shall include the Town of Georgina as an additional insured.

1.3 COMPANY BACKGROUND

Our Team's Community Improvement Plans are creative, thoughtful and technically sound and we boast an extensive portfolio of implemented projects. Our team is supported by an extensive repository of research and best practices across North America. Our working methods are shaped by evolving approaches to planning and design, learning from what works best in similar environments to support and fuel the analytical and consultation process. As an energetic team, our strength lies in our ability to interpret Georgina's unique character and location, build on those foundations and incorporate the perspectives of local stakeholders.

We believe in a collaborative planning process with everyone involved. The core focus of our team is in generating progressive and innovating ideas about community planning that can be effectively implemented. We bring the following expertise to this project:

- **Community Improvement Planning & Background Studies:** Our award-winning firm has extensive experience in Community Improvement Plans across Ontario.
- **Financial Incentives & Programs Development:** We have established a number of financial incentive programs and implementation programs for different CIPs for communities of different sizes and scales. Our solid understanding of these programs, strategies and related legislation have made them successful. These programs have been tested for both fiscal appropriateness and impact.
- **Local Knowledge:** We are very familiar with the Study Areas and the relevant stakeholders. Our good working knowledge with these individually unique historical areas will ensure that this CIP is relevant to its context and builds upon all the Town's previous efforts.
- **Multi-Disciplinary:** Our team is multi-disciplinary team with recognized professionals in landscape architecture, architecture, planning, urban design, transportation planning and market and financial feasibility. This collaboration between disciplines enriches our planning strategies and positions our Team well for successful implementation.
- **Consultation:** Our unique and creative approach to public consultation ensures that our processes are meaningful, while generating momentum and buy-in from the communities they intend to serve.

A selected list of our award winning projects is provided on the following page of note is the Fort Erie International Gateway Community Improvement Plan and Urban Design Strategy which won an Award of Excellence from the Ontario Professional Planners Institute in 2005. In addition, previous projects of comparable size and complexity are provided with the project descriptions.

The Planning Partnership Award Winning Projects	Awarding Organization	Year
Sugar Beach	CSLA, Toronto Urban Design Awards	2011
Sherbourne Common	Design Exchange	2011
John Street Cultural Corridor	Toronto BIA	2011
Bloorcourt Village Capital Improvement Plan	Toronto BIA	2011
Brantford Waterfront Master Plan	CSLA	2011
Grand Cornell Neighbourhood, Markham, ON	Town of Markham	2010
HRMbyDESIGN Halifax, NS	CIP, RAIC National Urban Design Award	2010
Crothers Woods Trail Management Strategy	City of Toronto	2010
Town of Markham Environmental Policy Review	CSLA	2010
Urban Corridor Planning, Houston	ASLA, CSLA	2009
Town of Markham Small Streams Study	CSLA	2009
Wychwood Barns	OAA, ULI, CNU	2009
Downtown Lethbridge Master Plan	AACIP, Design Exchange	2008
Harbourfront Centre Water's Edge Revitalization Project, City of Toronto Gateway Project	City of Toronto	2007
Mayfield West Community	OPPI	2007
Downtown Belleville Master Plan	CIP	2007
Illustrated Zoning By-law and Development Standards Manual, Town of Lasalle	OPPI	2006
Live-Work Units, Burr Oak Avenue, Cornell Community	Town of Markham	2006
Fort-Erie International Gateway Study / Community Improvement Plan and Urban Design Strategy	CIP	2005
Commissioner's Park	CSLA	2005
Regent Park Revitalization Plan Urban Design Guidelines	City of Toronto	2005
Greensborough Town Centre	Town of Markham	2005
Charles J. Clark Square, Windsor	Awards of Construction	2003
Mississauga Garden Park	CSLA	2002
Oshawa Valley Botanical Gardens Master Plan	CSLA	2002
Durham College/University of Ontario Institute of Technology	OPPI	2002
Master Plan Hawthorne Village	GTAHB	2002
Ottawa-Carleton Regional Road Corridor Design Guidelines	OPPI	2001
The Port Dover Waterfront Master Plan	OPPI	2001
Williamstown	GTAHB	2001
Lakeside	GTAHB	2001
Oakville Midtown Core Planning Study	OPPI	2000

Organizations: American Society of Landscape Architects (ASLA), Ontario Architect's Association (OAA), Canadian Institute of Planning (CIP), Canadian Society of Landscape Architects (CSLA), Greater Toronto Area Homebuilder's Association (GTAHB), Ontario Professional Planners' Instutute (OPPI), Urban Lands Institute (ULI), Congress for New Urbanism (CNU), Royal Architecture Institute of Canada (RAIC)

HUNTSVILLE DOWNTOWN COMMUNITY IMPROVEMENT PLAN

The Planning Partnership completed a Community Improvement Plan for Downtown Huntsville. The framework for the Plan was developed during a three-day workshop that included working sessions for the team, one-on-one meetings with business owners, focus group sessions with business operators, working sessions with municipal staff, council briefing sessions, site walks with residents, open public working sessions, presentations and drop in centres. The intent was to enable all stakeholders to have input on the team's work in progress. The Community Improvement Plan included a vision, design guidelines, demonstration plans for key sites, an implementation strategy, a description of funding programs and revisions to planning policy. The Plan received broad- based community support and unanimous council approval.

Project Duration: 3 months
Project Cost: ~$30,000
Reference
Name: Claude Doughty, Mayor
Address: 57 Lake Drive, Huntsville ON P1H 1E7
Phone: 705.789.1751 x 2240

FORT ERIE INTERNATIONAL GATEWAY MASTER PLAN AND COMMUNITY IMPROVEMENT PLAN

The Planning Partnership was part of a team that prepared a Community Improvement Plan and associated Urban Design Guidelines report for the International Gateway in the Town of Fort Erie. This work was carried out using a workshop and stakeholder consultation process. The Planning Partnership was primarily responsible for preparing the design guidelines, the implementation strategy and Community Improvement Plan, as well as organizing and facilitating the workshop.

Project Duration: 8 months
Project Cost: ~$60,000
Reference
Name: Rino Mostacci, Director of Planning & Urban Design
Address: 101 Town Centre Boulevard, Markham ON L3R 9W3
Phone: 905.479.7768 x 4713

AJAX DOWNTOWN CORE DEVELOPMENT & DESIGN STUDY + COMMUNITY IMPROVEMENT PLAN

The Planning Partnership led a team in determining the implications of current development proposals within Ajax's Downtown Core, in the context of the Town's objectives for establishing an identifiable and unique 'Downtown', and to implement an achievable regulatory regime. The products of this study included a set of guiding principles, a demonstration plan that illustrated how those principles could be applied and an implementation strategy that included urban design guidelines, suggestions for implementing zoning, and a variety of modifications to the Town's new Official Plan.

BELLEVILLE DOWNTOWN STUDY AND COMMUNITY IMPROVEMENT PLAN

The Planning Partnership was part of the planning and urban design team responsible for preparing a comprehensive Downtown Master Plan for the City of Belleville. Centred upon the City's historic Front Street and riverfront, the Master Plan provides guidelines for the long-term growth and revitalization of Belleville's symbolic, historic, cultural and functional centre. The Plan builds upon the existing assets, which make the Downtown unique, reintegrates the area into the surrounding context, and works to attract new tourists, residents and businesses. The Planning Partnership's role was to prepare the implementation strategy, which included the preparation of the components of a Community Improvement Plan and a package of redevelopment incentive programs, and public sector improvements. The Plan was awarded the top prize for Downtown Planning by the Canadian Institute of Planners.

OSHAWA DOWNTOWN MASTER PLAN AND PROGRAM REVIEW OF FINANCIAL INCENTIVE TOOLS

The Planning Partnership and NBLC were retained by the City of Oshawa to prepare a downtown master plan including urban design and public realm guidelines for the historic downtown core and shoulder area. Following years of decline, government investment in institutions were beginning to transform the downtown by bringing government employees into the core area. Urban design guidelines were established to guide future

development and to protect the heritage and small town character of downtown. Public realm guidelines were developed to improve the pedestrian spaces including streetscapes, parks, squares and civic spaces.

Market potential of Downtown Oshawa was assessed to attract new, private-sector investment in the form of residential, retail and office development, with a view toward the revitalization of Downtown Oshawa. Planning tools that were available to the City through CIP legislation and other sources were examined through the effectiveness of these tools in encouraging downtown development within the context of its new master plan. This work involved research and analysis of the downtown core and the issues associated with the lack of residential development.

AURORA PROMENADE URBAN DESIGN STRATEGY

The Planning Partnership was retained to undertake a Corridor Strategy and Secondary Plan for the Yonge and Wellington corridors in the Town of Aurora. The objective was to help revitalize Downtown Aurora and the Yonge Street and Wellington Street corridors by providing a comprehensive vision for the study area that explores new opportunities for intensification, improvements to streets and open spaces, and the protection of heritage resources. The Corridor Strategy and Secondary Plan provided recommendations and policies to help guide decision making with respect to the public realm, urban design, circulation and implementation.

Guided by a project Steering Committee, the study unfolded over an extensive twelve month, four phased process that included two multi-day workshops ending with a public open house and presentation of the draft Plan. As part of the Communications Strategy, web updates and newsletters were prepared on a regular basis to keep stakeholders and the public informed of the progress of the study.

Project Duration: 12 months
Project Cost: ~$120,000
Reference
Name: Marco Rammunno, Director of Planning & Development
Address: 100 John West Way, Box 1000, Aurora, ON L4G 6J1
Phone: 905.727.1375

AURORA STREETSCAPE DESIGN AND IMPLEMENTATION PLAN

The Aurora Streetscape Design and Implementation Plan was intended to articulate the long term vision for Aurora's primary corridors, and to establish a comprehensive strategy for implementation. It was prepared through a collaborative planning process with stakeholders and Town staff. Specific design recommendations have been provided for enhanced streetscapes, as well as design strategies for several focus areas, intersections, and gateways. General furnishing and signage guidelines provided direction for property owners, as well as a guide for Town staff when evaluating applications. The Streetscape Design and Implementation Plan aimed to re-establish downtown and the Yonge and Wellington corridors as the primary community draws for retail, entertainment, and culture while maintaining and reinforcing the historic small town and human scaled character of the downtown.

RICHMOND HILL DOWNTOWN DESIGN AND LAND USE STRATEGY

The Planning Partnership has prepared a comprehensive vision for the future of Downtown Richmond Hill that will inform and be consistent with the Town's new Strategic Plan and Official Plan. This comprehensive vision will provide strategies for land uses, circulation, heritage and the design quality and character of the public realm and built form.
The vision and strategy has identified aspects of Downtown Richmond Hill to protect and enhance, as well as identifying opportunities for growth and intensification that take advantage of its proximity to existing and future public transit. It is

mindful of heritage and the adjacent established residential neighbourhoods. The study included an extensive public consultation component centred on 3 public events designed to engage residents and stakeholders in a meaningful way.

Project Duration: 8 months
Project Cost: ~$130,000
Reference
Name: Paul Freeman, Manager of Policy
Address: 225 East Beaver Creek Road, Richmond Hill ON L4B 3P4
Phone: 905.771.2472

SUTTON-JACKSON'S POINT SECONDARY PLAN

The Planning Partnership completed a Secondary Plan for the communities for Sutton and Jackson's Point. The purpose of this plan is to provide a land use and policy framework to guide long-term growth and development within the Secondary Plan Area. As this Area has many natural features, sustainability of the natural environment was an important component.

KESWICK SECONDARY PLAN

The Planning Partnership prepared the Keswick Secondary Plan, a long-term planning document intended to manage growth and development. As part of this study, associated urban design guidelines were also prepared for this area.

KESWICK BUSINESS PARK SECONDARY PLAN

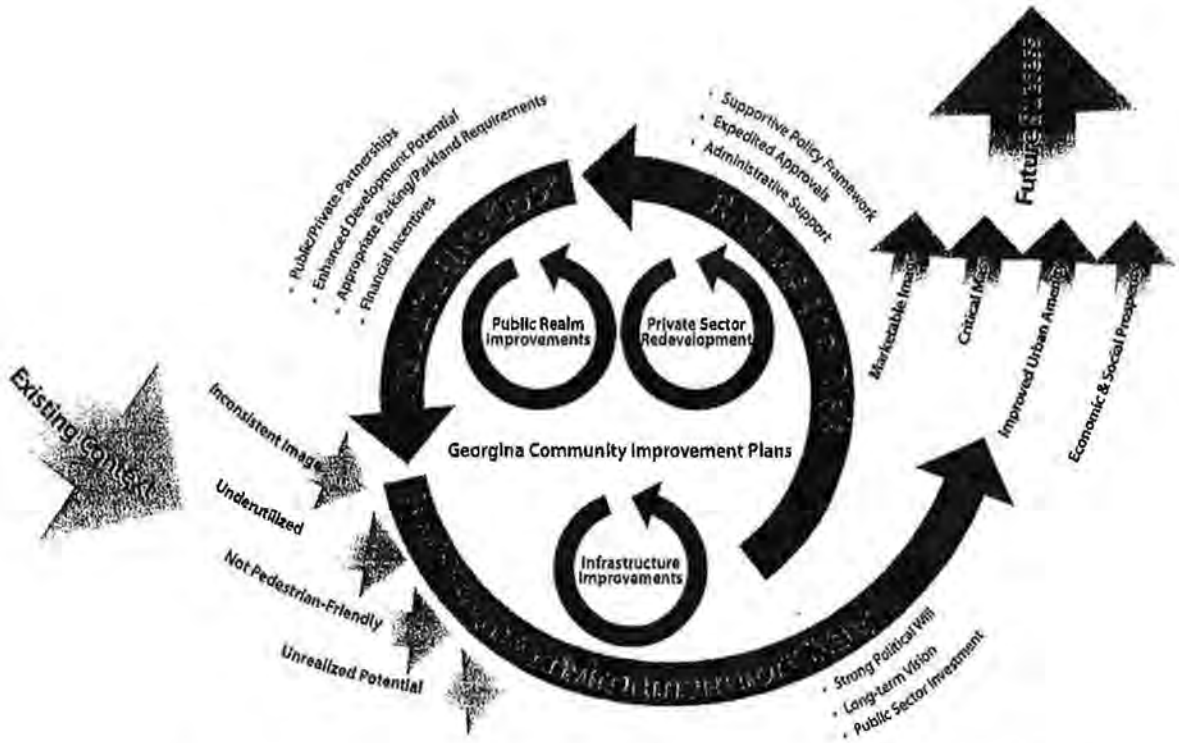
The Planning Partnership conducted the Keswick Business Park study which included a Secondary Plan, an Employment Land Needs Analysis, preparation of plan options and a preferred plan for the business park study area, as well as the preparation of associated urban design guidelines. Workshops and public open houses were held throughout the process of the study and were integral to the development of the study and resultant policy directives.

1.4 PROJECT UNDERSTANDING, APPROACH & METHODOLOGY

The Planning Partnership is pleased to respond to this request for proposal for Community Improvement Plans (CIP) for historic downtown commercial areas of Keswick, Sutton and Jackson's Point in the Town of Georgina. We view this as an exciting opportunity to continue working, learning and building our successful relationship with the Town of Georgina. This project is an important step that will build on the momentum of the Keswick, Sutton and Jackson's Point Secondary Plans and that will continue to benefit their Downtowns and the entire Town for many years to come. As growth continues in Georgina, these Downtowns are a crucial components of the Town's identity, and this project represents an opportunity to promote the existing historic vibrancy and economic vitality.

The Planning Partnership understands the scope of services that are required to complete the Community Improvement Plan for three areas within Georgina. The Town of Georgina has undertaken a significant amount of work to plan for these three areas in advance of the CIPs.

The Georgina Community Improvement Plans for the Keswick, Sutton and Jackson's Point Areas will incorporate a collaborative planning process that will identify public realm improvement priorities and programs that provide financial incentives to the private sector. We recognize that the research and analysis conducted for the Community Improvement Plans will provide the Town, local residents and key stakeholders with an understanding of the financial, social, physical, and environmental implications of different incentive programs available to the Town. Moreover, the CIPs will inventory a list of these incentives in order to achieve the best possible redevelopment and positive investment for the Town. The identification of preferred incentive



Issues Actions Results

programs will be informed by the fiscal sensitivity tests conducted to ensure that they are the most beneficial options for the Town. Monitoring and evaluation of these selected options will form part of the implementation framework. We recognize that the ability to influence economic development and private sector investment decisions is both complex and difficult. Our experience throughout Ontario identifies three primary considerations to any successful redevelopment strategy.
These include:

- **The Town must establish the environment for change** - The Town must invest in the area in terms of building public buildings, enhancing services and infrastructure and improving the public realm. Joint venture partnerships with the private sector will help to create change within the Town.

- **The Town must reduce the risk and cost of investment** - The private sector is fundamentally conservative when it comes to financial investment decisions. They must have substantial assurances that if they are going to risk their time and capital that the Town will have in place supportive regulations. Without a supportive planning regime, there is no incentive to risk a change.

- **The Town must make investments at least on par with competing opportunities in areas outside the Town** - The Town will need to understand the cost of similar investment opportunities in areas outside of the Town that will be competing for new business and investment.

The overall goal is to have Community Improvement Plans that are easily understood by everyone including Council, the public and development community. The Plans will also be easily enforceable by municipal staff, be flexible and consistent.

Methods and Approach

Our approach to this project is detailed in the following sections, which outline our methods and a detailed work plan of tasks, meetings and deliverables (See Section 1.5). TPP and NBLC pride ourselves on the quality of our planning work, which is based on a number of key principles and methods in the areas of consultation, planning policy, community design and economic development. Our methods and approach will be tailored to suit the needs of the Town of Georgina, and will build upon our previous work on the secondary plans for Keswick, Sutton and Jackson's Point.

Skilled Policy Planning and Community Design

Policy Development

Our approach to developing planning policy is grounded in a firm understanding of the Provincial planning framework and the Planning Act, and a commitment to reviewing the regional planning policies, the Town's policies and previous reports in detail prior to undertaking our work. We pride ourselves on combining best practices from other projects and municipalities with the unique local knowledge that is extracted through the consultation process. We make sure that our policies are based on detailed knowledge of local conditions, expectations and circumstances so that they can enjoy broad-based support. We also make sure that our policies are realistic, strategic and lead to results that are in the best interest of our client municipalities.

Place-making

Strong guidance for the quality of the public and private realms is fundamental to protecting and enhancing a recognizable image, quality of life, economic development opportunities and cultural heritage resources. Our design strategies and policies are rooted in the notion of place-making, expressed through character driven concepts that draw on the unique assets of a place. By describing the intended 'look', 'feel' and function of communities, urban design and planning ideas become more accessible to the broader public, while introducing clarity and predictability of what changes to policy will mean.

Mobility & Connectivity

As Keswick, Sutton and Jackson's Point are vital parts of the Town, we recognize that creating greater mobility options and improved connectivity between these areas are an important strategy for encouraging more sustainable travel and healthier lifestyles. Providing enhanced mobility means understanding opportunities to make any type of street a "complete street", providing pleasing pedestrian experiences, improving safety for cyclists, implementing smart parking strategies, maximizing any transit connections, and ensuring the efficient movement of cars within a balanced right-of-way.

Sustainability

We recognize sustainability as a central objective in any planning project, whether it be a driving factor, or an underlying component. We understand that sustainability is connected to a number of elements, such as energy and water use and quality. Moreover, sustainability is tied to other agendas associated with public health, an aging society and climate change, which often call for complementary solutions. As planners, we seek to promote sustainability through land use, urban design, transportation, infrastructure, and economic policy. Wherever possible, our approach to formulating planning policy will incorporate sustainable elements in a practical way that is appropriate for the Town of Georgina.

1.5 WORK PROGRAM

We are confident that this project can be prepared well within the timeframe established in the Terms of Reference and estimate that it will be completed for Council consideration by November 2013.

We estimate the project kick-off to occur the first week of October 2012. Ultimately our objective is to ensure that tasks, sequencing and timing are most effective for achieving the best possible outcome for the Town of Georgina's Community Improvement Plans. Please see **Appendix A** for a work plan timeline illustrating task completion, meetings and deliverables.

The work program has been divided into three phases

with approximate work timelines:

Phase 1 - Project Kick-Off Stage (October 2012-January 2013)

Phase 2 - Pre-Draft CIP Stage (February 2013-mid-August 2013)

Phase 3 - Pre-Final CIP Stage (mid-August 2013-November 2013)

Phase 1 - Project Kick-Off

The purpose of Phase 1 is to establish and confirm the detailed project process. Phase 1 will initiate an analysis of relevant documents and research focused on other municipalities initiating a Community Improvement Plan as well as current municipal conditions, relevant plans and policies. It will also confirm project objectives, and review the planning policy, local conditions and practices of the Town of Georgina. Additionally, the project manager will liaise with the Town staff and the wider community to provide added insight to this project.

Meeting 1 - Kick-off Meeting: The project will commence with a meeting with Town staff to finalize the work program. Key objectives of this meeting will be address start-up and management matters. This will include:

- Overall scheduling and project coordination;
- Scope and expectations including timelines, deliverables and role clarification and/or adjustments necessary of the Consultant Team;
- Initial identification of all relevant team members, staff members and stakeholders;
- The Town will provide the Consultant Team all relevant background information, studies, reports and mapping data; and,
- The identification of additional information or clarification required by the Consultant or Town staff.

Outcomes from this project initiation meeting will include a detailed list of stakeholders, staff, educational institutions and government agencies to be consulted and meeting/workshop program to be reviewed and approved.

Task 1 - Finalize work program, additional details and timeline based on direction from kick-off meeting.

Task 2- Background review of relevant legislation, regulations and background policy documents and SWOT Analysis: A strengths, weaknesses, opportunities and threats (SWOT) analysis will be conducted based on key characteristics reviewed for Keswick, Sutton and Jackson's Point areas which can include urban design, land use, built form, infrastructure growth and market/employment. The SWOT analysis will feed into the needs assessment, which will determine community improvement needs. Once the needs are determined it will drive the consultation where the refined vision and goals for the plan will be developed.

Task 3- Approach to preparation of CIP: The determination of the responsibilities

Task 4 - Identify key CIP goals and objectives: Based on a review of the current Official Plan and other background information gathered in the previous tasks, goals and objectives of the CIP will be identified as they will guide activities related to community improvement, these will be addressed in the draft programs and policies that will be created.

Task 5 -Identify and recommend the Community Improvement Plan Area (CIPA): Schedule K of the current Official Plan identifies CIPA in each of the three areas and a refinement of areas within Keswick, Sutton and Jackson' Point will be identified and recommended as part of the CIPA for community improvement.

Task 6 - Prepare required Adoption By-law and draft any necessary amendments to the Town's Official Plan (should the boundaries change): It is required that an adoption By-law be prepared to designate a Community Improvement Project Area, this is to be done in advance of adopting the plan.

Task 7 - Prepare Background/Kick-Off Report: The report will summarize key findings from the kick-off stage, background review, provide a review of relevant Provincial plans and legislation, regional Official Plan and Town of Georgina Official Plan and relevant documents applicable to Keswick, Sutton and Jackson's Point. It will also outline the work plan, consultation program and content of a CIP process.

Task 8 - Prepare report to recommend CIP stages: A memorandum report will be prepared to recommend CIP stages

Meeting 2- Presentation to Council (introduction of project to council - identified problems, outcomes, process, boundary and criteria for boundary, project timelines): The background/ kick-off report will also be presented at this meeting to Council and the three Business areas based on our findings.

Phase 2 - Pre-Draft CIP

Building on the background review and data collection from the first phase, the objective for Phase 2 is to develop the Community Improvement Plans which will establish a set of incentive programs, an implementation program (outlining eligibility criteria, administration, application requirements, written agreement requirements, program administration information) and evaluation and monitoring programs suitable for the Town.

Task 9 - Prepare draft CIPs which will include Detailed Direction on incentive programs:

1. Program goals
2. Introduction to a variety of incentive programs
3. Eligibility criteria
4. Terms of incentive
5. Application requirements
6. Compliance requirements
7. Written agreement requirements
8. Program Administration information

The output of this task will be 3 Draft Community Improvement Plans which will identify the financial incentives best suited for the Town along with a detailed implementation program. The implementation program will include the above detailed direction to guide Town Staff in their review, evaluation and administration of applications to access the CIP's financial incentive programs.

Meeting 3 - Progress Meeting with Town staff

Task 10 - Prepare Materials for Working Sessions, Public Workshop and Open House: This will also include the preparation of a notice for a public meeting for the newspapers

Consultation 1 - Stakeholders/Agencies Working Sessions & Public Workshop and Open House Held in 3 areas: The types of financial incentives available will be presented to the public to receive their feedback. It is an opportunity for the public to be updated on the project and an opportunity for them to provide input on key project components and strategic directions. The feedback received will be used to prepare the implementation strategy. A possible agenda for consultation in each of the three areas could be:

Day 1 - Vision & Principles - Establish a common understanding of existing conditions, the financial incentives that would be most beneficial for the Town of Georgina, and a discussion of key opportunities for revitalization to each of the three areas. Participants would include members of our team, Council, the BIA, Chamber of Commerce, Committee, staff and key land owners. A public workshop with a presentation on the background work completed to date would take place in the afternoon/evening and an informal drop-in would be available for interested stakeholders to review the work-in-progress throughout the day.

Day 2 - Develop a framework for planning that will encourage private sector investment and conformity of new development through a design charrette. This day would involve a consulting team working session, and a presentation to Council, BIA, Chamber and Committee with an update on the previous day in the afternoon. The evening Open House portion for the public will be a discussion and they will be able to view what has been completed so far as well as future work to be completed.

Task 11 - Implementation plan with specific incentive programs: Each of the incentive-based programs will have specific criteria to implement them.

Task 12 - Fiscal Analysis of proposed incentive programs: A stringent analysis and fiscal testing of the proposed programs will be completed to determine which programs maximize impact and are financially viable for the Town.

Task 13 - Monitoring Program: The monitoring and evaluation program will lay out the basis for assessing the flow of funds and monitoring which programs are being used the most. There will be measurable criteria to monitor the effectiveness of the programs.

Task 14 - CIP Marketing Strategy: It will be a positive tool which will showcase the Town's incentive programs and provide details to the public as to what they need to do to apply, where to find other materials on community incentives and other initiatives for improvement to the project area. This can include methods such as but not limited to website information, brochures/pamphlets, advertising, partnerships, ambassadors for CIPs and updated land inventory.

Task 15- Mapping of CIPA compatible with the Town's system in ArcView 9.2: Mapping will also include existing official plan land use designations and existing land uses.

Meeting 4 - Presentation to Council (draft CIP Stage)

Phase 3 - Pre-Final CIP

Building on the two preceding phases, the objective for Phase 3 is to refine the incentive programs best suited to each Keswick, Sutton and Jackson's Point and to finalize the draft Community Improvement Plans. A presentation will be made to Council upon completion of the Plans.

Meeting 5 - Progress Meeting with Town staff: This meeting will also involve the review of the draft CIP and comments/ feedback to be made to the plan.

Task 16 - Finalize Keswick, Sutton and Jackson's Point CIPs: Based on feedback received from MMAH, Council, Committee and Public from the circulation of the drafts, revisions will be made as the final versions are created in MS Word.

Task 17 - Prepare Materials for Statutory Open House: This also includes the preparation of a notice of public meeting for the newspapers.

Consultation 2 - Statutory Open House Held in 3 areas: Three open houses will be held as part of the formal public meeting process. The Plans will be available for public viewing and discussion.

Meeting 6 - Presentation to Council (final CIP Stage): Upon finalization of the Plans, it will be presented to Council for consideration.

It is expected the Town will provide TPP with base mapping layers for the study areas, an aerial map, relevant background information and other documents as per the RFP (A complete list will be discussed at the kick-off meeting).

1.6 SUPPORTING DOCUMENTATION

Our team has sufficient resources in place to meet the Town's needs. We are able to dedicate all the staff on our team to this project and we have support staff available for assistance. Given our extensive and award winning experience (as documented throughout the proposal) in completing Community Improvement Plans throughout Ontario, with our resources, we are confident we will be able to complete the project and meet the expectations to the full satisfaction of the Town.

1.7 TEAM PROFILES

TPP will be the Lead Consultant on this project with the project roles and responsibilities of planning research and analysis, implementation policies, financial incentive programs, marketing strategy, public consultation. Our team will be led by Ron Palmer, a partner with The Planning Partnership. For almost three decades, Ron has played a pivotal role on public and private assignments in community improvement settings, including numerous Community Improvement Plans, Official Plan Reviews and reality-based implementation strategies for communities of all scales.

The sub-consultant for this project will be N. Barry Lyon Consultants Limited (NBLC). They are a multi-disciplinary real estate consulting firm, specializing in market research, urban planning, financial analysis and economic strategies. Established in 1975, the firm conducts strategic analyses, market and financial feasibility studies across Canada for non-profit, private, institutional and government clients. The company is owned equally by Barry Lyon and Mark Conway and employs 12 professional staff in its Toronto office.

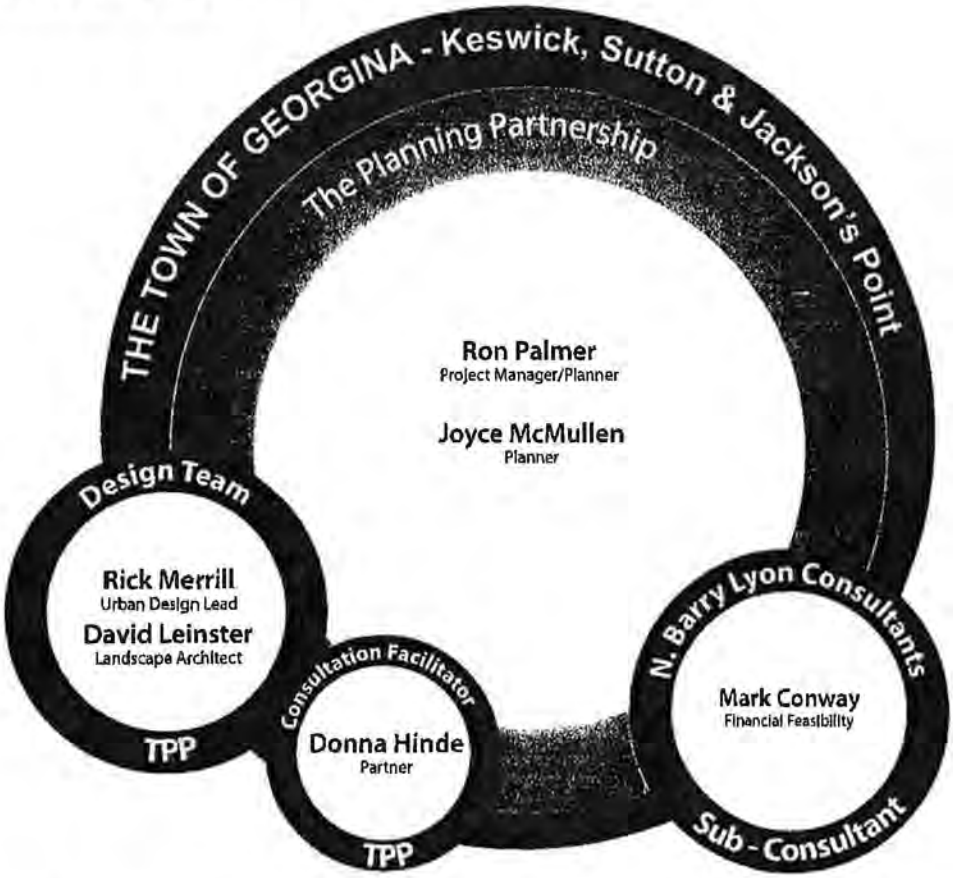
The firm's greatest strength stems from the talented people that make up the firm. NBLC's team consists of professionals in the fields of market research, real estate and development finance, and urban planning. Together, the firm is engaged in the broadest range of assignments, from high level policy work to detailed development feasibility analysis. NBLC is retained for projects large and small, in both the private and public sectors across Canada.

The Company's consulting services include analyses of public policy initiatives, alternative land use scenarios, pro forma financial analyses and budget allocations, property value determinations and acting as expert witnesses at the Ontario Municipal Board and expropriation hearings.

NBLC will be responsible for the financial feasibility of the incentive programs and the testing for them.

The Planning Partnership together with N. Barry Lyon Consultants creates a team that consists of a diverse group of people to provide skilled technical analysis in the fields of planning, financial feasibility and market analysis. TPP has years of experience working with NBLC to deliver high-quality and strategic policies and plans for municipalities, and we believe that our team is uniquely positioned to continue collaborating with the Town to establish implementable Community Improvement Plans for Georgina.

3.8 PROJECT TEAM



TPP and NBLC have the proven ability of staff to meet any schedules and deadlines before they are due or on-time. We are confident we will not have any issue meeting the deadlines stated within the RFP.

RON PALMER, BES, MCIP, RPP
Project Role - TPP Project Manager/Planner

Ron is a Planner and Partner at The Planning Partnership with a long-standing reputation for excellence in managing complex research and planning policy projects, and devising successful implementation strategies. Ron has spent much of his 28-year career writing Official Plans, Secondary Plans and Official Plan Amendment documents and CIPs on behalf of municipal clients. He has been responsible for the policy components of virtually all of the firm's major public planning and design assignments throughout North America.

Ron's experience includes project management responsibility for the following projects:

1. Community Improvement Plans in Hanover, Fort Erie, Ajax, Oshawa, Belleville, Owen Sound, Minden and Huntsville;
2. Keswick Secondary Plan for the Town of Georgina;
3. Sutton-Jackson's Point Secondary Plan for the Town of Georgina ;
4. Town of Richmond Hill Downtown Design and Land Use Strategy; and
5. Making It Happen: The York Region Centres and Corridors Study, on behalf of the Region of York

This substantial portfolio of work is augmented by Ron's involvement with the Bloor-Yorkville BIA. He is a member of the Board of Director's, as well as Chair of the Planning, Preservation and Urban Design Committee. This involvement has informed Ron of the key attributes of a successful retail community and mixed-use downtown. The Bloor-Yorkville BIA has also recently, and successfully, leveraged innovative funding mechanisms to achieve the multi-million dollar Bloor Street Transformation Project.

Ron is responsible for overseeing the whole project, policy, incentive programs, implementation plan, monitoring program and marketing strategy.

DONNA HINDE, BES, MLA, OALA, FCSLA
Project Role - Consultation Facilitator

Donna is a partner with The Planning Partnership. She is recognized for her skills in designing a sound approach to consultation that ensures a well-managed study process and, most important, meaningful input for the design team. The Planning Partnership uses an intensely collaborative process for all of their physical design projects. Donna has facilitated hundreds of public consultation programs over the past 15 years, since she adopted a more specialized, intensely collaborative approach. Donna now regularly provides expertise in public consultation to other firms for their complex design projects. Donna has designed and managed consultation programs that have included summits, workshops, design charrettes, lecture series, town hall meetings, focus groups session, one-on-one meetings, site walks, citizen circles and training of community animators.

Donna was most recently the Consultation Facilitator for the Town of Hanover Downtown Revitalization Plan process and the Aurora Promenade Study. In addition, she has managed the consultation programs for a broad range of projects including:

- Urban design plans for town centers in Cleveland, Saskatoon, Richmond Hill, Oshawa, Ajax, Pickering, Pittsburgh Township, Dryden and North York;
- Plans for new communities in Burlington, Markham, Nepean, Richmond Hill, and Ajax; and
- Strategic plans for Point-au-Baril, Wascana Centre in Regina, Port Severn, Calandar and Magnetawan Ontario.

She is designated as a certified charrette planner by the National Charrette Institute in Portland, Oregon.

Donna is responsible for the public consultation process, consultation strategy and facilitation at the workshops.

RICK MERRILL, MSC, OAA, MCIP, RPP
Project Role - Design Team - Urban Design Lead

Rick Merrill is a Partner with The Planning Partnership and is a member of the Ontario Association of Architects and the Ontario Professional Planners Institute. He is trained as both an architect and a planner and has over 30 years of experience working with public and private sector clients. Rick has experience in community design, urban design guidelines, architectural controls and the design of buildings, and regularly assists with workshops and charrettes. His experience includes work across Canada, in the United States, the Caribbean and South America as well as community designs in Russia and China.

Rick is ideally suited to projects that combine design and planning experience. Rick has worked on projects ranging from the design of office, residential and mixed-use buildings to the planning and design new communities to infill housing. He has the unique background of implementing large scale building projects as well as large urban and suburban master plans.

Rick is responsible for improvement to facades to maintain historic consistency / the public realm and pedestrian connectivity and circulation. He will work with David as part of the design team and he will also assist Donna with facilitation during the workshop.

DAVID LEINSTER BLA, OALA, FCSLA,ASLA
Project Role - Design Team - Landscape Architect

David Leinster is a partner with The Planning Partnership and leads the landscape architecture group. He is a past President of the Ontario Association of Landscape Architects, a Fellow of the CSLA and currently sits on the City of Toronto's Public Art Advisory Committee, the City of Ottawa's Urban Design Review Panel and the Regent Park Design Review Panel in the past. He has participated as a member of the Dean's Search Committee for the Architecture, Landscape and Design Faculty at the University of Toronto, served as a juror for both the City of Ottawa's and the City of Vaughan's urban design awards programs, and was a juror on the City of Toronto Urban Design Awards Jury. Over the past several years David has lectured and critiqued at both the Universities of Toronto and Guelph.

David's professional experience includes award winning projects in Canada, the United States and Asia. In recent years, David has been the Partner in charge and lead designer for a number of park and open space projects including Victoria Memorial Square, Clarence Square and Wychwood Carbarns Park. Currently he is leading a number of leading edge public realm projects including the West Don Public Realm Plan for Waterfront Toronto, one of two new waterfront communities being developed as part of a reconceived waterfront. He is also leading the urban design component for one of Toronto's six Transit City initiatives and the Regent Park public realm design for Phase 2. David has also worked on a number of high profile public realm revitalization projects including for King-Spadina, Regent Park, the Harbourfront Centre and waters edge promenade in Toronto, and the Parliament Hill Judicial Triad Master Plan in Ottawa.

David is responsible for streetscape approach/tools for improving the downtown areas, this can include things such as benches and bicycle parking facilities. He is part of the design team and will work together with Rick. He will also assist Donna with facilitation during workshop.

JOYCE MCMULLEN, HBA, MURP
Project Role - Planner, mapping, research, and technical support

Joyce is a Planner at the Planning Partnership and has gained global experience and completed a Master of Urban and Regional Planning from Australia. She previously worked in the public sector at the municipal and regional levels of government and assisted with the Richmond Hill Official Plan Review among other land use studies and projects in York Region. Current projects she is working on include the Downtown Revitalization Plan for the Town of Hanover and a Secondary Plan for Breslau.

Joyce is responsible for research and analysis, mapping, document preparation for online accessibility and providing support to the rest of the team.

MARK CONWAY, MCIP, RPP, PLE
Project Role - Financial Feasibility Expert

Mark Conway is a Senior Partner with N. Barry Lyon Consultants. Mark has over 30 years of professional experience, allowing him to develop a high degree of expertise in all categories of development. He has been retained by both public and private interests to assess the viability of projects ranging from high-rise residential to resort developments. As an urban planner and land economist, Mark brings a unique perspective and understanding of not only the financial and market sides of a development but also the design aspects that can impact heavily on the viability of real estate developments.

Mark recently worked with The Planning Partnership, testing a number of financial incentives proposed in Downtown Oshawa.

Mark is responsible for the fiscal analysis and testing of the incentive programs proposed.

Detailed CVs for each of the team members are located in **Appendix B.**

1.9 PUBLIC CONSULTATION EXPERIENCE

We have a certified charrette planner who has facilitated hundreds of public consultation events.

Inclusive and Transparent Consultation

The Planning Partnership is a recognized leader in public consultation on complex public and private sector projects. We believe in meaningful consultation and compelling communications based on capacity building and the concept of "appreciative inquiry". To build people's capacity, we emphasize effective and compelling communications to transfer knowledge and demonstrate ideas. By equipping stakeholders and the broader community with the language and tools they need to engage meaningfully in the development of new CIPs for Keswick, Sutton and Jackson's Point, we will generate an iterative discourse on key planning issues in your municipality, and ensure local knowledge forms the basis of planning solutions.

In addition to capacity-building, our innovative approach to stakeholder consultation is based on the concept of "appreciative inquiry", whereby we focus on strengths, assets, and motivations to promote collaboration in developing workable, context-specific solutions among stakeholders that represent diverse interests and conflicting demands. In the end, our approach ensures that varied opinions, mandates and interests are considered and coalesced into a highly supported vision for the future.

As skilled facilitators, we promote the following additional strategies:

- *Confirm the "givens" early on* in the process to manage expectations from the outset so that stakeholders clearly understand where their freedom for input lies. This transparency ensures stakeholders are not disillusioned at later phases of the project.

- *Provide clear information about the purpose workshops and other public engagement opportunities.* It is important to distribute a clear description of the project, available background information and an agenda in advance of the event to give people time to consider their opinions and input.

- *Present technical information in an easily understandable manner.* Consultation events typically begin with brief presentations by members of our team to ensure that participants have the benefit of understanding background information. We ensure that team members present their information in a manner that is easily understandable.

- *Provide opportunities for participants to review our work in progress.* It is our experience that participants are receptive to providing comment on "work in progress" and appreciate the opportunity to help shape final plans and documents.

- *Provide opportunities for small group discussions.* We believe that the public has the best opportunity to share their thoughts in small groups. We typically provide a specific format for the discussions to unfold, with topics to address and questions to answer. The small group discussions are self facilitated.

- *Support planning ideas with graphic communications.* Fundamental to communicating ideas and creating an understanding of planning implications is the demonstration of intended outcomes. Effective graphic communications are central to our approach and essential to ensuring abstract and conceptual strategies can be understood in tangible and meaningful ways.

Our public consultation experience is one that goes above and beyond the requirements of the Planning Act. A detailed description of the public consultation program proposed for the Georgina CIPs have been provided under Section 1.5 Work Program and will be further refined upon meeting with the Town.

1.10 PROJECT MANAGEMENT AND IMPLEMENTATION TRACK-RECORD

TPP's approach to all its work is based on strong leadership, experienced and reliable project management and a commitment to working in collaboration with Town staff and stakeholders. Our implementation track-record is very successful, we consistently complete projects on-time and on-budget.

1.11 INVOLVEMENT OF TOWN STAFF

The extent and timing of involvement of town staff in study process is for our team to have a good working relationship with them and they would attend meetings/consultations and be available for review and input on work provided by TPP. The expected roles of both the Town and TPP will be clarified further during the kick-off meeting.

1.12 ADDED VALUE SERVICES

The following added value services will be provided to this project:

1. Project manager that is part of a BIA Board of Directors of the Bloor-Yorkville BIA in downtown Toronto. He is very familiar with the challenges of retailers and the importance of dealing with growth and development in a positive way. He is also familiar with a range of approaches to marketing the BIA, including capital investment programs, maintenance requirements and programming for events and festivals.

2. Inclusion of a feasibility expert for analysis and fiscal testing of incentive programs for maximum impact and will be financially viable for the Town.

3. Certified charrette planner on our team for the consultation process, this has greatly enhanced the public consultation process by adding creative and innovative components to the overall experience. In a past project, an effective and unique way of using a storefront to advertise the public workshop was used. The dates and information were painted on the window to maximize exposure.

1.13 CONFLICTS OF INTEREST

All of the firms and team members have been canvassed with respect to existing and/or potential conflicts of interest located within the municipal boundaries of Georgina with Council or any other projects or clients. We do not foresee any conflicts of interest arising from undertaking the Community Improvement Plans.

1.14 PROPOSED BUDGET

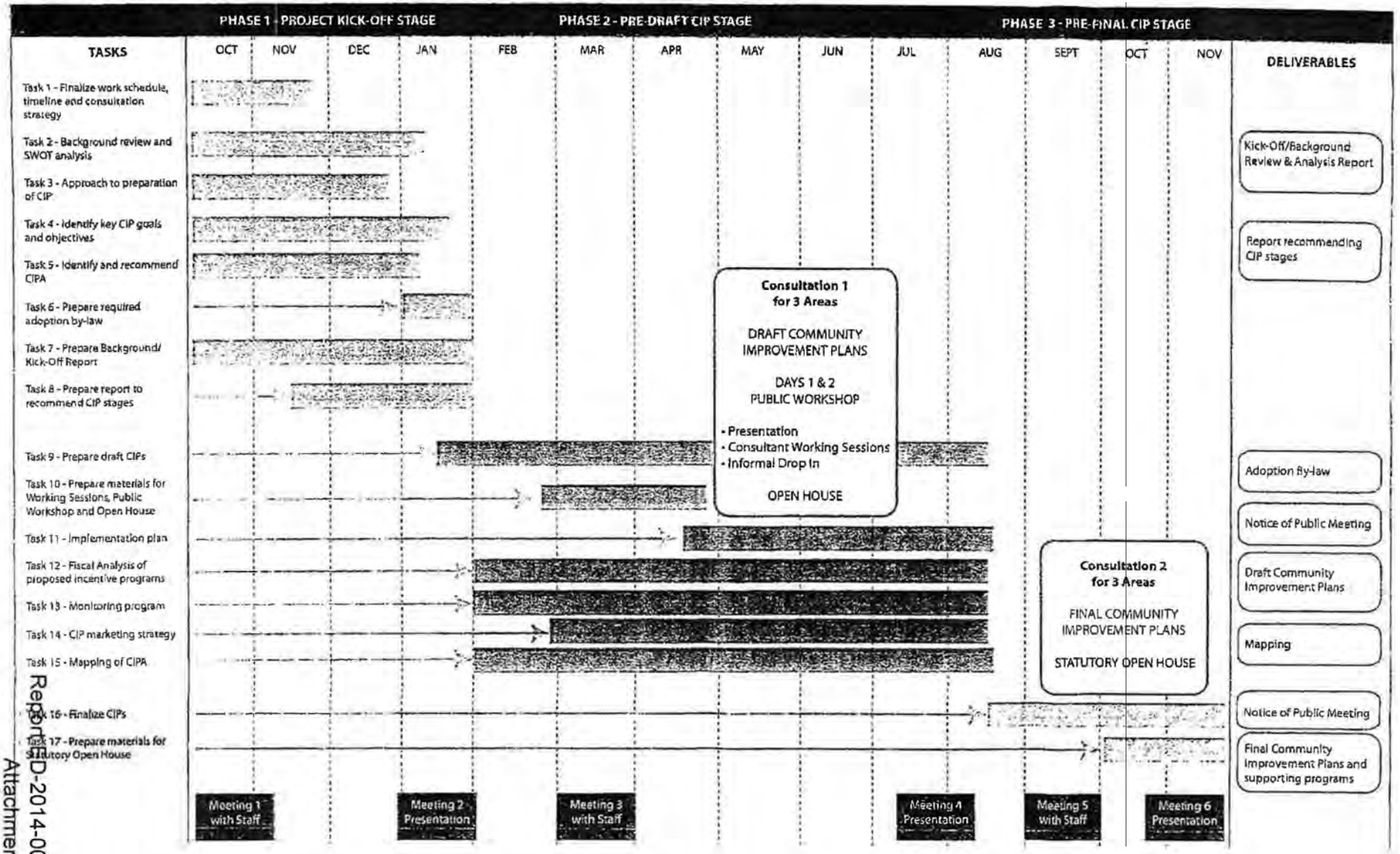
Our approach to ensuring optimal value is tied to our rigourous project management practices. We commit to a work schedule that outlines an achievable timeline and fee for service and we manage this process tightly. Our fees correspond to professional services and are billed on an hourly rate and reflect an estimate of time allocated to each task in the work schedule. The total upset limit we propose for the Community Improvement Plans for Keswick, Sutton and Jackson's Point in the Town of Georgina is $49,110.00 excluding HST.

A detailed itemized task budget for the Community Improvement Plans can be viewed on **Appendix C.**

Example of Storefront Advertising for Workshops

APPENDIX A - ILLUSTRATED WORK PROGRAM

APPENDIX A: TOWN OF GEORGINA COMMUNITY IMPROVEMENT PLANS WORK PROGRAM



APPENDIX B - TEAM CVS

Ronnald Palmer BES, MCIP, RPP

Partner

Education

1983	BES, (Honours) Urban and Regional Planning, University of Waterloo
1987	Strategic Planning in the Public Sector, University of Waterloo
1987	Environmental Protection Law, York University

Employment

1997 to Present	Partner, The Planning Partnership
1995 to 1997	Associate, The Planning Partnership
1991 to 1995	Associate, Lehman & Associates
1989 to 1991	Senior Planner, Lehman & Associates
1984 to 1989	Planner, Lehman & Associates

Relevant Experience

Community Improvement Plans

Ron was the Project Manager responsible for the preparation of Community Improvement Plans for:

- Town of Hanover
- Town of Ajax
- City of Belleville
- Town of Fort Erie
- Town of Huntsville
- City of Owen Sound
- Community of Minden

Official Plans/Zoning By-laws

Ron has led the review and/or preparation of numerous Official Plan and Zoning By-law documents; including related Background Studies, Official Plan Reviews and Official Plan and rezoning applications across Ontario. Most recently, Ron was the Project Manager for the Town of Aurora Official Plan Review, and Co-Project Manager for the City of Orillia and Town of Grimsby Official Plan Reviews.

Secondary Plans

Ron has been responsible for the preparation of the policy components of the following Secondary Plan Studies:

- Town of Aurora - Aurora Promenade + 2C Secondary Plan
- Township of Georgina - Sutton and Jackson's Point Secondary Plan Review Study, Keswick Secondary Plan, Keswick Business Park Secondary Plan
- City of Vaughan - Corporate Centre Secondary Plan, Carrville Secondary Plan and Kleinburg - Nashville Secondary Plan
- Town of Oakville – Midtown Core Planning District and Uptown Core Secondary Plan Review
- Town of Markham - Area 1B, Woodbine North and Box Grove Areas
- Town of Richmond Hill - Bayview North East and Bayview North West Secondary Plans and Downtown Richmond Hill Secondary Plan
- City of Burlington - Mid Town Mixed Use Centre, Orchard Community and South Aldershot Community
- Town of East Gwillimbury - Holland Landing/River Drive Park Community

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Growth Management
Ron was the Project Manager responsible for the preparation of the Markham Urban Area Expansion Study. The results of this study informed the Provincial Ministry of Municipal Affairs in their preparation of guidelines for the preparation of growth management studies across the Province. In addition, Ron has been responsible for similar growth management exercises in the City of Regina, the Town of Aurora and the Township of Adjala-Tosorontio.

Greenspace Management/Acquisition Strategies
Ron has been responsible for the preparation of the following comprehensive greenspace management, environmental protection policy development and acquisition strategies:

- Rouge Park Implementation OPA and Acquisition Strategy, on behalf of the Town of Markham
- North Oakville Greenlands Inventory and Management Strategy, on behalf of the Town of Oakville
- Markham Natural Features Study on behalf of the Town of Markham

Waterfront Planning and Design Studies
Ron was the Project Manager responsible for the preparation of major Waterfront Planning/Design Studies for the City of Owen Sound and the Town of Carleton Place. Involved in waterfront plan preparation in Thunder Bay, Brantford, Barrie and Yellowknife.

Downtown Improvement Studies
Ron was the Project Manager responsible for, or involved in, the preparation of Downtown Facade and/ or Streetscape Studies on behalf of the Cities of Ottawa, Oshawa, Toronto, Belleville, Vaughan, Saskatoon, Charlottetown and Barrie as well as the Towns of Oakville, Richmond Hill, Aurora, Goderich, Hanover, Cochrane, Wiarton and Sturgeon Falls and the Village of Minden. Ron has been involved with a number of B.I.A.'s and currently a member of the Board of Directors and Chair of the Planning, Preservation and Urban Design Committee of the Bloor-Yorkville BIA. Ron is also a former member of Heritage Barrie, the Local Architectural Conservation Advisory Committee in the City of Barrie.

Municipal Planning Advice
Ron has provided municipal planning advice for several small communities in central Ontario. In this capacity, Ron acted as the municipal planner and was involved in all aspects of the planning process, including Official Plan Amendments, Zoning By-law Amendments, Community Improvement Plans and Municipal Housing Statements.

Ontario Municipal Board
Ron has prepared and presented evidence on behalf of public and private sector clients at numerous Ontario Municipal Board Hearings.

Private Sector Projects
Ron continues to provide a wide range of planning analyses, advice and detailed design work to developers throughout central Ontario. A representative list of private sector clients for which Mr. Palmer has or does provide advice includes development companies such as CN Real Estate, Marathon Realty, the Landford Group, Rice Capital Inc., Bramalea Limited and Trizec Corporation.

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Major Research Projects/Policy Planning

Houston Corridor Study - Project Manager responsible for leading the preparation of the policy framework and implementation strategies for six urban corridors and new city-wide LRT network.

Making It Happen - Project Manager responsible for establishing a planning and business rationale for building urban centres and transit corridors throughout York Region. This work examined a range of reinvestment success stories within centres and along corridors from across North America.

Urban Density Study - Project Manager responsible for a background study on the definition and implications of increased density for the Office for the Greater Toronto Area.

Commission on New Planning for Ontario – responsible for the research and preparation of a background study on the planning and development approvals system in Ontario from the perspective of municipal planners.

Legislative Change for Affordable Housing - responsible for Phase 2 of this project, the establishment of options. The study was carried out on behalf of the Ministries of Municipal Affairs and Housing.

Urban Waterfronts Planning Manual - involved in the preparation of a detailed 'how-to' guide to revitalizing Ontario's waterfronts, published by the Ministry of Municipal Affairs in 1987.

Environmental Assessment

Managed the land use planning impact components of the following:

- The Western Vaughan Transportation IEA in Vaughan
- The Waterfront West Streetcars EA (Bathurst Street to Etobicoke Waterfront)
- The Markham Bypass EA in Markham
- The Woodbine North Mid-Block Collector EA Feasibility Study in Markham
- The Oakville Midtown Core EA and Land Use Planning Study in Oakville
- the Sheppard Subway EA (Yonge Street to Victoria Park) in North York

Ron also worked on behalf of the Ontario Federation of Agriculture to review the EA documentation related to the search for landfill sites across the GTA. In addition, he critiqued, on behalf of the City of Toronto, EA documents prepared for the East of Main GO Train Storage proposal and the Leslie Street Extension proposal.

Transportation Planning Studies

Ron has been involved in a number of comprehensive transportation/planning studies throughout the GTA and in Ottawa and the United States. Ron has been involved in Transportation Master Plans in Markham and in Oakville. He is currently working with the Toronto Transit Commission on the Sheppard Avenue LRT and the Scarborough RT upgrade. In addition, he is working for Metrolinx on a number of projects in the City of Toronto and beyond.

Memberships

Ontario Professional Planners Institute

Canadian Institute of Planners

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Donna Hinde BES, MLA, OALA, FCSLA

Partner

Education

1984	MLA, Master in Landscape Architecture, University of Guelph, Guelph, Ontario
1978	BES, Bachelor of Environmental Studies,University of Waterloo, Waterloo, Ontario

Employment

1995 to Present	Partner, The Planning Partnership
1993 to 1995	Partner, Weinstein Leeming Hinde + Associates Limited
1991 to 1993	Principal, Weinstein Leeming + Associates
1989 to 1991	MM Dillon Limited, Senior Associate, Head of Landscape Architecture Group
1986 to 1989	MM Dillon Limited, Associate, Head of Landscape Architecture Group
1984 to 1986	MM Dillon Limited, Senior Landscape Architect
1978 to 1984	MM Dillon Limited, Environmental Planner

Relevant Experience

Public Engagement

Designed, facilitated and managed the consultation process which included, for example, stakeholder analysis, interviews, focus groups, workshops, design charrettes, presentations for:

New communities

- South-west Brantford community plan
- Leitrim community, Ottawa
- Orchard Community, Burlington
- Area 5/6, Nepean
- Box Grove, Markham
- infill residential areas, Richmond Hill
- Lakeside, Ajax
- Fonthill, Pelham
- Tucker Creek, Port Hope
- North Hespeler, City of Cambridge
- Leamington
- Churchill Meadows, Mississauga
- Perth

Mixed use centres/town centres

- Huntsville
- Richmond Hill
- Aurora
- Nepean Town Centre
- Midtown Mixed Use Centre, Burlington
- Ajax
- Pickering
- Pittsburgh Township
- North York
- Carrville District Centre, City of Vaughan
- Palermo Update, City of Oakville
- Observatory Lane, Richmond Hill
- International Gateway Urban Design Strategy, Fort Erie

Public gardens/parks

- Nesharna Playground, Toronto
- Central Park, Regent Park, Toronto
- University of Toronto Open Space
- Memorial Centre, Kingston
- Public garden park, Mississauga
- Botanical garden, Oshawa
- Civic Garden Centre, Toronto
- Lions Park, Newmarket
- Fairgrounds Park, Newmarket
- Agricultural Fairgrounds, Beamsville

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Strategic Plans

- Wascana Centre, Regina
- Pointe-au-Baril
- Human Services Strategy, Region of York
- North Himsworth
- Port Severn
- Exhibition Place, Toronto
- Niagara-on-the-Lake

Corridor studies/streetscape/urban design

- Bala, Township of Muskoka Lakes
- O'Connor Drive Avenue Study, Toronto
- Lakeshore Drive Avenue Study, Toronto
- St. Joseph Boulevard, Ottawa
- Huntsville Main Street
- Downtown Dryden
- Village Core Residential Neighbourhood
- Main Street, Schomberg
- Wilson Avenue, Toronto
- Merivale Road, Ottawa
- Queensway, Keswick
- Commercial and employment area design guidelines, City of Vaughan

Waterfronts/Tourism Development

- Peterborough
- Parry Sound
- Orillia
- Thunder Bay
- Port Hope
- Terrace Bay
- Port Dover
- Brantford
- Fergus
- Guelph
- Brockville
- London
- Balm Beach

Urban Design

Managed multidisciplinary teams, the complex approval process, and collaborative consultation for:

- Downtown Huntsville Community Improvement Plan
- Downtown Richmond Hill Urban Design Strategy
- The Aurora Promenade, Urban Design Strategy for Downtown Aurora
- York University Secondary Plan Update for the York University Development Corporation
- O'Connor Drive corridor avenue study (planning/ design), for the City of Toronto
- Urban Design Plan, downtown Oshawa for the City of Oshawa
- Urban Design Plan, Nepean for the City of Ottawa
- Highway 7 Land Use Futures Study for the City of Vaughan

  Wilson Avenue Revitalization Strategy, for the City of Toronto
- St. Joseph Boulevard Urban Design Strategy, for the City of Ottawa
- Urban Design Guidelines for arterial roads with commercial and employment uses for the City of Vaughan
- urban design for Regional Road Guidelines for Region of Ottawa Carleton
- Merivale Road Urban Design study, Nepean, for the City of Ottawa

Streetscape Design

Managed diverse professionals, complex work programs, project schedules and public consultation for:

- streetscape and parking improvement plan, Bala
- downtown enhancement study for the City of Dryden
- streetscape and facade study in Haileybury, Little Current and Onaping Falls in Northern Ontario
- streetscape design of Bay Street in Parry Sound
- Heritage/Building Design Guidelines for Sandwich neighbourhood in Windsor
- marketing and promotional plan and streetscape design for Victoriaville in Thunder Bay
- design of improvements to Walkerville's

commercial core area as well as the preparation of marketing and promotional plan

Waterfront and Recreation Design
Managed diverse professionals, complex work programs, project schedules and public consultation for:

- City of Brantford Waterfront Master Plan
- Little Lake Master Plan, City of Peterborough
- Waterfront Framework Plan, Orillia
- Bluewater Beach Management Plan, Township of Tiny
- Balm Beach Master Plan, Township of Tiny
- Waterfront Update, Port Hope
- Port Dover Waterfront and Secondary Plan Study
- feasibility study for a Regional Gateway waterfront development, Terrace Bay
- waterfront master plan project in Thunder Bay
- East Riverside Park and stormwater management facility in Windsor
- riverfront and community master plan for Fergus, Ontario
- core area riverfront master plan for Brantford, Ontario
- waterfront master planning studies in Brockville, Collingwood, Huntsville, Port Hope, Belleville, Marmora, Southampton, Parry Sound
- City of Guelph River Systems Management Study
- implementation of Phases 1 & 2 of Parry Sound waterfront master plan
- site design associated with a new tourist information centre south of Parry Sound **Community Design**
- Orchard Community Plan for the City of Burlington
- Lakeside neighbourhood plan for the City of Ajax
- Community Plan for 1500 acres, Churchill Meadows in Mississauga
- Secondary Planning Study for Chapman Mills, for the former City of Nepean
- Secondary Planning Study for a new mixed use centre in Burlington, for the City of Burlington

Competition Advisor
Developed the competition process, prepared the competition brief, coordinated the process, liason with designers, oversee selection process:

- University of Toronto, landscape design for courtyard, Chemistry Building, for the Chair of the Chemistry Department
- Harbourfront Park, for the City of Toronto
- Bay Adelaide Urban Park, for Oxford Properties
- Yorkville BIA Gateways, for the Yorkville Business Improvement Association

Conference Presentations

- Re-inventing ways to learn about place - a workshop approach, Canadian Society of Landscape Architects Congress, June 2004
- Waterfront development in Parry Sound, Great Lakes Mayors Conference, June 2006
- City Building - Built Form Architecture and public Space in Toronto's future. The 2000 Toronto Municipal Business Conference, February 2000.
- City of Guelph River Systems Management Plan at the Canadian Society of Landscape Architects Conference, Winnipeg, September 1995
- Landscape Architect's Role in Community Design at LABASH, University of Guelph, March 1995
- Belleville Bayfront Master Plan at the WaterWorks Conference of the International Great Lakes-St. Lawrence Mayor's Conference in Milwaukee, Wisconsin, May 1990
- Aesthetics and Highway Design at the Roads and Transportation Association of Canada 1990 Annual Conference, St. John's, Newfoundland
- Waterfront Development That Makes Dollars and Sense at the Ontario Parks Association Conference, Toronto 1988

- Waterfront Development in Northern Ontario at the Waterfront Planning Seminar held by Community Planning Advisory Branch, Ministry of Municipal Affairs, Southwestern Ontario, August 1988
- Consultant Selection Process at the Southwestern Ontario Planning Conference, November 1988

Professional Activities

Instructor, University of Guelph, School of Landscape Architecture Fall 1993, Winter 1999, Fall 2008

Instructor, University of Toronto, School of Architecture and Landscape Architecture, Fall 1994, Fall 1995, Winter 1996

Juries

- Town of Oakville, Urban Design Awards, Juror, 2002
- City of Toronto Architecture and Urban Design Awards; Juror 2001
- Arts Toronto, Toronto Arts Award in Architecture and Design, Juror 2000 and 2001
- Toronto Society of Architects, Waterfront Competition, Juror, October 2000.
- City of Mississauga, Urban Design Awards, 1999.

Memberships

Ontario Association of Landscape Architects (President 1998 to 2000)

Canadian Society of Landscape Architects, Fellow

National Charrette Institute, Certified Charrette Planner

Rick Merrill BArch, MSc, OAA, MCIP, RPP

Partner

Education

1972	MSc (Urban & Regional Planning) University of Toronto
1970	BArch University of Minnesota

Employment

2002 to Present	Partner, The Planning Partnership
1990 to 2002	Director of Planning and Urban Design, Page + Steele Architects
1983 to 1990	Principal, Sullivan Key Merrill Architects and Planners, Inc., Dallas Texas
1980 to 1983	Vice-President, Webb Zerafa Menkes Housden Group, Inc., Dallas Texas
1976 to 1980	Designer/Planner, WZMH Partnership
1975 to 1976	Urban Designer/Planner, Marshall Macklin Monaghan, Inc.
1974 to 1975	Architect/Planner, The Shankland Cox Partnership

Relevant Experience

Transit Oriented Development Studies

Project manager responsible for coordination of team, work program, project scheduling all aspects of the project for:

- Shaker Heights Transit-Oriented Development Study, Cleveland, Ohio
- Cedar University Transit/ Area Master Plan, Cleveland, Ohio
- Houston Corridor Study, Houston, Texas
- Sam Antonio BRT Station Area & TOD Planning, San Antonio Texas
- King-Spadina Part II Plan Update, Toronto
- TTC Downsview to York University Subway Extension EA, Toronto
- Kipling TTC Station Area Plan, Islington TTC Station Area Plan, Toronto Ontario
- Cornell Centre TOD and Station Plan, Markham Ontario

Community Plans/Urban Design Guidelines

- The Berczy Village Master Plan, Markham, Ontario
- Greensborough Community, Markham, Ontario
- Cornell Jennora Master Plan, Markham
- Diamondwood District master Plan, Markham, Ontario
- Riverview Heights Community Design Guidelines, Brampton , Ontario
- Cobourg East Urban Design Guidelines, Cobourg, Ontario
- Cambridge Intensification Studies, Cambridge, Ontario
- Kitchener S.W. Community Design, Kitchener , Ontario
- Kitchener Urban Design Guidelines, Kitchener, Ontario
- Oshawa Downtown Plan, Oshawa, Ontario
- Aurora Promenade (Downtown Plan), Aurora Ontario
- City Centre: Bali Lake Area, Jiujiang, China
- Newbridge Newtown, Wuhan, China
- Kobikova Master Plan, Russia
- Dimitrov New Town, Moscow area, Russia
- Lesnaya Polyana Community, Moscow, Russia
- Peak/Bryan Area Plan and Urban Design Guide¬lines, Dallas, Texas
- Deep Ellum Urban Design Master Plan, Dallas, Texas
- Harwood Historic District Design Guidelines, Dallas Texas
- Dallas Design District Master Plan, Dallas, Texas
- Vaughan Demonstration Project, Alternative Design Standards, Vaughan

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Urban Design/Feasibility Studies

- 3385 Dundas Street Avenue Study, Toronto
- 3130 Dufferin Street Avenue Study, Toronto
- Danforth Avenue, Avenue Study, Toronto
- Post Office Feasibility Study (TTC), Scarborough, Ontario
- Whitby Harbour Feasibility Studies, Whitby Ontario
- York University Feasibility Studies, Toronto

Awards

Dallas Urban Design Award
Markham Urban Design Award - Berczy Village
Markham Urban Design Award - South Cornell

Conference Presentations

Canadian Professional Planners' Conference - 2008, 2009: "5 Quartiers" - Studies of Historic City Urban Interventions

"Canadian Urban Design: A Coast-to-Coast Review", for the Canadian Urban Institute, Roundtable Breakfast Seminar Series, Toronto, Ontario - December, 2006.

"Canadian Urbanism: Practice and Professional Organization", at the World Planners Congress, Vancouver, BC - June, 2006.

Professional Activities

- Founding Member, Ontario Professional Planners Urban Design Working Group;
- Founding Member, Council of Canadian Urbanism; and
- Instructor, Urban Design, University of Toronto

Memberships

- Ontario Professional Planners Institute
- Canadian Institute of Planners
- Member Royal Architectural Institute of Canada
- Member Ontario Association of Architects
- Texas Society of Architects
- National Council of Architectural Registration Boards (US)
- Council of Canadian Urbanism

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

David Leinster BLA, OALA, FCSLA, ASLA, MCIP, RPP

Partner

Education

1985	Bachelor of Landscape Architecture, University of Toronto

Employment

2005 - present	Partner, The Planning Partnership
2003 - 2005	Principal, ENVision - the Hough Group
1997 - 2003	Principal, Hough Woodland Naylor Dance Leinster
1991 - 1996	Associate, Hough Woodland Naylor Dance Limited
1986 - 1991	Landscape Architect, Hough Woodland Naylor Dance Limited

Relevant Experience

Urban Design

Responsible for design of public realm; coordination with other design professionals for:

- West Don Public Realm, Toronto
- Pan Am Athletes Village Public Realm, Toronto
- Sheppard Avenue EA (TTC, City of Toronto)
- Scarborough Light Rail Transit (TTC)
- Regent Park Revitalization (Phase 2), TCHC
- Cultural Precincts Study (City of Toronto)
- Lawrence Heights Revitalization Master Plan TCHC
- Hamilton Public Art Master Plan
- Regent Park Revitalization, Urban Design Guidelines, Toronto
- Queen's Park Restoration, Toronto
- King William Street Downtown Urban Renewal, Hamilton
- Richmond Adelaide Centre, Toronto
- Windsor Casino, Streetscape, Waterfront, Windsor
- North York Performing Arts Centre, North York
- Confederation Boulevard (NCC), Ottawa
- Confederation Birthplace Commemorative Park, Charlottetown, PEI
- Blue Mountain Village, Collingwood
- River Oaks Subdivision, Sixth Line Site, Oakville
- Brampton Central Corridor Study, Brampton

Park Planning & Design

Responsible for park design; coordination of team members; presentation of plans for:

- Centennial Park Master Plan, Toronto
- City Place Park, Toronto
- Clarence Square, Toronto
- Victoria Square, Toronto
- Commissioners Park Master Plan, Toronto
- High Park, South East Quadrant, Toronto
- Don River Park, Toronto
- City Place Park, Toronto
- Humber Bay Shores Butterfly Garden, Toronto
- Don Valley Brick Works, Toronto
- Children's Environmental Park, Seoul, Korea
- Trinity Community Centre, Scarborough
- Spring Creek Valley Rehabilitation
- Regent Park Big Park, Toronto
- Sherbourne Park, Toronto
- Sugar Beach, Toronto

Housing

Responsible for design of public realm for:

- 100 Spadina Avenue, Toronto
- 501 Adelaide Street East, Toronto
- 799 College Street, Toronto
- 20 Madison Avenue, Toronto
- 1 Mill Street, Toronto
- Auden Road Non Profit Housing, Guelph
- North Aldershot Interagency Review
- Hansol Ecotourism Resort, South Korea
- Don Mount Court, Toronto
- Block 17, Concord Adex, North York
- Block 2+4, River City, Toronto

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

- Windfield Farms, Oshawa

Landscape Management and Planning

Project manager responsible for coordination of diverse project team, work program and project scheduling for:

- Crothers Woods, Toronto
- Brick Works Park, Toronto
- Red Hill Creek Landscape Restoration Management Plan, Hamilton
- Humber River Reach Management Plan (Metro Parks), Toronto
- Parliament Hill Escarpment, Landscape Restoration Project, Ottawa
- Greenbelt Ecological Analysis (National Capital Commission), Ottawa
- Toronto Island Shoreline Regeneration Study
- IBM Software Facility Landscape Management Plan
- Brick Works Park Landscape Management Plan
- IBM Corporate Headquarter Landscape Management Plan
- Lower Don River Flood Remediation EA

Corporate/Institutional

Project Manager and/or principal designer for:

- York University Commons, Toronto
- York University Stadium, Toronto
- Veteran's Memorial, Queen's Park
- Judicial Triad Master Plan, Parliament Hill
- Pierre Elliott Trudeau Judicial Building Landscape Plan, Ottawa
- Art Gallery of Ontario Transformation Project
- Distillery District Landscape Revitalization, Toronto
- Toronto French School, Toronto
- School Master Plans, Toronto District School Board
- Ford Corporate Headquarters, Oakville
- IBM Software Facility, Markham
- IBM Headquarters and Education Facility, Markham
- McMichael Canadian Art Collection, Kleinburg
- Canada Mortgage and Housing Corporation Headquarters, Ottawa
- Humberwood Environmental Centre, Toronto
- Toronto Island Natural and Science School

Waterfront & Open Space Planning

Project Manager and/or principal designer for:

- Brantford Waterfront, Brantford
- Little Lake Waterfront, Peterborough
- Barrie Waterfront, Barrie
- Harbourfront Centre, Waters Edge Revitalization, Toronto
- Charlotte: Harbortown, Port Area Improvements, Rochester, NY
- Near North Trails Partnership Study, North Bay
- Lakeside Park Master Plan, Mississauga
- Bluffers Park Marina (Toronto Region Conservation Authority), Scarborough
- Leamington Waterfront Design
- Newcastle Recreation and Leisure Master Plan, Newcastle
- Bronte Marina Pier Design, Oakville
- Bronte Outer Harbour Feasibility Study, Oakville
- Ninth Line Parkway Belt, Oakville
- Cobourg Waterfront

Professional Activities

- City of Ottawa, Chair of Urban Design Review Panel
- City of Toronto, Urban Design Awards Jury
- City of Vaughan, Urban Design Awards Jury
- City of Ottawa, Urban Design Awards Jury
- Past President, Ontario Association of Landscape Architects
- City of Toronto Public Art Advisory Committee
- Regent Park Design Review Panel

Guest Critic and Lecturer

- University of Toronto, School of Architecture and Landscape Architecture
- University of Guelph, School of Landscape Architecture
- Ryerson Polytechnic University, Architecture, Faculty of Architecture
- University of Waterloo, School of Architecture
- University of Wisconsin, Department of Engineering

Memberships

Ontario Association of Landscape Architects, Past President

Canadian Society of Landscape Architects, Fellow

American Society of Landscape Architects, Member

Ontario Professional Planners Institute

Canadian Institute of Planners

Publications

"Green Infrastructure - A Key to City Building", Ontario Planning Journal, Sept/Oct 2002, Vol.17, No. 5

Conference Presentations

- OPPI Conference - Derelict to Desireable: The West Donlands
- Design Exchange, Design Student Symposium
- Ontario Parks Association Keynote Address
- CPTED - Crime Prevention Through Environmental Design Intn'l Conference
- Liveable Communities Conference, Region of Niagara

Joyce McMullen HBA, MURP

Planner

Education

2011	Certificate in Languages - Mandarin, University of Toronto - School of Continuing Studies
2008	Master of Urban and Regional Planning, University of Queensland
2006	Honours Bachelor of Arts - Double Major: Human Geography and City Studies, University of Toronto

Employment

2011 - Present	Planner, The Planning Partnership
2010 - 2011	Researcher, Town of Richmond Hill
2010	Planning Intern, Town of Richmond Hill
2009	Design Technician, Region of York

Relevant Experience

Research & Planning

- Town of Hanover, Downtown Revitalization Plan
- City of Calgary Industrial Areas Land Review
- Township of Woolwich, Breslau Secondary Plan
- Town of Markham, Parkland Dedication
- Town of Richmond Hill, Winter 2011 Statistics Fact Sheet
- Town of Richmond Hill, Lake Wilcox Special Policy Area, 2010
- Region of York, Stormwater management research, 2010

Design

- Town of Aurora 2C Urban Design Guidelines Review
- Town of Richmond Hill, Official Plan 2010
- Region of York, Transportation Fact Book 2009

Volunteer Work

2009	Planning Assistant, Town of Richmond Hill
2008-2009	Research Assistant, Social Planning Toronto

Awards & Achievements

2012	Harper Burnham & Associates - Adobe InDesign CS6 Training Certificate
2008	University of Queensland, Dean's Commendation for High Achievement, Semester 1
2007	University of Queensland, Dean's Commendation for High Achievement, Semester 2

Memberships

Provisional Member, Ontario Professional Planners Institute
Provisional Member, Canadian Institute of Planners
Graduate Member, Planning Institute of Australia

1255 Bay Street, Suite 201
Toronto, ON M5R 2A9
Canada
t 416.975.1556
f 416.975.1580
info@planpart.ca

Mark Conway, Senior Partner
MCIP, RPP, PLE

PROFESSIONAL EXPERIENCE:

Partner (2000-present)
N. Barry Lyon Consultants Limited

Head of Property & Environment Group (1997-2000)
Dillon Consulting Limited

Director of Planning & Development, (1993-1997)
City of Toronto Economic Development Corporation

Manager of Planning (1987-1993)
Toronto Harbour Commission

Community Planner (1985 -1987)
Ministry of Municipal Affairs

Planner (1983-1985)
Totten Sims Hubicki

ACADEMIC

Bachelor of Applied Arts, Urban and Regional Planning
Ryerson University 1983

Bachelor of Arts, Economics
Lakehead University 1980

PROFESSIONAL AFFILIATIONS:

Member, Canadian Institute of Planners, Registered Professional Planner

Member, Ontario Professional Planners Institute

Member, Ontario Land Economists

Member, Lamba Alpha Society, Honorary Society for the Advancement of Land Economics

Mark Conway is an urban planner and land economist with a broad base of experience ranging from municipal and corporate planning and real estate strategies to site specific development matters. Mark has worked throughout Canada and in Europe.

As an urban planner, Mark brings a unique perspective and understanding of not only the financial and market side of a real estate but also the design and approval aspects that can impact heavily the viability of developments. Under the direction of Mark, NBLC has completed numerous market and feasibility studies for both large scale community master plans and specific developments.

A sample of work lead by Mark is listed below:

Planning

- Town of Innsifil Employment Lands Analysis (w/SGL)
- Downtown 21, Planning Strategy City of Mississauga
- Town of Pickering Growth Management Strategy (w/SGL)
- Town of Grimsby Employment Lands Analysis
- City of Toronto, Lawrence - Allen Revitalization Study (w/PA)
- 401 Corridor Industrial Secondary Plan; Town of Halton Hills
- Haldimand County Growth Management Plan (w/SGL)
- Grey County Housing Study
- Town of Markham, Yonge Corridor Intensification Study
- Town of Blue Mountains Housing Study
- Hamlet of Norval Secondary Plan, Town of Halton Hills
- Town of Halton Hills Intensification Study
- Glen Williams Secondary Plan, Town of Halton Hills
- Milton CBD Secondary Plan, Town of Milton
- County of Essex Employment/Residential Lands Study (W/Jones)
- County of Norfolk – Lakeshore Secondary Plan (w/MMM)
- The Revitalization of the Alexandra Park Community, Toronto
- OCAD Master Plan (w/&Co)
- City of Toronto, Keele Street Revitalization Study;
- TTC, Residential Feasibility Study, Selected Stations
- City of Mississauga, Port Credit Residential Feasibility Study,
- Cadillac Fairview, Redevelopment Analysis-Don Mills
- Windsor Condominium Study, Coco Development
- 20 Vic – Shopping Centre Intensification Study, Vancouver

Economics and Land Disposition

- University of Toronto Masterplan - Economic Impact Analysis
- Sheppard – Eglinton Subway Financing Study
- Downtown Bus Terminal Development Feasibility Study
- UOIT Oshawa Downtown Master Plan CIP Study
- Hurontario High Order Transit Study - Economic Impact Analysis
- TDSB Office Administrative Centre Development Analysis
- Disposition and Joint Venture Analysis -120 Harbour Street

Mark Conway, Senior Partner
MCIP, RPP, PLE

- Richie Brothers Auction Development – Economic Impact Analysis
- Spadina Subway Lines Extension – Land Value Impact Analysis
- Trent University Endowment Land Value and Market Study
- TTC LRT Lakeshore East Economic Impact Study
- First Gulf Industrial Development Study - Milton
- Metrolinx Mobility Hubs Land Value Uplift Analysis
- University of Saskatchewan, Endowment Land Value and Market Study
- CNIB Land Value and Disposition Analysis
- Sisters of Saint John the Divine – Land Value and Dispostion Study
- Parc Downsview Park – Residential Market Analysis
- Build Toronto Portfolio Analysis
- Pan Am Games Athletes Village Economic Impact Analysis
- Canada Lands, Rockcliffe Community Plan Analysis
- Boardwalk Communities, GTA Rental Market Study
- TWRC, Toronto Portlands Implementation Strategy,
- Concert Properties; Site Analysis and Investment Strategy
- Disposition and Joint Venture -Goodwill Industries
- Real Estate Management Plan; Municipality of Central Elgin
- Port Hope Economic Development Strategy
- 2655 Lawrence Avenue East Mixed-Use Development, Toronto
- Port Credit Village, Market and Financial Feasibility Study
- Port Burwell Marina Market Analysis; Township of Bayham
- TDSB Bendale School Site Redevelopment Assessment.

Resort Development

- Bigwin Island Resort; Development Analysis
- Garibaldi Mountain Resort; Market Analysis
- Horseshoe Valley; Market Analysis
- The Shipyards – Collingwood
- Big Bay Point Resort; Market Study
- Fowler Enterprises, Fairmont Hot Springs Resort Development Study
- Red Leaves Resort – Market Study
- Skyline Developments – Port McNicoll Market Study
- Lora Bay Market Study

Affordable Housing:

- Ministry of Municipal Affairs, Affordable Housing Program
- Toronto Community Housing,
  - Regent Park Financial Review
  - Block 32 and 36
  - Greenwood Park
  - Portfolio Analysis
  - Scatter Housing Study
  - Lawrence Heights
- City of Toronto, AHP Program Evaluation
- Option for Homes, Feasibility Study

APPENDIX C - PROPOSED DETAILED BUDGET

APPENDIX C - PROPOSED BUDGET: TOWN OF GEORGINA COMMUNITY IMPROVEMENT PLANS

	The Planning Partnership				N. Barry Lyon Consultants
Consultant	R. Palmer	D. Hinde	D. Leinster/R.Merrill	J. McMullen	M. Conway
Hourly Rate	$ 185.00	$ 185.00	$ 185.00	$ 85.00	$ 225.00
PHASE 1: BACKGROUND REVIEW AND RESEARCH					
Task 1 - Finalize work program, timeline and consultation strategy	2			4	
Task 2 - Background review and SWOT analysis	4			8	
Task 3 - Approach to preparation of CIPs	4				
Task 4 - Identify key CIP goals and objectives	4				
Task 5 - Identify and recommend CIPA	4				
Task 6 - Prepare required adoption by-law	2				
Task 7 - Prepare background/kick-off report	7			8	
Task 8 - Prepare report to recommend CIP stages	7			7	
Meeting 1 - Kick-off meeting	2	2	2		
Meeting 2 - Presentation to Council	2				
Total Phase 1 Hours	38	2	2	27	0
Phase 1 Fees	$ 7,030.00	$ 370.00	$ 370.00	$ 2,295.00	$ -
Total Fees Phase 1	$ 10,065.00				
PHASE 2: COMMUNITY IMPROVEMENT PLAN DEVELOPMENT					
Task 9 -Prepare draft CIPs	7			8	
Task 10 - Prepare materials for working sessions, public workshop and open house	2	10		5	
Task 11 - Implementation plan	7			5	
Task 12 - Fiscal analysis of proposed incentive programs					15
Task 13 -Montoring program	5			2	
Task 14 - CIP marketing strategy	5			8	
Task 15 - Mapping of CIPA				10	
Meeting 3 - Meeting with Staff	2				
Meeting 4 - Presentation of Draft CIPs to Council	2				
Consultation 1 - Draft Community Improvement Plan Consultant Working Sessions, Public Workshop and Open House for Keswick, Sutton and Jackson's Point	15	15	25	15	
Total Phase 2 Hours	45	25	25	53	15
Phase 2 Fees	$ 8,325.00	$ 4,625.00	$ 4,625.00	$ 4,505.00	$ 3,375.00
Total Fees Phase 2	$ 25,455.00				
PHASE 3: PLAN FINALIZATION AND APPROVAL					
Task 16 -Finalize CIPs	10			10	5
Task 17 - Prepare materials for Statutory Open House	2	5		8	
Meeting 5 - Update meeting on work to date	2				
Meeting 6 - Presentation of Final CIPs to Council	2				
Consultation 2 - Final Statutory Open House for Keswick, Sutton and Jackson's Point	10	10		10	
Total Phase 3 Hours	26	15	0	28	5
Phase 3 Fees	$ 4,810.00	$ 2,775.00	$ -	$ 2,380.00	$ 1,125.00
Total Fees Phase 3	$ 11,090.00				

APPENDIX C CONTINUTED - PROPOSED BUDGET: TOWN OF GEORGINA COMMUNITY IMPROVEMENT PLANS

FEE SUMMARY	
Total Phase 1 Fees	$ 10,065.00
Total Phase 2 Fees	$ 25,455.00
Total Phase 3 Fees	$ 11,090.00

DISBURSEMENTS	
Materials for Workshops	$ 1,000.00
Food and beverage for consultation events	$ 1,000.00
Travel	$ 300.00
Courier	$ 200.00
Total Disbursements Cost	$ 2,500.00

Subtotal of All Phases & Disbursements (Excluding HST)	**$ 49,110.00**
HST (13%)	$ 6,384.30

TOTAL OF ALL PHASES & DISBURSEMENTS (INCLUDING HST)	$ 55,494.30

TPP	NBLC
$ 42,110.00	$ 4,500.00

The Planning Partnership
Urban Design, Landscape Architecture, Planning, Communications

MEMORANDUM

To: Karyn Stone, Town of Georgina

From: Ron Palmer

Date: December 21, 2012

Subject: Financial Incentive Programs – Georgina Community Improvement Plans

---

DRAFT FOR DISCUSSION

The purpose of this memorandum is to begin the discussion on the palette of Financial Incentive Programs that the Town may wish to consider funding through the preparation of the Community Improvement Plans for the North Keswick Centre, Downtown Sutton and Downtown Jackson's Point.

Financial Incentive Programs

A Community Improvement Plan prepared under Section 28 of the Planning Act is the vehicle through which a municipality may provide financial incentives to the private sector to:

- Promote improvements to the existing building stock and private properties; and/or,
- Facilitate new development within the Community Improvement Plan Area.

Typically there are an array of programs that can be considered by a municipality, and the selection and use of the various programs is relatively unique in order to achieve the specific results appropriate for the local context. This is certainly the case in Georgina where we are dealing with three very different "downtowns", each with their own unique issues and opportunities.

It is also important to note that some of the programs identified in this memo may not need to be facilitated through a Section 28 Community Improvement Plan. They are, however, included in this memo so that a broader "package" of programs may be considered comprehensively by the Town.

Promoting Improvements

t 416.975.1556
www.planpart.ca

1255 Bay Street, Suite 201
Toronto, Ontario, M5R 2A9

- Facade Improvement Grant Program – a program to promote the redesign of existing building facades to enhance the image of the area;
- Heritage Building Improvement Grant Program – a program to promote the heritage sensitive redesign of historic building facades to enhance the heritage attributes of the area;
- Landscape Improvement Grant Program – a program to promote the establishment of enhanced landscaping to improve the existing image of the area; and,
- Accessibility Improvement Grant Program – a program to promote improved accessibility to individual retail establishments.

Facilitating New Development

- Redevelopment Tax Rebate Program – a program that mitigates the tax increase that results when a property is redeveloped with a higher value land use/project;
- Planning and Development Fees Rebate Program – a program that provides rebates of various municipal development application fees for qualifying redevelopment projects; and/or,
- Residential Unit Development Grant Program - a program where the municipality provides a per unit cash incentive for the development of new residential units within the CIP Areas.

Details of the Programs

1. *Façade Improvement Grant Program*

Program Description

The intent of this program is to provide existing building owners/business operators with a financial incentive to improve the appearance of existing building facades. These grants will be up to $5,000.00 or 50 percent of the cost of the renovation, whichever is less. An annual limit on expenditures on these grants will be set at $40,000.00, subject to approval by Council.

All applications for this grant program will be considered subject to the availability of funding. Program eligibility will be determined by staff, in consultation with the Executive Committee of the Business Improvement Area.

Grants approved under this program would be provided to property owners/business operators following the submission of the final invoices for the renovation work completed, indicating that the

suppliers/contractors have been paid in full, or the execution of a binding contract that indicates how and when the contractor will be paid.

Program Requirements

All building owners/business operators who are members in good standing with the Business Improvement Area are eligible to apply for funding under this grant program, subject to the following requirements, and the availability of funding as approved by Council:

- Any property owner/business operator wishing to be considered for a grant under this program must complete and submit a Façade Improvement Grant Application Form to the Town, including a design concept and colour scheme, prior to the start of the project;
- Business operators are eligible to apply for a Façade Improvement Grant only if they can provide written consent to conduct the improvements from the owner of the property;
- The façade improvement must conform to any design guidelines approved by the Town; and,
- The subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any grant money.

2.0 *Heritage Building Improvement Grant Program*

Program Description

The intent of this program is to provide existing building owners/business operators with a financial incentive to improve the appearance of existing building facades. These grants will be up to $5,000.00 or 50 percent of the cost of the renovation, whichever is less. An annual limit on expenditures on these grants will be set at $40,000.00, subject to approval by Council.

All applications for this grant program will be considered subject to the availability of funding. Program eligibility will be determined by staff, in consultation with the Executive Committee of the Business Improvement Area.

Grants approved under this program would be provided to property owners/business operators following the submission of the final invoices for the renovation work completed, indicating that the suppliers/contractors have been paid in full, or the execution of a binding contract that indicates how and when the contractor will be paid.

Program Requirements

All building owners/business operators who are members in good standing of the Business Improvement Area are eligible to apply for funding under this grant program, subject to the following requirements, and

the availability of funding as approved by Council:

- Any property owner/business operator wishing to be considered for a grant under this program must complete and submit a Façade Improvement Grant Application Form to the Town, including a design concept and colour scheme, prior to the start of the project;

- Business operators are eligible to apply for a Façade Improvement Grant only if they can provide written consent to conduct the improvements from the owner of the property;

- The façade improvement must conform to any design guidelines approved by the Town; and,

- The subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any grant money.

3.0 *Landscape Improvement Program*

Program Description

The intent of this program is to provide existing building owners with a financial incentive to improve the appearance of existing landscapes within the CIP Areas. These grants will be up to $2,000.00, or 50 percent of the cost of the improvement, whichever is less. An annual limit on expenditures on these grants will be set at $20,000.00, subject to approval by Council.

All applications for this grant program will be considered subject to the availability of funding. Program eligibility will be determined by staff.

Grants approved under this program would be provided to property owners following the submission of the final invoices for the landscape work completed, indicating that the suppliers/contractors have been paid in full, or the execution of a binding contract that indicates how and when the contractor will be paid.

Program Requirements

All building owners who are located within the CIP Area are eligible to apply for funding under this grant program, subject to the following requirements, and the availability of funding as approved by Council:

- Any property owner wishing to be considered for a grant under this program must complete and submit for Town approval a Landscape Improvement Grant Application Form to the Town, including a Landscape design concept, prior to the start of the project;

- The landscape improvement must conform to any design guidelines approved by the Town; and,

- The subject property shall not be in a position of tax arrears. All taxes owning shall be paid or

cancelled, prior to the disbursement of any grant money.

4.0 *Accessibility Improvement Grant Program*

Program Description

The intent of this program is to provide existing building owners with a financial incentive to improve the accessibility of existing buildings within the defined CIP Areas. These grants will be up to $2,000.00, or 50 percent of the cost of the improvement, whichever is less. An annual limit on expenditures on these grants will be set at $20,000.00, subject to approval by Council.

All applications for this grant program will be considered subject to the availability of funding. Program eligibility will be determined by staff.

Grants approved under this program would be provided to property owners following the submission of the final invoices for the landscape work completed, indicating that the suppliers/contractors have been paid in full, or the execution of a binding contract that indicates how and when the contractor will be paid.

Program Requirements

All building owners who are located within the CIP Area are eligible to apply for funding under this grant program, subject to the following requirements, and the availability of funding as approved by Council:

- Any property owner wishing to be considered for a grant under this program must complete and submit for Town approval a Landscape Improvement Grant Application Form to the Town, including a Landscape design concept, prior to the start of the project;
- The landscape improvement must conform to any design guidelines approved by the Town; and,
- The subject property shall not be in a position of tax arrears. All taxes owning shall be paid or cancelled, prior to the disbursement of any grant money.

5.0 *Redevelopment Tax Rebate Program*

Program Description

The Redevelopment Tax Rebate Program is intended to provide financial relief in the form of tax rebates to property owners who undertake redevelopment of their properties in the CIP Area. This program mitigates the tax increase that results when a property is redeveloped with a higher value land use/project. However, this program would not exempt property owners from an increase/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

In order to minimize cost and financial risk to the Town, this program can be structured as a "pay-as-you go" program - where the property owner/developer first pays the total taxes owing annually, and then receives a grant from the Town based upon the incremental increase in taxes that results from the redevelopment project.

The Redevelopment Tax Rebate Program will commence on or after the date of approval of an appropriate Community Improvement Plan, and should be available for a period of approximately ten (10) years. Grant applications will not be accepted after the identified time period, but grants that have been approved will continue to be paid out according to the details of each individual agreement.

The amount of municipal taxes ("base rate") will be determined before commencement of the project at the time when a Redevelopment Tax Rebate Application is submitted. The increase in the municipal portion of real property taxes (or "municipal tax increment") will be calculated as the difference between the base rate and the amount of municipal taxes levied as a result of re-valuation by the Property Assessment Office following project completion. The municipal tax increment will be used to fund the Redevelopment Tax Rebate.

As early as possible in the development approvals process, a property owner would register their intent to participate in the Redevelopment Tax Rebate Program by filing an application with the Town. The application will then be evaluated by a staff committee that will be responsible for evaluating and recommending applications for approval based on the program requirements specified in the Community Improvement Plan.

All Redevelopment Tax Rebate Applications and implementing agreements must be approved by Council. Based on that approval, staff will then negotiate the required implementing agreements with the applicants. The implementing agreement will specify the terms of the tax rebate, such as the total amount of the rebate, the duration of rebate, the owner's obligations should the owner default on the Agreement, and any other requirements specified by the Town.

The Town will review the redevelopment proposal, suggest modifications, consult with the Property Assessment Office (as necessary regarding an estimated post-project revaluation) and determine an estimated rebate amount.

Program Requirements

All owners of properties within the CIP Area are eligible to apply for funding under this program, subject to the following requirements, and availability of funding as approved by Council:

- any property owner wishing to be considered for a grant under this program must complete and submit a Redevelopment Tax Rebate Application Form to the Town prior to the commencement of any works and prior to application for building permit;

- as a condition of the grant application, the Town may require the applicant to submit a report from the planning department indicating the proposal's conformity with the goals, objectives and policies of the Official Plan and the urban design guidelines found within the Community Improvement Plan;

- the property shall be redeveloped such that the amount of work undertaken is sufficient to result in an increased revaluation by the Property Assessment Office and further, the total value of the tax rebate provided under this program shall not exceed the total value of work done under eligible program costs;

- eligible program costs include the costs of:
  - site preparation including construction/improvement of on-site public works;
  - demolition; and,
  - reconstruction.

- actual costs for any or all of the eligible items may be subject to independent audit, at the expense of the property owner;

- all property owners participating in this program will be required to enter into a Redevelopment Agreement with the Town which will specify the terms of the tax rebate. All Redevelopment Tax Rebate Applications and implementing agreements must be approved by Town Council;

- the subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any tax rebate money; and,

- all redevelopment proposals will conform to all applicable Town policies and procedures.

6.0 *Planning and Development Fees Rebate Program*

Program Description

The intent of this program is to stimulate new investment in the CIP Area through provision of a grant/rebate to offset the cost of specific planning and development fees.

The rebate will apply to most municipal fees for planning and development applications (except for the building permit fee itself). The rebate of these fees will be paid to the property owner, regardless of who pays the fee. All property owners within the CIP Area will be eligible for program participation, subject to program requirements. Payment of fees will be required by the Town at the application stage for planning approval(s) and demolition permits. Upon final inspection of the completed and occupied project, a rebate will be provided in an amount equal to all eligible fees collected from the property owner.

This program does not apply to any performance or maintenance guarantees (i.e., letters of credit) posted by the proponent, required professional studies, or expenses, including deposits incurred by the applicant because of the Town's participation at the Ontario Municipal Board or Court proceedings.

Program Requirements

All owners of properties within the CIP Area are eligible for grants equivalent to the amount of qualifying planning and development fees under this program, subject to the following requirements, and availability of funding as approved by Council:

- only fees paid for the following types of applications are eligible:
  - Official Plan Amendment;
  - Zoning By-law Amendment;
  - Minor Variance;
  - Site Plan Application;
  - Demolition Permit; and/or
  - Building Inspection Fee.

- to be eligible, the redevelopment proposal must conform with the goals, objectives and policies of the Official Plan and the urban design guidelines included within the Community Improvement Plan; and,

- the subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any fee-related grant/rebate.

7.0 *Residential Unit Development Grant Program*

Program Description

The intent of this program is to stimulate new investment in the CIP Area through provision of a grant to stimulate the development of new residential units.

The grant will apply to any mixed use development that includes new residential dwelling units in a form that conforms with the policies of the Official Plan, Secondary Plan and implementing zoning by-law. The grant will be paid to the property owner, regardless of who develops the property. All property owners within the CIP Area will be eligible for program participation, subject to program requirements and the required payment of any/all application fees for planning approval(s) and/or demolition permits. Upon final inspection of the completed and occupied project, a grant OF $5,000.00 will be provided for each new, stand alone residential dwelling unit produced by the development, up to a maximum of $25,000.00 per project. The Town will provide funding up to $100,000.00 per year for this program.

Program Requirements

All owners of properties within the CIP Area are eligible for grants, subject to the following requirements, and availability of funding as approved by Council:

- to be eligible, the redevelopment that includes the new residential units must conform with the goals, objectives and policies of the Official Plan and the urban design guidelines included within the Community Improvement Plan;
- Each residential dwelling unit must be new (did not exist prior to the adoption of the Community Improvement Plan), and be a self contained unit under the definitions of the zoning by-law; and
- the subject property shall not be in a position of tax arrears. All taxes owing shall be paid or cancelled, prior to the disbursement of any fee-related grant/rebate.

3. TERMS OF REFERENCE

INTRODUCTION

The Town of Georgina is excited to solicit Proposals from qualified professionals to prepare a Community Improvement Plan (CIP) for each of the three historic downtown commercial areas as identified within this document. The purpose of the CIP is to provide a comprehensive framework to encourage private investment within these downtown commercial areas – all in keeping with the vision and objectives of the approved Secondary Plans approved for these areas.

The three downtown commercial areas have been identified as follows in the respective Secondary Plans:

1. The Keswick Urban Centre
2. Jackson's Point / Lake Drive Centre
3. Historic Centre, Sutton

BACKGROUND

In 2009, the Town of Georgina commissioned a Socioeconomic Strategic Plan to ensure that the Town was in a position to take advantage of the opportunities of the future, as well as weather the challenges of the present day. This Plan was based on an analysis of the current economic advantages and disadvantage of Georgina. This document may be viewed at http://www.georgina.ca/PDF/2009-dept-ed/2009-02-20-economic-strategic-plan.pdf . One of the key strategic directions was the Retention and Expansion of existing businesses particularly within the historic business areas. This was in consideration of the increasing development of commercial lands outside of the downtown core areas, and particularly in the community of Keswick where quick access to the Hwy. 404 extension will be provided.

In 2010, the Town of Georgina retained a consultant to prepare a Business Retention and Expansion Report. This report provided the analysis of 75 in depth surveys conducted across the municipality. These surveys represented all business sectors and both small and medium sized businesses, both within the historic business core and in the outlying commercial areas. The Report identified a number of key themes together with actions items that would assist in addressing the various issues raised by the business community. This report may be viewed at http://www.georgina.ca/PDF/economic-development/2010-EDC-BR+E-Final-Report.pdf

3. TERMS OF REFERENCE (continued)

As many of these actions items were intended to assist the businesses within the historic business core, the Town of Georgina has hired a Business Retention and Expansion Coordinator to assist the three business areas with the development of a strong business association and prepare the business community to be in a position to work with the municipality and the consultant and provide input into the Community Improvement Plan process.

RELEVANT PLANNING DOCUMENTS

Keswick Secondary Plan: The Keswick Secondary Plan was approved in 2004. The area within Keswick subject to the CIP is designated 'Keswick Urban Centre'. A complete copy of the Keswick Secondary Plan can be viewed at http://www.georgina.ca/ksp-index.aspx

Keswick: The *Uptown Keswick Business Association* operates within the 'Keswick Urban Centre'. This Association has not been formally established as a Business Improvement Area. However, the association has operated reasonably well for over 20 years. The Association has been able to host a number of small annual festivals and events in the absence of any funding mechanism. The Consultant will be required to verify the appropriate limits of the CIP.

Sutton and Jackson's Point Secondary Plan: The Sutton and Jackson's Point Secondary Plan was adopted by Town Council in June of 2010 and was approved with modifications by the Regional Municipality of York on March 30,2011. The Secondary Plan received one appeal to the Ontario Municipal Board and negotiations are on-going between the Town and the appellant to settle the appeal. A complete copy of the Sutton and Jackson's Point Secondary Plan may be viewed at http://www.georgina.ca/ssp-index.aspx .

Sutton: The area subject to the Sutton CIP is designated as the High Street Historic Centre in accordance with Schedule B of the Sutton /Jackson's Point Secondary Plan. It is also noted that the proposed CIP will need to take into consideration the Preliminary Evaluation Report that was prepared by Sue Murdoch Historical Consulting. In view of this report, the Town of Georgina is requesting that the Consultant incorporate the establishment of a Heritage Conservation District and preparation of a Heritage Plan into the work plan. This will include the preparation of the necessary Official Plan Amendments. Copies of the Historic Report will be provided upon request. A Business Improvement Area was designated for this area in accordance with Section 204 of the Municipal Act. The BIA has operated as an informal business association without the benefit of a tax levy or Board of Directors.

3. TERMS OF REFERENCE (continued)

Jackson's Point: The area subject to the CIP study is designated as 'Jackson's Point/Lake Drive Centre' in accordance with Schedule B of the Sutton/Jackson's Point Secondary Plan. Within this area a Business Improvement area was designated by by-law in 1983. This BIA has operated informally since this time and for the first time since 1983, an annual budget and a tax levy to support the efforts of the Jackson's Point Village Association was approved in 2012.

The Sutton and Jackson's Point areas are separated by a commercial corridor along Dalton Road that is approximately 3 km in length. In this regard, the consultant will be required to evaluate the appropriateness of including this corridor area in the CIP and / or combing all the areas within one CIP.

SCOPE OF WORK

The following is intended to give a general overview of the scope of the work, but is not intended to be an exhaustive listing of the expected deliverables. The consultant will be required to provide all of the personnel, mapping, graphics, documentation, and resources necessary to compete this assignment. The scope of deliverables shall include, but not be limited to, the following activities and tasks:

1. Project Management

Provide a detailed project timeline identifying the key target dates for each of the anticipated tasks of the assignment, including meetings with Town staff, the Downtown Revitalization Committee, Council, and the public Consulting/Meetings:

The consultant is expected to prepare a background/kick-off report outlining the anticipated work plan, consultation program, and content of a CIP process, including the process behind defining a CIP Area (CIPA). This report shall be presented to Council and all three Business Areas. Due to the proximity of Sutton and Jackson's Point it may be appropriate to consider these two areas as one CIP.

Initiate, facilitate, and attend progress meetings, as needed, with Town staff at the initial project kickoff stage, as well as at the pre-draft CIP stage, and pre-final CIP stages to ensure that the process is progressing as required. All meetings are to be held at the offices of the Town.

3. TERMS OF REFERENCE (continued)

Initiate, facilitate, and attend public information sessions as defined within the consultant's public consultation program (minimum of 2-3 meetings expected)in each of the three CIP areas..

Attend and present at three (3) Council meetings to present an introduction to the CIP, draft CIP, and final CIP.

2. Tasks

The consultant is expected to complete the following tasks:

1. A thorough review of relevant legislation and regulations;
2. Determine the preferred approach to the preparation of the CIP;
3. Review background policy documents;
4. Identify key CIP goals and objectives;
5. Identify and recommend the CIP project area;
6. Provide detailed direction on incentive programs, including:
    1. Program goals
    2. Introduction of a variety of incentive programs.
    3. Eligibility criteria
    4. Terms of incentive
    5. Application requirements
    6. Compliance requirements
    7. Written agreement requirements
    8. Program Administration information
7. Prepare an implementation plan including specific incentive programs;
8. Prepare a monitoring program; and
9. Prepare a CIP marketing strategy.

Over the past three years the Town's Economic Development Division has undertaken a considerable amount of effort to develop strong relationships with the historic business areas and promote a strong business association for each. Therefore, the successful consultant is expected to focus on the delivery of incentive-based programs including, but not limited to: grant programs, eligibility criteria, tax increment grants, financial incentives for heritage properties, cost-sharing agreements, development charge incentives, and public-private partnerships.

3. TERMS OF REFERENCE (continued)

The end result should be a Community Improvement Plan that is easily understood by Council, the public, and the development community while being flexible, consistent, and enforceable by municipal staff.

It is the Town's desire to have a document that is completely accessible online and linked with a GIS system. The ultimate document will contain hyperlinks in an effort to lead users of the online document to other relevant definitions and policies. As such, the format of the document should be in MS Word format. Furthermore, all mapping and schedules shall conform to the Universal Transverse Mercator (UTM) coordinate system (North American Datum of 1983, Zone 17N).

For the schedules to be viewed in GIS, the data should be delivered in a personal geodatabase with all appropriate attributes attached and the maps viewable in a MXD project. The Town currently uses ArcView 9.2. All schedules shall be georeferenced and lined up to match the parcel fabric.

The Town's Official Plan currently designates the areas that are to be affected by the proposed CIP as Community Improvement Areas. In the event that the boundaries of this designation are modified, the consultant is expected to draft any necessary amendments to the Town's Official Plan.

3. Public Consultation

The Town of Georgina recognizes the importance and value of public consultation. The CIP process will require public consultation above and beyond simply satisfying the requirements of the Planning Act. The consultant is expected to provide with the Proposal, a public consultation program with specific opportunities to deal with key issues as they become apparent.

The anticipated public open houses, statutory public meetings, or other public Consultation events shall be scheduled to ensure the greatest potential for public participation.

4. Meetings

The Proponent's representative(s), as requested by the Town, shall attend all meetings required for the services. The number and length of meetings should be assessed by the consultant based on the scope of work and terms provided in the Scope of Work.

3. TERMS OF REFERENCE (continued)

The Proponent's representative(s) attending meetings shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings.

5. Related Documentation

Hardcopies of the following documents are available to the successful consultant to provide background for the Community Improvement Plan:

Town of Georgina Zoning By-law 500
Sutton Preliminary Heritage Evaluation Report
All relevant Secondary Plan Documents can be viewed online.

6. Schedule and Budget

An upset limit of $50,000 has been set for this project (exclusive of HST). A detailed budget by the consultant will identify task costs, disbursements, contingencies, and pertinent taxes plus a payment schedule for each study phase.

The budget does not include any potential costs incurred as a result of any appeals of the CIP to the Ontario Municipal Board (OMB). Appeals of the CIP are possible and the consultants may be required to represent the Town's interests at any OMB hearings that result from the community improvement plan process. Any such representation would be under separate contract.

The timeframe to complete the project is November 2013, including final recommendations to Council.

7. Reports

The consultant is expected to prepare a background/kick-off report outlining the anticipated work plan and the content of the CIP process. Additional reports will be required to recommended CIP stages, draft CIP stage and final CIP stage

All reports shall be provided in the following format:

One (1) bound copy,
One (1) unbound copy,
One (1) digital copy in MS word format,
One (1) digital copy in PDF format.

All presentations to Council and the public are required to be submitted in MS PowerPoint format.

Ministry of Municipal Affairs and Housing
Municipal Services Office
Central Ontario
777 Bay Street, 2nd Floor
Toronto ON M5G 2E5
Phone: 416-585-6226
Fax: 416-585-6882
Toll-Free: 1-800-668-0230

Ministère des Affaires municipales et du Logement
Bureau des services aux municipalités
Centre de l'Ontario
777, rue Bay, 2nd étage
Toronto ON M5G 2E5
Téléphone: 416-585-6226
Télécopieur: 416-585-6882
Sans frais: 1-800-668-0230

Ontario

April 30, 2014

Mr. Kelan Jylha
Business Retention and Expansion Coordinator
Town of Georgina
26557 Civic Centre Road
R.R. #2 Keswick, Ontario
L4P 3G1

Dear Mr. Jylha:

RE: Town of Georgina Downtown Community Improvement Plan for Uptown Keswick, Sutton and Jackson's Point (January 2014 Draft)
Ministry File No.: 19-CP-143602

Thank you for the opportunity to review and provide comments on above noted Community Improvement Plan ("CIP").

It is our understanding that the purpose of the CIP is to revitalize and redevelop three established downtown areas, which have been identified in the Keswick and Sutton Secondary Plans.

I would like to commend the Town for using the community improvement planning tool legislated under the *Planning Act* and *Municipal Act, 2001* to encourage public realm improvements, preserve and enhance existing heritage buildings, and provide financial incentives for the private sector to invest in developing or redeveloping areas within the CIP. Overall the draft CIP is well presented and we have no major concerns and are supportive of the proposed Plan.

We do note however that the draft CIP states the eligibility criteria and conditions for each program, however there are no general policies to address owners that may be eligible for multiple programs. As such, the Town may consider including a policy to set an overall limit, such that under no circumstances should a property landowner be eligible for grants that exceed the eligible costs of all financial incentive programs of the CIP [Section 28(7.3) of the *Planning Act*].

A large amount of the work already undertaken for the CIP, and a number of its key objectives could be additionally supported and implemented through the use of a Development Permit System ("DPS").

The DPS facilitates sustainable development and supports municipalities to achieve local planning goals and objectives. The DPS is a land use approval framework that can streamline the planning process and provide greater certainty for developers and landowners on the requirements for development.

With the ability to set conditions through issuing a development permit, the DPS can be a mechanism for municipalities to achieve urban design goals, protect or enhance existing built heritage, which is very much in keeping with the Town's CIP principles, as well as, enhance environmental protection, facilitate and encourage responsible and appropriate development, and encourage compact form and redevelopment.

We would encourage the Town to look at the DPS as a potential tool to be used in support of its ongoing economic development and planning efforts.

Before a municipality can issue development permits, the municipality must establish a framework for the DPS in their official plan. Ontario Regulation 608/06 sets out the minimum requirements for municipalities to use the system. For more information, please refer to the *Development Permit System: A Handbook for Municipal Implementation* which is available on our ministry website at www.mah.gov.on.ca.

Once again, thank you for the opportunity to comment. By copy of this letter we are requesting to be kept informed on the progress of this proposal and to receive a copy of Council's decision. If you have any questions regarding the foregoing, please do not hesitate to contact me at 416-585-6063 or Karen Ho at 416-585-6862.

Yours truly,

Mark Christie, MCIP, RPP
Manager, Community Planning and Development
Municipal Services Office -Central

c: Ms. Velvet Ross, Manager of Planning, Town of Georgina

THE CORPORATION OF THE TOWN OF GEORGINA

IN THE

REGIONAL MUNICIPALITY OF YORK

BY-LAW NO. 2014 – XXXXX

BEING A BY-LAW TO DESIGNATE COMMUNITY IMPROVEMENT PROJECT AREAS IN JACKSON'S POINT, KESWICK AND SUTTON.

WHEREAS Section 28(2) of the Planning Act, R.S.O 1990, c. P.13, s. 28(2); 2006, c. 23, s. 14(3), provides that "where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area";

AND WHEREAS Section 28(2) of the Planning Act defines "a municipality or an area within a municipality, that community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason";

AND WHEREAS the Official Plan for the Town of Georgina contains provisions enabling the Council of The Corporation of the Town of Georgina to designate Community Improvement Project Areas, by by-law, for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS the Council of the Corporation of the Town of Georgina has deemed it appropriate to designate areas of the communities of Jackson's Point, Keswick and Sutton as a Community Improvement Project Areas in accordance with Section 28(2) of the Planning Act;

NOW THEREFORE the Council of The Corporation of the Town of Georgina enacts as follows:

1. Areas of the communities of Jackson's Point, Keswick and Sutton, as illustrated in Schedule "1" attached hereto and forming part of this By-law, are hereby designated as Community Improvement Project Areas.

READ a first, second and third time and finally passed this 28th day of May 2014.

_____

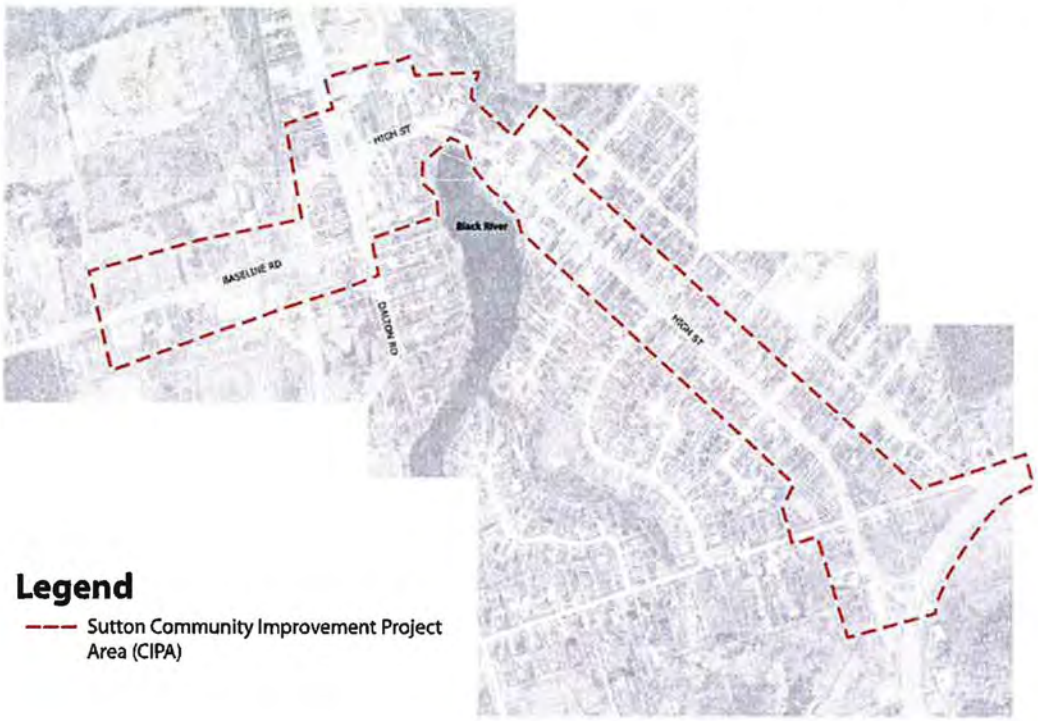
Robert A. Grossi, Mayor

_____

Yvonne Aubichon, Town Clerk

Schedule '1' pg. 1
Report ED-2014-0011
Attachment 5
Page 2 of 3

Sutton Community Improvement Project Area (CIPA)



THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. RC-2014-0025

FOR THE CONSIDERATION OF COUNCIL MAY 28, 2014

SUBJECT: ROOF REPLACEMENT AND DEMOLITION CONTRACT UPDATE – SUTTON COMMUNITY CREATIVE HUB

1. RECOMMENDATION:

1. **That Council receive Report No. RC-2014-0025 prepared by the Recreation and Culture Department dated May 28, 2014 respecting the Re-roofing and Demolition Contract with Pollard Enterprises for the Sutton Community Creative Hub.**

2. PURPOSE:

The purpose of this report is to update Council on the status of the contract with Pollard Enterprises Limited for the Sutton Hub Re-roofing and Demolition.

3. BACKGROUND:

Pollard Enterprises Ltd. was awarded the contract to re-roof the hub and to oversee the non-structural interior demolition and demolition of the north wing as part of the overall renovation plan for the facility.

To date, the following work has been completed:

Interior Demolition

- Existing toilet and partitions removed except terrazzo partitions
- Cabinets removed except those connected with plumbing fixtures
- Existing flooring removed except where terrazzo
- Loose furniture removed except a few pieces left in some rooms
- T-bar ceiling tiles removed (only T-bars and main frames left)
- Existing stage in gymnasium removed and floor cleared
- Slate boards removed from and stored for future use

North Wing

- Roofing material removed to expose concrete slab
- Interior demolition near completion except mechanical and electrical items

Re-roofing

- No work had been started other than roofing removal on the north wing

ANALYSIS:

Prior to moving forward with the re-roofing or north wing demolition the Town and Pollard determined that the work would be best undertaken via the next contract. In doing so, we are able to incorporate this work into a larger RFP or tender to be issued in early June. This tender will seek a general contractor to oversee all remaining work, including mechanical and electrical work, life safety systems, washrooms, accessibility upgrades, kitchen and remaining interior structural demolition.

Permits for all of this work have either been issued already or are currently being processed by the Building Division.

4. FINANCIAL AND BUDGETARY IMPACT:

The value of the contract is $933,380.00 (including HST), $128,256.41of which has been paid out for the work detailed above. Pollard will submit one more invoice to show credit according to their schedule of values, which Hilditch Architect will evaluate on our behalf before the Town makes payment. Upon issuing a substantial performance certificate, Pollard will also receive the hold back. The remaining funds will go towards the remaining work to be completed.

5. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Not applicable.

6. CONCLUSION:

After removing the re-roofing of the hub and demolition of the north wing from the scope of work, the Town has concluded its contract with Pollard Enterprises Ltd., and will be seeking a general contractor through the RFP process to complete all remaining work on the hub.

Prepared by:

Phil Rose-Donahoe, B.A.Hons., MMSt
Manager of Cultural Services

Recommended by:

Robin McDougall, B.A. KINE, DPA
Director of Recreation and Culture

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

Approved by:

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

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2014-0003

FOR THE CONSIDERATION OF COUNCIL MAY 28, 2014

SUBJECT: FUNERAL, BURIAL & CREMATION SERVICES ACT, 2002 - KESWICK CEMETERY BY-LAW UPDATE

---

1. RECOMMENDATION:

1. **THAT COUNCIL RECEIVE REPORT NO. OED-2014-0003 PREPARED BY THE OPERATIONS AND ENGINEERING DEPARTMENT DATED MAY 28, 2014 RESPECTING THE FUNERAL, BURIAL & CREMATION SERVICES ACT, 2002 - KESWICK CEMETERY BY-LAW UPDATE.**

2. **THAT COUNCIL ENACT A BY-LAW TO GIVE EFFECT TO KESWICK CEMETERY BY-LAW KCB-2013-0001 (ATTACHMENT 1) TO PROVIDE FOR THE EFFECTIVE REGULATION OF THE KESWICK CEMETERY.**

3. **THAT UPON ENACTMENT OF THE BY-LAW BY COUNCIL, STAFF BE DIRECTED TO PROVIDE NOTICE OF THE BY-LAW IN ACCORDANCE WITH THE PROVISIONS OF SECTION 151 (3) OF ONTARIO REGULATION 30/11.**

4. **THAT UPON ENACTMENT OF THE BY-LAW BY COUNCIL, STAFF BE DIRECTED TO SUBMIT THE BY-LAW TO THE REGISTRAR, CEMETERY REGULATIONS UNIT, MINISTRY OF CONSUMER AFFAIRS FOR APPROVAL IN ACCORDANCE WITH SECTION 151 OF ONTARIO REGULATION 30/11.**

5. **THAT STAFF PROVIDE PUBLIC NOTIFICATION OF COUNCIL'S INTENT TO CONSIDER THE PROPOSED KESWICK CEMETERY PRICE LIST.**

1. PURPOSE:

The purpose of this report is to provide Council with an overview of legislative changes affecting the Ontario bereavement industry, including Keswick Cemetery, with the enactment of the *Funeral, Burial & Cremation Services Act, 2002* ("FBCSA") as of July 1, 2012. This report also seeks Council's enactment of a revised Cemetery By-law to comply with the FBCSA. Further, this report seeks Council approval to proceed with a revised fee scale.

2. BACKGROUND:

In December 2002, the *Funeral, Burial and Cremations Services Act, 2002* ("FBCSA") received Royal Assent. The FBCSA was part of a broad review of consumer protection legislation by the Ontario Government. Since the granting of Royal Assent, the Ministry of Consumer Services has been developing Regulations to implement the new legislation.

The FBCSA and associated Regulations came into effect on July 1, 2012, and at the same time the *Cemeteries Act*, R.S.O., 1990 has been repealed. The Town of Georgina is currently primarily responsible for the operations of the Keswick Cemetery.

To comply with the FBCSA, all required changes are reflected in the proposed cemetery by-law in Attachment 1. The draft by-law was reviewed and approved by the Keswick Cemetery Board at their Annual General Meeting on October 10, 2013.

3. ANALYSIS:

Development of the FBCSA was part of a comprehensive review of consumer protection legislation by the Ontario Government. The FBCSA combines the *Cemeteries Act* and the *Funeral Directors & Establishments Act* into one regulatory framework for the bereavement industry. The legislation was 'Proclaimed' in force and effective July 1, 2012.

Highlights of the new legislative framework are as follows:

1. Enhanced Consumer Protection
Under the FBSCA, purchasers of cemetery supplies/services (e.g. interment rights) are entitled to a 30-day cooling off period. During the 30-days the purchaser is entitled to a full refund for supply or services. Under the *Cemeteries Act*, a purchaser of interment rights was only entitled to a refund of the purchase price less the amount contributed to the care and maintenance fund. This change requires that cemetery operators delay the purchase and installation of cemetery supplies (e.g. grave markers).

Additionally, consumers are entitled to more disclosure when purchasing bereavement industry supplies and services. This includes identifying business relationships between industry partners to ensure that consumers have the opportunity to purchase services/supplies in a fair manner.

2. Licensing
The FBSCA requires that all bereavement industry professionals be educated and licensed. Keswick Cemetery has historically been managed by the Recreation & Culture Department and was then transferred into care of the Operations & Engineering, Parks

& Facilities Division. Working in conjunction with the Keswick Cemetery Board, the operations of the Keswick Cemetery have continued, with the recent development of initializing agreements for sales with local funeral homes.

Staff were concerned that the Town would have to pay for the education and licensing of both staff and board members, however, Section 7 of Ontario Regulation 30/11 exempts certain individuals from obtaining a license, including those who are not acting on behalf of a commercial cemetery and whose occupation is not primarily the sale of cemetery supplies and services. Staff are of the opinion that this exemption applies to Town staff and Board volunteers.

3. Re-sale of Interment Rights
The FBSCA permits the resale of interment rights on the open market unless prohibited by a cemetery by-law. If a cemetery operator requires an Interment Rights Holder to resell the rights to the cemetery, the operator is required to pay the current price list value of the interment rights. Previously, a cemetery operator was only required to refund the purchase price paid by the rights holder less any care & maintenance contribution.

4. Cemetery Price Lists
The FBSCA requires that cemetery operators provide more disclosure and detailed descriptions on their price lists. The Act also requires that certain required services and/or supplies be sold at the direct cost to the operator (i.e. the operator cannot make a profit from providing the services). These services include the installation of a marker or foundations.

Revised Cemetery By-Law

A sub-committee of the Keswick Cemetery Board was created for the purpose of review and revision of the by-law, and have prepared the draft cemetery by-law appended as Attachment 1. Staff are recommending that the draft by-law be enacted by Council to ensure that Keswick Cemetery complies with the FBCSA.

The cemetery by-law must be forwarded to the Ministry of Consumer Affairs for approval. To ensure continuity in operations, it is recommended that Keswick Cemetery By-law dated April 2010 be repealed only after approval of the new by-law by the Ministry.

Revised Cemetery Fees

To reflect changes in the market pricing for cemetery fees, a copy of the proposed Keswick Cemetery Price List is included as Attachment 2.

4. FINANCIAL AND BUDGETARY IMPACT:

Once updated fees are implemented, there will be an overall increase in revenue generated by the Keswick Cemetery. The proposed fee structure is competitive to other local cemeteries.

5. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Public notices were posted onsite at the Keswick Cemetery, in the local newspaper and publicized on our website prior to the Annual General Meeting on October 10, 2013, noting the proposed revision to the By-Law and soliciting public participation.

As part of the Funeral, Burial, and Cremation Services Act 2002, Division B, Section 151, all notice of filing requirements were completed as part of the revision, and copies of record notices will be forwarded to the Registrar with the By-Law.

6. CONCLUSION:

The Keswick Cemetery Board and staff recommend that the attached By-Law be forwarded to the Ministry for approval and that Council approve a review of the price list and revisions, every second year beginning in 2014.

Prepared by:

Dan Murnaghan
Parks & Facilities Manager

Recommended by:

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

Approved by:

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

Attachment 1 – Keswick Cemetery By-Law
Attachment 2 – Keswick Cemetery Price List

THE CORPORATION OF THE TOWN OF GEORGINA

BY-LAW NUMBER KCB-2013-0001

A by-law to establish rules and regulations for

The Keswick Cemetery

Council of the Corporation of Georgina enacts as follows:

Table of Contents

1. Definitions
2. General Information
3. Sale of Interment Rights
4. Cancellation or Resale of Interment Rights
5. Transfer of Interment Rights
6. Interment, Disinterment and Scattering
7. Memorialization
8. Care and Planting
9. Items Permitted and Prohibited
10. Contractor/Monument Dealers
11. Mausolea
12. Columbaria
13. Pets
14. Cemetery Board
15. Administration

1. Definitions

(1) **Act:** Funeral Burial & Cremations Services Act, 2002, S.O. 2002, c.33 and O.R. 30/11

(2) **Advance of Need Cemetery Services and Supplies**: services or supplies that are purchased and provided before a specific death has occurred.

(3) **Agreement:** to enter into agreement between the Town of Georgina and authorized sales representatives for the Keswick Cemetery.

(4) **At Need Cemetery Services and Supplies**: services and supplies that are purchased after a specific death has occurred.

(5) **Board**: the group of persons appointed by Council, for the term of council.

(6) **Burial**: the opening and closing of an inground lot or plot for the disposition of human remains or cremated human remains.

(7) **By-laws**: the rules and regulations governing the operation of Keswick Cemetery.

(8) **Care and Maintenance Fund**: a fund into which a percentage of the purchase price of all interment, encryption, scattering and memorialization rights is invested in the Care and Maintenance Fund. Interest earned is used to provide care & maintenance of plots, lots, markers and monuments at the Cemetery.

(9) **Cemetery**: a duly approved area set aside for the interment, entombment, or scattering of human remains, in accordance with the Act, and includes all buildings, roads, paths and all other areas within the boundaries thereof.

(10) **Cemetery Services**: may include, but are not limited to:

- Opening and closing of a grave,
- Interment or disinterment of human remains,
- Vault installation.

(11) **Columbarium**: a structure containing recesses or niches for the entombment of cremated human remains. A columbarium may be a separate structure or it may be part of a mausoleum or other building. Columbarium services: opening, closing and sealing of the columbarium niche.

(12) **Contract:** for purposes of these by-laws, all purchasers of interment rights must sign a contract with the Town, detailing obligations of both parties and acceptance of the cemetery by-laws.

(13) **Corner Posts**: small flat markers used to indicate the boundaries of a lot or plot.

(14) **Council**: the duly elected members of the Council of the Town of Georgina.

(15) **Cremated remains**: frequently referred to as ashes, are the human remains resulting from the cremation of a body.

(16) **Cremation Urn**: a container into which cremated remains are placed prior to interment, entombment or scattering.

(17) **Crypt**: a compartment or vault within a mausoleum intended for the entombment of human remains.

(18) **Disentombment**: the removal of human remains from a niche or crypt.

(19) **Disinterment**: the removal of human remains from the ground.

(20) **Entomb (Entombment)**: the placement of human remains into a crypt or niche.

(21) **(Flat) Marker**: a memorial structure set flush with the surrounding ground.

(22) **Grave**: (Also known as Lot) means any in ground burial space intended for the interment of a child, adult or cremated human remains.

(23) **Human Remains**: the body or cremated remains of a deceased person.

(24) **Interment**: the placement of human remains in a lot, plot, niche or scattering ground.

(25) **Interment Rights**: the right to require or direct the interment/entombment of human remains in a graves, lot, crypt, or niche.

(26) **Interment Rights Certificate**: a document issued by the Town, once interment rights are paid in full, specifying ownership of the interment rights.

(27) **Interment Rights Holder**: a person with interment rights with respect to a lot, niche or crypt and includes the purchaser of interment rights.

(28) **Lot:** For the purposes of these By-laws a lot is a single grave space.

(29) **Marker**: a permanent memorial structure set flush with the ground, with a flat, level surface upon which an inscription may be made.

(30) **Mausoleum**: a building containing crypts.

(31) **Memorial**: a means to commemorate life; may take many forms, such as a marker, inscription, monument, tree, landscape feature.

(32) **Memorial Tree**: a tree donated to the cemetery in the memory of an individual.

(33) **Monument**: a memorial structure, projecting above the ground.

(34) **Niche**: a compartment within a wall of a columbarium intended for the entombment of cremated human remains.

(35) **Plot: f**or the purposes of these by-laws, a plot is a parcel of land, sold as a single unit, containing multiple lots.

(36) **Scattering**: an irreversible process where cremated human remains are spread upon the surface of a specific area of land lying within the Cemetery in keeping with the Cemetery's by-laws.

(37) **Scattering Rights Holder**: any person designated to hold the right to scatter cremated human remains in a specified lot or other designated area within the cemetery.

(38) **Town**: shall mean The Corporation of the Town of Georgina.

(39) **Treasurer:** means the Director of Finance/Treasurer of the Corporation of the Town of Georgina.

(40) **Vault:** a container of concrete, steel or other material of similar material.

2. General Information

(1) Hours of Operation

Visitation Hours: daylight hours each day

Office Hours: The Cemetery Office is open between 8:30 a.m. and 4:30 p.m. on Mondays through Friday excluding statutory holidays and other days on

which the Town's municipal offices are not open for business.

Burial Hours: Monday to Friday - from 9:00 a.m. until 4:00 p.m.
Saturday - from 9:00 a.m. until 1:00 p.m.

Burials after hours will be subject to additional charges
On Sundays and Statutory Holidays the cemetery grounds shall be closed.

Notwithstanding the hours of operation, the cemetery grounds shall be available for interments or encryptions at any reasonable time upon a minimum of 48 hours' notice, unless special circumstances arise.

(2) By-Law Amendments

The Cemetery shall be governed by these Cemetery By-laws, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.

All amendments to this By-law must be:

(a) Published once in a newspaper with general circulation in the locality in which the cemetery is located;

(b) Conspicuously posted on a sign (for 4 weeks) at the cemetery entrance;

(c) Delivered to each supplier of markers who has delivered a marker to the cemeteries during the previous twelve-month period.

Approval of amendments will proceed according to the procedures listed in Sec. 14.20 of this by-law.

All by-laws and by-law amendment are subject to the approval of the Registrar, Cemeteries Regulation Unit, Ministry of Consumer Services.

(3) Liability

The Town shall not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or

vandals) to, any lot, plot, columbarium niche, mausoleum crypt, monument, maker, or other article that has been placed in relation to an interment or scattering right save and except for direct loss or damage caused in the course of cemetery personnel, or persons contracted by the Town, performing routine cemetery operations.

(4) Public Register

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours. This shall include the name of the deceased, the location of the remains and the date of the interment; The name and address of each rights holder and location of the lot or scattering ground; The name and address of each original rights holder that have been sold or transferred to and date of transfer; The particulars of each disinterment, including the name of the person requesting the disinterment, the location in which the remains were reinterred or scattered or the name of the person taking possession of the human remains.

(5) Right to Re-Survey

The Town has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove planting, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

3. Sale of Interment Rights and Scattering Rights

(1) The Sale and Transfer of interment rights and scattering rights shall be under the direction of the Cemetery Board.

(2) The purchase of interment or scattering rights is solely the right to direct the burial of human remains and the scattering of cremated human remains, and the installation of any monuments, markers, and inscriptions, subject to the conditions set out in the Cemetery by-laws and not the purchase of land, crypt or niche.

(3) Ownership of the interment or scattering rights shall remain with the Town and no services with respect to such rights shall be permitted until payment is received in full.

(4) Each purchaser of interment or scattering rights shall be provided with:

(a) A copy of the purchase contract;

(b) A copy of the Cemetery by laws;

(c) Upon payment in full, a Certificate of Interment Rights or Certificate of Scattering Rights.

4. Cancellation or Resale of Interment Rights

(1) A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the Town. The Town will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

(2) If after thirty (30) days written notice from the purchaser of the interment rights is received, the Town will cancel the contract and issue a refund to the purchaser for the amount paid for the interment, less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said written notice. If the Interment Rights Certificate has been issued to the interment rights holder, the certificate must be returned to the Town along with the written notice of cancellation.

(3) If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder are not entitled to cancel the contract and no refund will be permitted

(4) Rights holders shall not sell interment rights save and except to the Town.

(5) If a rights holder(s) wishes to re-sell the interment or scattering rights, the rights holder(s) must make the request to the Cemetery Board in writing. The Town will repurchase the interment or scattering right at the price listed on the Cemetery's current price list less the Care& Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder must be completed within 30 days of the request.

(6) The interment or scattering rights holder requesting the resale of the rights must return the certificate to the Town and the rights holder(s) must endorse the rights certificate, transferring all rights, title and interest back to the Town. The

paperwork must be completed before the Town reimburses the rights holder(s).

5. Transfer of Interment Rights

(1) Rights holders may transfer interment rights to a third party provided that such transfer is a gift, bequest, or other transfer made without financial consideration. No transfer pursuant to this section shall be binding until:

(a) written notice of such transfer is received. Such notice shall be executed with the authorized signature of the original rights holder, or shall be accompanied with such other evidence as may be required in order to validate ownership, and shall contain the name and address of the proposed transferee and description of the lot and/or niche;

(b) the original Right Certificate is surrendered to the Town and a new Rights certificate is issued to the transferee;

(c) receipt of the payment of an administrative fee.

(2) Plots are indivisible. Where rights to two or more lots have been purchased as a unit, only the complete unit (plot) may be transferred.

6. Interments, Disinterment and Scattering

(1) A Burial Permit issued by the Registrar General or equivalent documentation showing that the death has been registered with the province must be provided to the Town prior to a burial or entombment taking place. A certificate of Cremation must be submitted to the Town prior to the burial of cremated remains taking place.

(2) No interment shall be permitted without the written consent of the interment rights holder or his/her legal representative.

(3) Services performed for the interment charges are:

(a) the opening and closing of the grave,

(b) restoring the turf by seeding or sodding subsequent to settlement and re-levelling,

(c) registration of the burial.

(4) A minimum of 48 hours' notice shall be provided to the Town prior to each interment unless special circumstances arise.

(5) The Town shall not be liable for any verbally made funeral arrangements. All arrangements shall be made in writing.

(6) Lots, crypts and niches shall be opened only by personnel in the employ of, or under the direction of the Town except under special circumstances. Any lots, crypts or niches required to be opened under such special circumstances shall be opened only pursuant to the express written consent of the Board.

(7) A maximum of two interments may be placed in any single lot unless otherwise approved by the Cemetery Board. Where two caskets are to be interred in a single lot, the first casket will be interred at extra depth. The Board reserves the right to require the use of a vault where conditions warrant and in all areas allowing double depth burials.

(8) Remains to be interred in a lot must be enclosed in a securely sealed container of sufficient strength that the container will remain intact throughout the interment process. The container must be of such size that it will fit within the horizontal dimensions of the lot.

(9) Caskets or Urns enclosed in an outer vault, will be charged an extra fee and the provision of the appropriate lowering device shall be the responsibility of the Funeral Director.

(10) Only human remains shall be interred or entombed in the cemetery.

(11) The scattering of cremated human remains shall be permitted in a designated scattering area. Due to the nature of this service, it is impossible to avoid the commingling of remains with others. It is therefore impossible to recover scattered cremated remains under any circumstances.

(12) Cremated human remains may be interred loosely in an excavated cremation lot without an urn or vessel with permission of the Cemetery Board. Due to the nature of this service, it is impossible to recover the cremated remains under any circumstances.

(13) No disinterment shall be made, except cremated remains, from the cemetery until:

(a) The Medical Officer of Health is notified prior to taking place;

(b) Carried out in accordance with the regulations contained in the Act;

(c) Permission of the Rights holder is provided;

(d) Written guarantee that additional expenses incurred are assumed by the applicant.

The Town will not be held liable or responsible for any damage to a casket, urn or other container resulting from disinterring remains.

7. Memorialization

(1) Prior to the installation of a monument or marker, the Town requires:

(a) the written consent of the rights holder(s);

(b) an Application for Approval of Monument Design and materials to be used completed by the supplier;

(c) approval of the design as submitted;

(d) payment of the requisite fees.

(2) As part of the approval of the design approval of a monument, vault, mausoleum or other structure, the Board, if it deems necessary shall have the right to require that said plans and specifications be sealed by a structural engineer at the expense of the rights holder.

(3) Only one monument or marker shall be erected on any lot.

(4) Monuments and markers must be constructed of granite or bronze, unless otherwise specifically approved by the Board. Flat markers shall be set so that the top surface shall be flush with the surrounding terrain.

(5) The bottom beds of all bases and markers must be cut level and true, every die stone shall be finished on all sides, ends and top. Manufactured –textured finishes such as scalloped rock pitch are approved for the sides and ends of bases and

for the sides or edges of other stonework. Vertical joints shall be covered.

(6) Concrete foundations are required for all monuments. Foundations shall be built at the expense of the purchaser and at the convenience of the Town. The foundation shall be built in the designated memorial space and shall be the specified dimensions of the monument base.

(7) Monument and marker bases must be of approved material and design and shall not exceed 25% of the total height of the monument. The bottom 100 cm (4") minimum of a granite base or monument must be of rock pitch finish. Rough unfinished bases are not acceptable.

(8) The size of one monument allowed is:

Single Lot

Height:	1.2 m (48 in) maximum
Width:	0.4 m (16 in) maximum, including base
Length:	not to exceed 75% of width of single lot, including base.
Thickness:	shall not be less than 20 cm (8 in)

Multiple Lots (Plot)

Height:	1.2 m (48 in) maximum
Width:	0.46 m (18 in) maximum, including base
Length:	not to exceed 75% of width of a plot .to a maximum of 1.5 m (59 in) for a two lots and 1.8 m (71 in) for three or more lots per plot
Thickness:	shall not be less than 20 cm (8 in)

Cremation (Upright only) Lot(s)

Height:	1.2 m (48 in) maximum
Width:	0.4 m (16 in) maximum, including base
Length:	not to exceed 75% of width of cremation lot, including base.
Plot:	Monuments not to exceed 75% of the width of the plot to a maximum of 1.37 m for two lots per plot
Thickness:	shall not be less than 20 cm (8 in)

General

- A monument of 20 cm (8 in) thickness shall have a maximum height of 107 cm (42 in).

- A monument in excess of 107 cm (42 inch) in height shall be 20 cm (8 in) thick plus an extra thickness of 2.5 cm (1 in) for each 30.5 cm (12 in) or part thereof by which the total height exceeds 107 cm (42 in). The maximum total height of any monument shall be 120 cm.
- Any joint area less than 0.09 m^2 (1 sq ft) shall require a minimum of two dowels.
- Any joint area greater than 0.09 m^2 (1 sq ft) but less than 0.19 m^2 (2 sq ft) requires a minimum of one dowel.
- Dowels shall be of a non-corrosive material not less than 1.25 cm (1/2 in) in diameter. Dowels must be inserted not less than 15 cm (6 in) into both the base and the die stone. The diameter of the dowel holes shall be equal to a maximum of the diameter of the dowel plus 0.65 cm (1/4 in).
- No part of the die stone or any other part of the monument shall protrude horizontally beyond the vertical extension of the base. A tolerance of 0.65 cm (1/4 in) may be permitted from the specified dimensions of the monument.

(9) Freestanding Crosses must conform in all respects to these By-Laws with regard to Application for Approval of Design, Foundation, Bases, plus the following:

- A cross of height of 107 cm (42 in) or less must be a minimum of 20 cm (8 in) in thickness;
- A cross in excess of 107 cm (42 in) in height must increase in thickness by 2.5 cm (1 in) for each 30 cm (1 in) or part thereof by which the height exceeds 107 cm (42 in); to a maximum height of 120 cm (47 in).
- The base of the vertical shaft must be not less than 20 cm (8 in) in width;
- The cross may taper to a minimum width of 15 cm (6 in) at the top;
- The horizontal arms of the cross must be a minimum of 15 cm (6 in) in width;
- The cross must be adequately dowelled to its base.

(10) Inserts other than recessed ceramic pictures are not permitted on Monuments.

(11) Adornments made of bronze or stainless steel are permitted on monuments. Such adornments must be attached by

means of pins or clips. The Town shall not be responsible for any adornments that may be lost or removed over time.

(12) Candleholders and Vases may constitute part of a monument provided that:

- They are made of bronze or stainless steel;
- Translucent sections are unbreakable heat resistant glass or fire resistant plastic;
- Candleholders are fully enclosed on all sides by means of a door or lid;
- Candleholders and bases are attached to the top of the base of the monument;
- Candleholders and bases attached to the top of the base of the monument will be included in determining the overall size of the monument;
- Candleholders must be a minimum of 2.5 cm (1 in) from the monument;
- Candleholders and Vases must be adequately drained to prevent the collection of water.

(13) Granite markers shall be not less than 10 cm (4 in) and not more than 15 cm (6 in) of uniform thickness throughout and must be smoothly finished on both top and bottom surfaces, the edges may be of rock pitch finish.

(14) Bronze markers shall adhere to all other By-Laws respecting markers plus:

- Bronze markers shall be true, free from weakening or minor defects, blemishes or imperfections, and shall smooth exposed surfaces;
- Bronze markers shall be attached to a concrete or granite base of not less than 10 cm (4") or more than 15 cm (6") in thickness. The concrete or granite base shall be set into the ground according to the Cemetery's specifications.

(15) Pictures or photograph attachments are not permitted on markers set flush with the ground or on vases attached thereto.

(16) Markers may be placed at the head end of each lot.

Marker only lots (urn lot) shall have the marker placed in the center of the lot or designated marker space.

Face areas are not to exceed:
Adult lot: not to exceed 60 cm X 45 cm (24" X 18")
Child lot: not to exceed 50 cm X 30 cm (20" X 12")
Urn lot: not to exceed 50 cm X 30 cm (20" X 12")

(17) Boulder Monuments require both an appropriate setting and an appropriate stone. Boulder Monuments are not permitted on a lot or plot but may be approved on a case-by-case basis as a feature within the Cemetery.

(18) Foundations must be complete before the delivery of monuments, marker and other materials and before contractors are ready to proceed with installation or use of such materials.

(19) Inscriptions, in keeping with the dignity and decorum of the Cemetery, are permitted on monuments. The proposed inscription shall form part of the Application for Approval of Design and must be submitted therewith. Lettering is permitted only on that face of the monument that faces the gravesite.

(20) Inscriptions may be added to an existing monument or marker. The Board requires the written consent of the rights holder(s) and a copy of the order form showing the text and layout of the proposed inscription.

(21) Memorial plaques may be affixed to designated feature walls. Memorial plaques will be provided by the Town in predetermined sizes and materials.

(22) In the event that any memorial, monument, mausoleum or vault becomes a risk to public safety due to instability or dilapidation, the Town shall do whatever is necessary by way of repairing, resetting, or laying down of the said item in order to remove such risk to safety. The extent of any work performed beyond the laying down of the item will be dependent upon the availability of funds in the Care and Maintenance Fund or at the expense and agreement of the rights holder(s).

(23) In the event that any work including, but not limited to, removal, addition of an inscription, cleaning, or repairing, is to be done on any monument, memorial, mausoleum, vault or marker, the written consent of the Board together with the written consent and authority of the rights holder(s) is required.

(24) The Town may remove monuments and/or markers from any lot or grave if payment of the contract for the said monument or marker is in default. The Town, upon written request of the individual rights holder(s), may remove monuments or markers purchased by persons other than rights holders. The Board reserves the right to remove any marker or monument that is not in keeping with the dignity and decorum of the Cemetery.

8. Care and Planting

(1) Saving and excepting the preparing of flower beds or the planting of shrubs, only cemetery personnel or persons contracted by the Town may cut or remove sod, soil or alter the grade of a lot or surrounding area.

(2) In the event that a flowerbed becomes unsightly or that a shrub becomes overgrown, the Board shall notify the rights holder. The rights holder shall rectify same to the satisfaction of the Board within 30 days of the said notice, at the expense of the rights holder. Failure to remedy the said situation within the said 30 day period shall empower the Board to remedy the situation at the cost of the rights holder.

(3) Borders or other decoration are not permitted at the corners or along the perimeter of any lot.

(4) Flower beds may be planted by the rights holder immediately adjacent to the monument space. Flower beds shall be 300 mm (12 inches) in depth and of equal width to the base of the monument. Where no monument exists, the flower bed shall be planted in the same location, and shall have the same dimensions as if there was a monument present.

(5) All materials planted in such flowerbeds and all such shrubs shall become the property of the Keswick Cemetery.

(6) In order to preserve the appearance of the Cemetery, all flower beds must be cleared of tender plants prior to November 1 of each year.

All flower beds existing from previous year(s) must be re-planted prior to June 15 or the same will be sodded by the Town at the cost of the rights holder.

(7) Portable articles such as, but not limited to, flower vases, potted plants, baskets, or urns, but not including gravesite monuments and markers, must not exceed 0.01 m3 (0.5 cu ft) in external dimensions, must not exceed a mass of 11.25 kg (25 lbs) inclusive of contents and must be readily moveable for ease of handling by Cemetery personnel. The Town shall not be responsible for loss of or damage to any portable article left on, or in the vicinity of, any lot or grave.

(8) Memorial wreaths may be placed in the cemetery only in the winter months between November 1 and April 30 of each year. Wreaths not removed by May 1 will be removed and disposed of by cemetery personnel without notice or compensation.

(9) Natural or artificial flowers or plants, in appropriate containers, may be placed on lots or graves. Flower vases, baskets, pots and urns made of glass or other breakable materials are prohibited.

(10) Fresh cut or artificial flowers, or plants that have become unsightly, shall be removed by Cemetery personnel daily without notification.

(11) All funeral flowers placed as decoration on a burial lot will remain for a minimum of seven (7) days following the interment and will be removed by Cemetery personnel.

(12) Memorial trees will be planted by the Town in location(s) selected by the Board. The Town shall not be responsible for the replacement of any memorial tree that dies or is damaged. One portable article may be placed at the base of a memorial tree, with written approval from the Cemetery Board.

9. Items Permitted and Prohibited

(1) Such as but not limited to certain articles such as chairs, arches, iron rods, wire work, hanging baskets, flags, borders, fences, railings, walls, cut-stone coping, pottery, glass or wooden articles (including wooden crosses and other wooden memorials), unattended candles, vesper lights, or other illuminated articles, or similar articles may not be left upon any lot or grave. Such articles shall be removed by Cemetery personnel without notice.

Under special circumstances, articles above may be permitted for a period not exceeding 10 calendar days following an interment.

(2) Benches may not be placed upon a lot or plot. Benches to be used as memorials may be approved on a case-by-case basis as a feature within the Cemetery.

(3) The planting of flowerbeds, trees and shrubs shall be permitted, in designated areas other than a lot or plot with the express consent of the Board, at the expense of the right holder.

(4) Trees, shrubs or other plants that encroach upon adjacent trees, lots, drains, roads, pathways or that are detrimental to the appearance of the Cemetery will be removed at the expense of the rights holder subsequent to notice of such intent to remove.

(5) Visitors to the Cemetery shall behave in a manner in keeping with the dignity of the Cemetery. Persons behaving in a manner which is not in keeping with the dignity of the Cemetery shall be required to leave the Cemetery.

(6) Vehicles within the Cemetery shall be driven at a speed not exceeding 15 kilometres per hour, and no person shall allow the wheels of any such vehicles to leave the roadway. All drivers of vehicles shall respect all Lots as if they were their own. Vehicle owners and drivers shall be held responsible for any damage done by them.

(7) There shall be no vehicular traffic within the Cemetery other than those vehicles attending an interment or encryption, or the vehicles of visitors to the Cemetery.

(8) At the discretion of the Town limitations on vehicular traffic shall not apply to any vehicles required for the maintenance of the Cemetery, the provision of Cemetery services, or the future expansion of the Cemetery.

10. Contractor / Monument Dealers

(1) Monument Dealers, masons, stonecutters, contractors or their employees must:

- Be approved by the Town prior to their accepting any contract for work to be done within the Cemetery;
- Provide to the Town the written consent of the rights holder(s) authorizing the contractor to perform the work specified. This consent must also specify the location of the interment rights.
- Comply with all applicable legislation, including without limitation, the Worker's Compensation Act, the Occupational Health and Safety Act, and the Environmental Protection Act;
- Provide, prior to the commencement of work, proof of liability insurance satisfactory to the Town;
- Comply with all of these By-Laws;
- Conduct their operation(s) in a manner that will prevent damage to any grounds, shrubs, trees, flowerbeds, monuments, markers, vases or any other article or natural feature in the Cemetery, and also in such a manner that will minimize danger to their own staff, Town staff, Cemetery visitors, and the public at large. Planks shall be laid on the lots, graves and paths over which heavy materials are to be moved, in order to prevent damage. Any damage so caused shall be rectified by the Town at the expense of the contractor(s);
- Cease work if within 60 metres (200') of a funeral until fifteen minutes following the conclusion of the service;
- Cease work within the Cemetery prior to 5:00 p.m. Monday to Friday, prior to 4:00 p.m. on Saturday, Sunday or Public Holidays;
- Remove all implements and/or rubbish prior to leaving the site each day. Heavy equipment to be left on-site for use in future days shall be moved at the end of each day to the Cemetery maintenance area.

(2) The actions, conduct, behaviour and attire, within the Cemetery, of all contractors and their employees engaged by persons other than the Town are the responsibility of the rights holder(s) and shall be subject to the direction of the Town.

11. Mausolea

12. Columbaria

13. Pets

(1) Pets may be permitted within the boundaries of the cemetery provided they are fully under control by means of a leash or enclosed within a suitable container.

14. Cemetery Board

(1) The Cemetery shall be managed by the Board.

(2) The Board shall consist of not less than five (5) and not more than nine 9) members, as appointed by the Council.

(3) The term of office of the members of the Board shall coincide with the term of office of Council.

(4) One or more members of the Board may be re-appointed for one or more consecutive terms of office at the pleasure of the Council.

(5) The Officers of the Board shall be: the Chairman; the Secretary; the Treasurer.

(6) The inaugural meeting of the Board shall take place within six (6) months following the date of the Municipal Election.

(7) Following the inaugural meeting of the Board, the Board shall meet at intervals of not more than three (3) months but may meet more frequently as required by the nature of business.

(8) Special meetings of the Board may be called upon seven (7) days' notice to deal with specific items of business that are of an urgent or time-sensitive nature. Where necessary such notice may be by mail, telephone or other electronic means.

(9) The Annual General Meeting of the Board shall be held in October of each year upon a date to be decided at the regular Board meeting prior to the Annual General Meeting.

(10) Following its appointment the Board shall have an acting chairman appointed by the Council for a period not exceeding three (3) months from the date of the first meeting

of the Board. Within this three (3) month period the Board shall elect a Chairman from among its membership; which Chairman shall take office immediately upon election.

(11) Following its appointment the Board shall have an acting secretary appointed by the Council for a period not exceeding three (3) months from the date of the first meeting of the Board. Within this three (3) month period the Board shall elect a Secretary from among its membership or elect to have a Town employee assume the duties of Secretary; which Secretary shall take office immediately upon election. It is noted that support staff are non-voting members.

(12) Following its appointment the Board shall have an acting treasurer appointed by the Council for a period not exceeding three (3) months from the date of the first meeting of the Board. Within this three (3) month period the Board shall elect a Treasurer from among its membership or elect to have a Town representative report to the Board all financial activities as received by the Treasurer of the Town as part of each Board agenda; which Treasurer shall take office immediately upon election.

(13) The Chairman of the Board shall:

- Chair all regular general meetings and special general meetings of the Board;
- Serve as an ex officio member of all committees of the Board;
- Temporarily assume the duties of any officer of the Board during an illness of such officer or, subsequent to the resignation of such officer, pending the election of a replacement.

(14) The Secretary shall:

- Record the minutes of all meetings of the Board;
- Conduct all correspondence on behalf of the Board;
- Maintain all records of the Board save and except the financial records.

(15) The Treasurer shall:

- Conduct all of the financial affairs of the Board including, but not limited to, the following:

- Maintain the financial records of the Cemetery in accordance with the instructions of the chief financial officer of the Town;
- Receipt of all monies payable to the Cemetery;
- Deposit or arranging the deposit of all funds received into an account in the name of the Keswick Cemetery at the financial institution specified by the chief financial officer of the Town;
- The payment of all accounts payable or parts thereof, as authorized by the Board.

(16) A quorum of the Board shall be a majority of the Board's current membership.

(17) A Board member may resign provided that written notice of the intention to resign is presented to the Board secretary not less than four (4) weeks prior to the intended date of effect of such resignation.

(18) Upon receipt of a notice of intent to resign the Board secretary shall notify the Town Clerk of the need for the appointment of a replacement Board member.

(19) Upon the receipt by the Town Clerk of the notice of need for a replacement Board member, the Town Clerk shall take such steps as may be required to replace and appoint a new Board member.

(20) Before approval of an amendment to this By-law the following procedures will pertain to the Board:

- A notice of a proposed by-law amendment shall be delivered to the Board secretary not less than 75 days prior to the Annual General Meeting of the Board.
- The Board secretary shall place such notice of proposed By-Law amendment on the agenda of a regular Board meeting prior to the Annual General Meeting of the Board.
- The proposed by-law amendment shall be discussed at that regular Board meeting.
- The proposed by-law amendment shall be voted on at the Annual General Meeting. Passage of a proposed By-Law amendment shall require the support of a minimum of 75% of Board members.
- Subsequent to the passage of a proposed By-Law amendment the amendment shall be submitted to the Council for approval.

- When approved by Council the amended By-Laws shall be submitted to the authority having jurisdiction for final approval.
- Pending completion of all of the above and the compliance with the Act, including proper notice in a local newspaper, a sign posted at the entrance of the cemetery and delivery of the approved by-law to suppliers of markers, the existing By-Laws shall remain in full force and effect.

15. Administration

(1) The business and affairs of the Keswick Cemetery shall be managed and supervised by the Town, and the Cemetery Board shall provide strategic and planning oriented advice and public input in accordance with its Terms of Reference.

(2) Council shall, by By-law, appoint the Keswick Cemetery Board, who shall hold office during the term of Council.

(3) The Town shall be responsible for the administration, management, care, maintenance, and improvement of the Cemetery and the Board shall provide advice regarding same.

(4) The Town shall have the authority to engage and authorize Contractors, Groundskeepers, employees or agents to carry out the business and affairs of the Cemetery.

(5) The Town shall keep such registers, records and books as are necessary for properly recording all matters pertaining to the Cemetery, as prescribed by the Act and the regulations made thereunder.

(6) The Cemetery shall charge fees for interment rights, entombment rights, scattering rights, memorialization rights and each of the various Cemetery services as approved by the Cemetery Board, filed with the Ministry of Government Services, Marketplace Standards & Services Branch, Cemeteries Regulation and as set out in the schedule of fees to this By-Law.

(7) There shall be no transference of rights, nor provision of Cemetery services, unless all fees in respect of such rights or services have been paid in full.

(8) All revenue and other monies belonging or pertaining to the Cemetery shall be received by the Treasurer of the Town of Georgina.

(9) All funds apportioned for Care and Maintenance shall be deposited as prescribed by the Act and regulations. The income from the fund shall be used to maintain, secure and preserve the Cemetery grounds, including, but not restricted to, re-levelling, sodding or seeding of Lots or scattering grounds, maintaining roads, watering systems, fences, landscaping and buildings and to maintain, stabilize, secure and preserve markers and monuments.

This By-law shall take effect on the day it receives approval from the Registrar as Appointed under the Act.

This By-law was approved and adopted by the Keswick Cemetery Board at their Annual General Meeting held on the 10th day of October, 2013 and shall be referenced under By-law KCB-2013-0001.

Enacted and Passed by the Keswick Cemetery Board on the 10th day of October, 2013.

Signed by:

_____
Chairperson of the Board
Susan Williams

_____
Member of the Board

Received and approved by Council on the 28th day of May, 2014.

Signed by:

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Clerk

This By-law, KCB-2013-0001, has been approved by the Registrar of the Cemeteries, Funeral, Burial and Cremations Services Act, 2002 (FBCSA), Cemeteries Regulation Unit, Ministry of Consumer Services.

Signed by:

_____
Registrar

TOWN OF GEORGINA
KESWICK CEMETERY
SCHEDULE OF FEES - UPDATED OCTOBER 2013

FULL SIZE LOT (Monument/ Marker)	**Section(s)**	**Price**	**Care & Maintenance Fee**	**Taxes**	**Total Fee**	
Single Interment Rights (May include one casket and one cremated remains) Lot Size: 4' x 13'	2A, 2B, 2C	$ 600.00	$ 400.00	$ 130.00	$ 1,130.00	*may incl: - 1 casket & 1 cremation or - 2 caskets or - 2 cremated remains
Interment	2A, 2B, 2C	$ 700.00	$ -	$ 91.00	$ 791.00	
Extra Deep Interment **(*vault required)**	2A, 2B, 2C	$ 900.00	$ -	$ 117.00	$ 1,017.00	
Single Lot Foundation Charge	2B, 2C	$ 500.00	$ -	$ 65.00	$ 565.00	
Monument Care & Maintenance Fee (less than 4 feet in height/ length)	2B, 2C	$ -	$ 100.00	$ 13.00	$ 113.00	*fee doubled if exceeds size
Markers Care & Maintenance Fee (over 173 square inches)	2A	$ -	$ 50.00	$ 6.50	$ 56.50	
CREMATION LOT - LARGE (Monument/ Marker)						
Single Cremation Interment Rights (can contain up to two cremated remains) Lot Size: 3' x 3'	1G	$ 420.00	$ 280.00	$ 91.00	$ 791.00	
Interment	1G	$ 300.00	$ -	$ 39.00	$ 339.00	
Cremation Foundation Fee	1G	$ 375.00	$ -	$ 48.75	$ 423.75	
Monument Care & Maintenance Fee (less than 4 feet in height/ length) *amount doubled if exceeds size	1G	$ -	$ 100.00	$ 13.00	$ 113.00	*can be added once monument purchased or purchased in advance
Markers Care & Maintenance Fee (over 173 square inches)	1G	$ -	$ 50.00	$ 6.50	$ 56.50	*can be added once monument purchased or purchased in advance
CREMATION LOT - SMALL (Marker Only)						
Single Cremation Interment Rights (can contain up to two cremated remains) Lot Size: 2' x 2'	1F	$ 350.00	$ 150.00	$ 65.00	$ 565.00	
Interment	1F	$ 300.00	$ -	$ 39.00	$ 339.00	
Markers Care & Maintenance Fee (over 173 square inches)	1F	$ -	$ 50.00	$ 6.50	$ 56.50	

Contact Information:
26557 Civic Centre Road, Keswick, Ontario, L4P 3G1
905-476-4301
Dan Murnaghan, Manager of Parks Facilities

TOWN OF GEORGINA
KESWICK CEMETERY
SCHEDULE OF FEES - UPDATED OCTOBER 2013

SCATTERING GARDEN						
Scattering Rights		$ 165.00	$ 25.00	$ 24.70	$ 214.70	
Scattering Rights - Additional Holder		$ 120.00	$ 48.00	$ 21.84	$ 189.84	
Scattering Top Wall Plaque - 10" x 10" *		$ 600.00	$ -	$ 78.00	$ 678.00	
Scattering Side Wall Plaque - 4 1/2 " x 7"		$ 500.00	$ -	$ 65.00	$ 565.00	
Scattering Side Wall Plaque - 2" x 10" *		$ 400.00	$ -	$ 52.00	$ 452.00	
Markers Care & Maintenance Fee (over 173 square inches)		$ -	$ 50.00	$ 6.50	$ 56.50	
ADDITIONAL COSTS						
Winter Interment Surcharge (Nov 15 – Apr 15 only)	1F/G, 2A/B/C	$ 200.00	$ -	$ 26.00	$ 226.00	
Late Funeral Fee - Mon to Fri after 4:00pm	1F/G, 2A/B/C	$ 200.00	$ -	$ 26.00	$ 226.00	
Late Funeral Fee - Sat after 11:00am	1F/G, 2A/B/C	$ 200.00	$ -	$ 26.00	$ 226.00	
Interment Rights Certificate Transfer	ALL	$ 35.00	$ -	$ 4.55	$ 39.55	*requires approval of Board
Disinterment	ALL	** determined at time of request				

This price list is subject to the provisions of the Ontario Regulation 30/11 and the Funeral, Burial and Cremation Services Act, 2002

178

Contact Information:
26557 Civic Centre Road, Keswick, Ontario, L4P 3G1
905-476-4301
Dan Murnaghan, Manager of Parks Facilities

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OED-2014-0018

FOR THE CONSIDERATION OF COUNCIL
May 28 2014

SUBJECT: EXISTING AND PROPOSED PARKING RESTRICTIONS AT THE YOUNG'S HARBOUR, DE LA SALLE AND HOLMES POINT PARK AREAS

1. RECOMMENDATION:

1. **That Council receive Report No. OED-2014-0018 prepared by the Operations and Engineering Department dated May 28, 2014 regarding the existing and proposed on street parking restrictions at the Young's Harbour, De La Salle and Holmes Point Park Areas.**

2. **That Council approve staff recommendations that:**

   a. **On street parking restriction signage is installed to the proper street limits as per the current 2002-0046 traffic by-law,**
   b. **On street parking restrictions be modified on the existing streets and extended to additional streets, as indicated in red text, in Attachment 1,**
   c. **On street parking restriction apply "Anytime" to the above mentioned streets, as indicated in red text, in Attachment 1, in order to be consistent in terms of timings and days, and**
   d. **$26,000 is transferred from Reserve into the Roads Budget for installation of approximately 130 signs.**

2. PURPOSE:

To review existing on street parking restrictions and propose changes to on street parking restrictions at the Young's Harbour, De La Salle and Holmes Point Park Areas as a follow up to the pay and display initiative.

3. BACKGROUND:

In 2013, Council approved the pay and display initiative at the De La Salle, Willow Beach, Jackson's Point, Holmes Point, North Gwillimbury, Young's Harbour and Willow Wharf facilities.

As per Council direction, a selected team of staff from Operations and Engineering, Municipal Law Enforcement and Recreation and Culture reviewed parking matters related to the waterfront parks. These concerns ranged from parking restrictions, parking signage, parking infractions, overflow parking, etc.

Staff review of the existing and proposed on street parking restrictions at the Young's Harbour, De La Salle and Holmes Point Park Areas is included in the Analysis.

4. ANALYSIS:

A reasonable geographic area, based on the relevant concerns and staff consensus, was reviewed for parking arrangements at the Young's Harbour, De La Salle and Holmes Point Park.

This area, along with the streets with and without parking restrictions at the Young's Harbour, De La Salle and Holmes Point Park, as per the existing by-law, and the existing no parking signage are indicated graphically in Attachment 2.

The review of parking arrangements at the Young's Harbour, De La Salle and Holmes Point Park included:

- Review of the current 2002-0046 traffic by-law, which includes the list of streets with on street parking restrictions, and
- Review of the existing on street parking restriction signage, timings and days.

The findings of the review revealed that:

- Existing on street parking restriction signage is not consistent with the street limits as per the current 2002-0046 traffic by-law,
- Existing on street parking restriction timings and days are not consistent,
- On street parking restrictions should be extended to additional streets as indicated in Attachment 1,
- Existing and additional on street parking restrictions complement the new Town initiative of the pay and display parking area,
- On street parking restrictions accommodate traffic flows, without jeopardizing safety or capacity,
- On street parking restrictions do assist the Town staff in providing Council mandated services such as access for the emergency and medical services, street sweeping, winter maintenance, and garbage collection, and
- On street parking restrictions are safe for pedestrians, as it obscures pedestrians who may be crossing mid-block, between parked vehicles.

A quick research was conducted to look into the best practices for the design of residential streets for the minimum required pavement width needed to support travel lanes, 2 sided on street parking, and emergency, maintenance, and service vehicle access. The recommended pavement width to accommodate these services is around 11 meters.

- None of the streets reviewed as part of this report has a pavement width of 11 meters.
- The pavement width ranged from around 6 meters to around 10 meters.

Based on the above analysis, staff recommends that:

- On street parking restriction signage is installed to the proper street limits as per the current 2002-0046 traffic by-law,
- On street parking restrictions be modified on the existing streets and extended to additional streets, as indicated in red text, in Attachment 1,
- On street parking restriction apply "Anytime", as indicated in red text, in Attachment 1, to be consistent in terms of timings and days, and
- Transfer $26,000 from Reserve into the Roads Budget for installation of approximately 130 signs.

5. FINANCIAL AND BUDGETARY IMPACT:

It is estimated that 130 signs would need to be installed at an approximate cost of $26,000, and a transfer from reserve into the Roads budget is required.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Public comments to be received during the Delegations/Speakers portion of the Council meeting agenda on May 28, 2014.

7. CONCLUSION:

In order for a consistent on street parking restriction arrangement, which supports and compliments the pay and display initiative, pedestrian safety and efficient delivery of various services, the necessary revisions to the 2002-0046 traffic by-law along with the necessary sign installation, as noted in the Analysis, are required.

Prepared by:

Gagan Sandhu, P.Eng.
Infrastructure and Operations Manager

Recommended by:

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

Approved by:

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

Attachment 1 – Potential Modification of the current Traffic By-law 2002-0046
Attachment 2 – On Street Parking Arrangements Area View

COLUMN 1 - HIGHWAY	COLUMN 2 - SIDE	COLUMN 3 - BETWEEN	COLUMN 4 - PROHIBITED (proposed)	COLUMN 4 - PROHIBITED (Existing By-Law)	
Adeline Drive	N/S; S/S	Lake Drive easterly to end of road	Anytime	Anytime	Young's Harbour
Annshiela Drive	N/S; S/S	Lake Drive east to The Queensway (YR 12)	Anytime	Anytime	
Haliburton Street	N/S; S/S	Irene Drive south to Adeline Drive	Anytime	Additional Street	
Hollywood Drive	N/S; S/S	Lake Drive east to The Queensway (YR 12)	Anytime	Anytime	
Irene Drive	N/S; S/S	Lake Drive east to The Queensway (YR 12)	Anytime	Anytime	
Lake Drive South	E/S	50 metres north of Robert street to a point 20 metres south of Shirlea Boulevard	Anytime	Additional Street	
Tampa Drive	N/S; S/S	Lake Drive east to The Quuensway (YR 12)	Anytime	Additional Street	
Walter Drive	S/S	Lake Drive east to The Quuensway (YR 12)	Anytime	Anytime	
Winnifred Drive	N/S; S/S	Lake Drive easterly to end of road	Anytime	Anytime	
Albert Street	E/S; W/S	Franklin Beach Road southerly to Metro Road (YR 78)	Anytime	Anytime	De La Salle
Albert Street	E/S; W/S	80 metres east and south of Franklin Beach Road	Anytime	Anytime	
Alexander Boulevard	E/S; W/S	Metro Road southerly 465 metres	Anytime	Anytime	
Alexander Boulevard	E/S; W/S	From Volga Avenue southerly 116 metres	Anytime	Anytime	
Birch Road	E/S; W/S	Southerly from Metro Road to end of the road	Anytime	7:00 am to 7:00 pm	
Brule Lakeway	E/S; W/S	Metro Road north to Lake Drive East	Anytime	Additional Street	
Brule Lakeway	E/S; W/S	Metro Road southerly to Volga Avenue	Anytime	7 am to 7 pm	
Brule Lakeway	E/S;W/S	Volga Avenue south to end of street	Anytime	7am to 7pm	
DeChalies Road	E/S; W/S	Christidies Drive east to Kelenna Drive	Anytime	Anytime	
De La Salle Boulevard	E/S; W/S	Lake Drive North to south limit	Anytime	Anytime	

Edith Street	E/S; W/S	Southerly from Metro Road to end of the road	Anytime	7 am to 7 pm		
Franklin Beach Road	E/S; W/S	Lake Drive southerly to end of road	Anytime		Anytime	
Jordan Street	E/S; W/S	Alexander Boulevard to Volga Avenue	Anytime	7 am to 7 pm - Sat, Sun and	Statutory Holidays	
Kelenna Drive	E/S; W/S	Metro Road south to the end of street	Anytime		Anytime	
St. George Road	E/S; W/S	From Volga Avenue to Alexander Boulevard	Anytime			
Trillium Court	N/S; S/S	Birch Road to east end	Anytime			
Volga Avenue	N/S; S/S	Birch Road west to end of the road	Anytime	Additional Street		
Donna Drive	N/S; S/S	Holmes Point Road westerly to end of road	Anytime			Holmes Point
Holmes Point Road	E/S; W/S	King's Highway No. 48 and Donna Drive	Anytime			
Holmes Point Road	N/S; S/S; E/S; W/S	Easterly and southerly to end of road	Anytime			
Moorings Road	E/S; W/S	Holmes Point Road southerly to end of road	Anytime			
Villa Drive	N/S; S/S	Holmes Point Road east to end of the road	Anytime	Additional Street		

2014 CURRENT PARKING RESTRICTIONS
Location: South Keswick

1:7000

Legend

- In By-Laws and Signed
- Not in By-Laws and Not Signed
- In By-Laws and Not Signed

TOWN OF GEORGINA

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

N

OED-2014-0018
Attachment 2
Page 1 of 6

Date: 20/05/2014

2014 PROPOSED PARKING RESTRICTIONS
Location: South Keswick

1:7000

Legend

In By-Laws and Signed

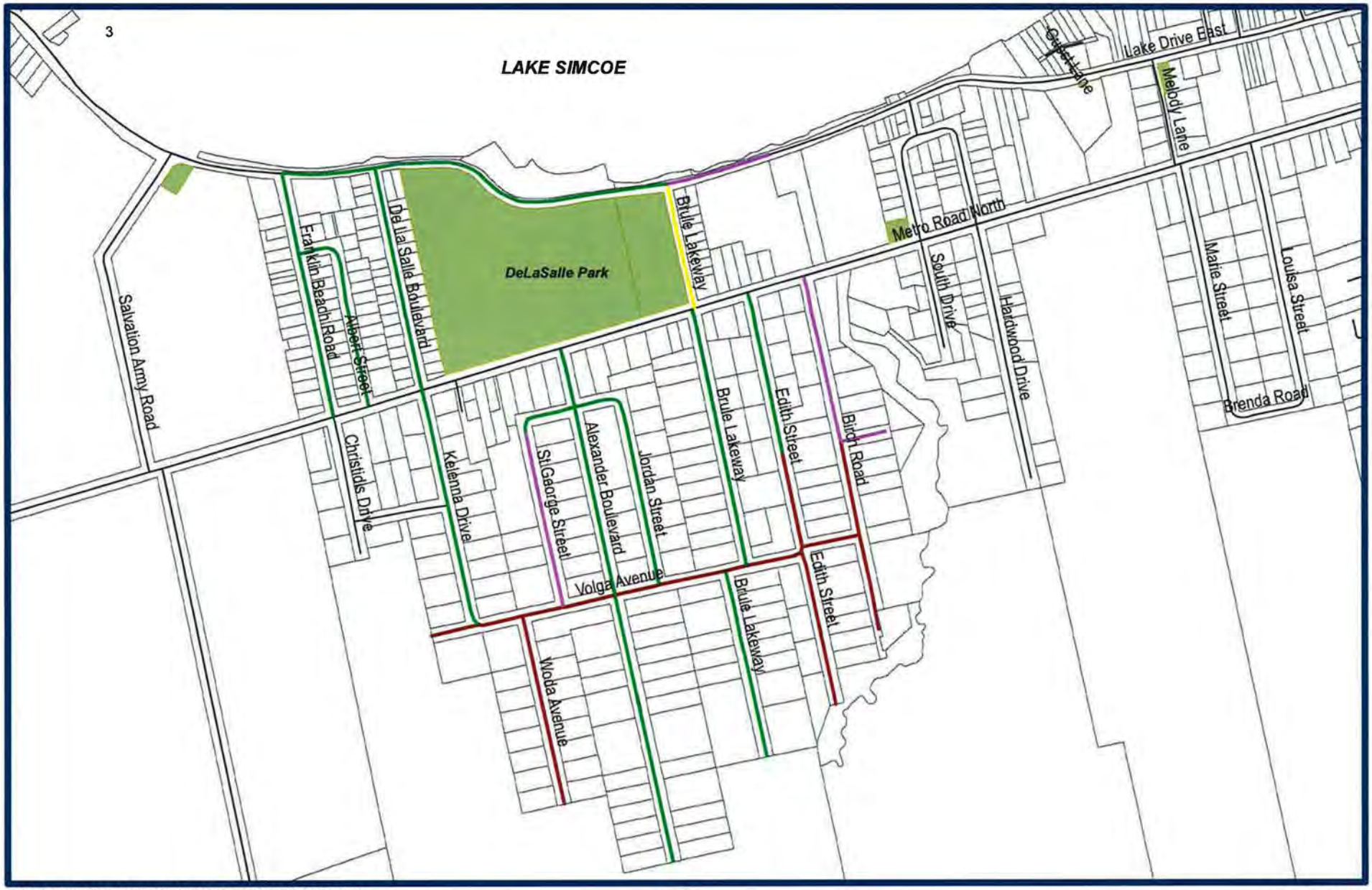
TOWN OF GEORGINA

N

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

OED-2014-0018
Attachment 2
Page 2 of 6

Date: 20/05/2014



2014 CURRENT PARKING RESTRICTIONS
Location: DeLasalle Park

1:7000

Legend

- In By-Laws and Signed
- In By-Laws and Not Signed
- Not in By-Laws and Signed
- Not in By-Laws and Not Signed

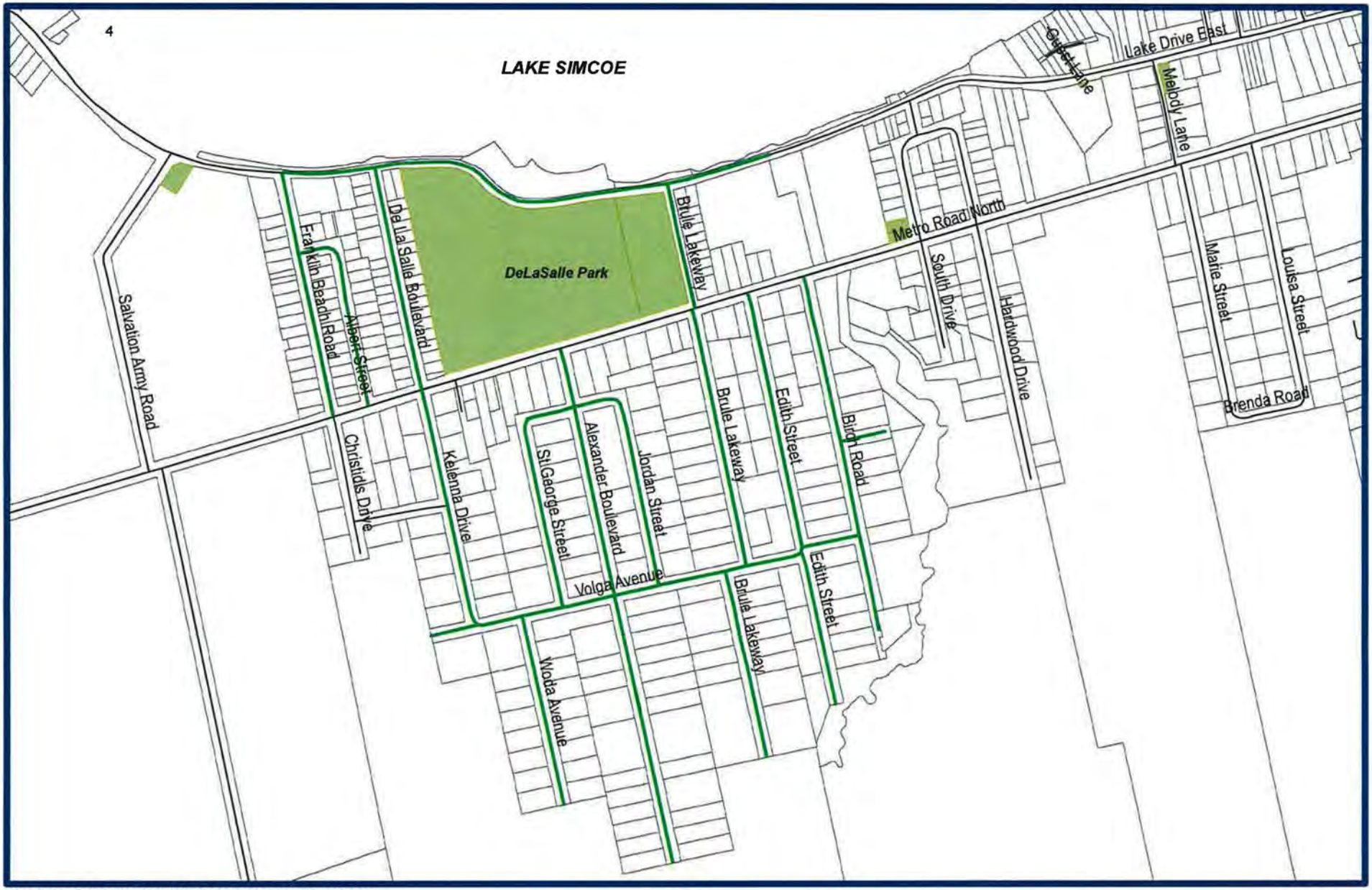
TOWN OF GEORGINA

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

N

OED-2014-0018
Attachment 2
Page 3 of 6

Date: 20/05/2014



2014 PROPOSED PARKING RESTRICTIONS
Location: DeLasalle Park

1:7000

Legend

In By-Laws and Signed

TOWN OF GEORGINA

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

N

OED-2014-0018
Attachment 2
Page 4 of 6

Date: 20/05/2014

2014 CURRENT PARKING RESTRICTIONS
Location: Holmes Point

1:7500

Legend

- In By-Laws and Signed
- Not in By-Laws and Not Signed
- In By-Laws and Not Signed

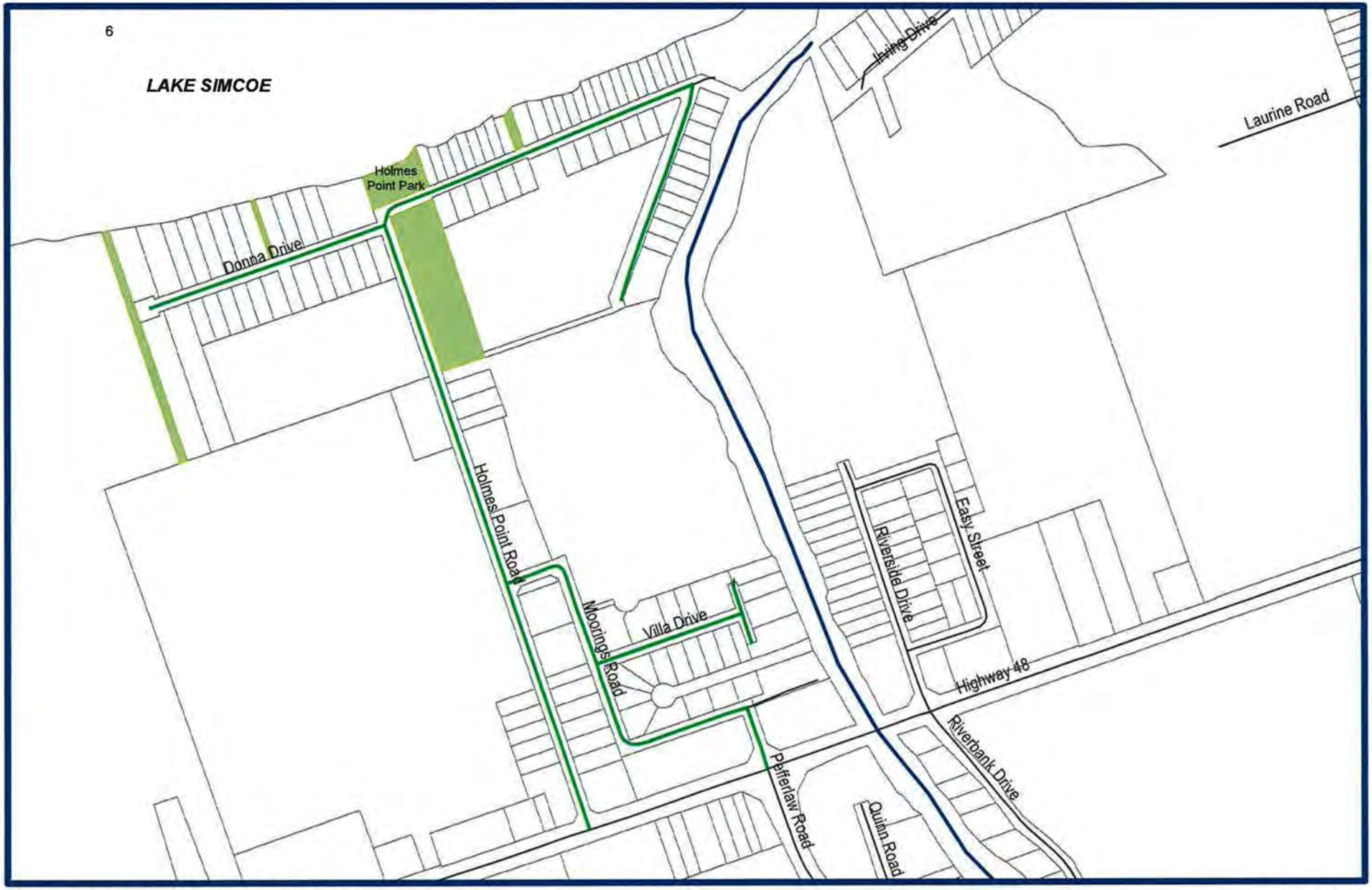
TOWN OF GEORGINA

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

N

OED-2014-0018
Attachment 2
Page 5 of 6

Date: 20/05/2014



2014 PROPOSED PARKING RESTRICTIONS
Location: Holmes Point

1:7500

Legend

In By-Laws and Signed

TOWN OF GEORGINA

N

DEPARTMENT OF OPERATIONS AND ENGINEERING
Parks and Facilities Division

OED-2014-0018
Attachment 2
Page 6 of 6

Date: 20/05/2014

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2014-0012

FOR THE CONSIDERATION OF
COUNCIL
MAY 28, 2014

SUBJECT: APPROVAL OF THE UPTOWN KESWICK BUSINESS IMPROVEMENT ASSOCIATION 2014 BUDGET

---

1. RECOMMENDATION:

1. **That Council receive Report No. ED-2014-0012 prepared by the Economic Development and Tourism Division dated May 28, 2014 respecting the Approval of the Uptown Keswick Business Improvement Association 2014 Budget.**

2. **That Council approve the Annual Budget for the Uptown Keswick Business Improvement Association as indicated in Attachment 1 of Report No. ED-2014-0012.**

3. **That Council direct the Economic Development and Tourism Division to provide notice in accordance with Section 210 (1) of the Ontario Municipal Act to advise of the Town's intent to pass a by-law to implement a tax levy to support the 2014 Annual Budget of the Uptown Keswick Business Improvement Association.**

2. PURPOSE:

To request Council's approval of the 2014 Annual Budget of the Uptown Keswick Business Improvement Association (UKBIA).

3. BACKGROUND:

In March 2014 Town Council approved a by-law to designate an area within Uptown Keswick 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.

In accordance with the Ontario Municipal Act, the UKBIA is required to have an annual budget approved by Council, prior to the Town collecting a special tax levy from members of the UKBIA. Staff note that only those commercially assessed properties and their tenants within the defined area of the UKBIA (refer to Attachment 2) are members of the UKBIA and subject to the tax levy.

In order to proceed with the collection of a special tax levy for 2014, the Board of Management held an Annual General Meeting on May 1st, 2014 and presented the 2014 budget to the members of the UKBIA. The budget shown on Attachment 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 2014 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.

4. ANALYSIS:

The ongoing work and proposed budget items of the UKBIA have been well received by the business community in Uptown Keswick.

The Board of Management for the Uptown Keswick Business Improvement Area is anxious to proceed with the initiatives outlined in the attached budget and is requesting that Council consider final approval of same.

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.

5. FINANCIAL AND BUDGETARY IMPACT:

As the special tax levy comes directly from the commercial property owners and their tenants in the designated UKBIA boundary there is no direct financial and budgetary impact to the Town of Georgina.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Once Council approves the attached 2014 budget, staff will then provide notice to all commercial property owners and their tenants of the Town's intent to pass a by-law to impose a special tax levy.

7. CONCLUSION:

That staff recommend approval of the Annual Budget for the Uptown Keswick Business Improvement Association and that notice be given to advise of the Town's intent to pass a by-law to implement a tax levy to support the 2014 annual budget.

Prepared by:

Kelan Jylha, B.I.B.
Supervisor Communications and Economic Development

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

Attachment 1 – UKBIA 2014 Budget
Attachment 2 – UKBIA Boundary

Uptown Keswick Business Improvement Association
Budget
January 1, 2014 - December 31, 2014

Revenue			
Member Levy		10,000.00	[1]
Associate Membership		1,000.00	[2]
Grants			
Economic Development Grant		4,000.00	
Total Revenue	**$**	**15,000.00**	
Expenses			
Beautification			
Flowers	500.00		
Street Decorating	500.00		[3]
Signage	2000.00		
Public Art	0		
Total		3,000.00	
Events			
Harvest Festival	6,000.00		
Winter Festival	1,500.00		
Total		7,500.00	
Marketing			
Cooperative Marketing	2,000.00		[4]
Brochure	0		
Total		2,000.00	
Director Insurance		1,000.00	
Financial Audit (Annual)		1,000.00	
Business Development/Strategy		0	
Total Expenses	**$**	**14,500.00**	
Surplus/Shortfall		**500.00**	
Bank Opening Balance (Jan. 1/14)		644.11	
Bank Closing Balance (Dec. 31/14)	**$**	**1,144.11**	

[1] Tax levy raised from charging commercial properties located within the BIA boundary. The maximum levy is $600.00 and the minimum levy is $250.00
[2] The associated member fee is $250.00
[3] The street will be decorated to correspond with festivals and events happening in the area
[4] The cooperative marketing program will help to offset the costs of advertising for local businesses in the BIA

Report No. ED-2014-0012
Attachment 2
Page 1 of 1

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT ED-2014-0013

FOR THE CONSIDERATION OF COUNCIL MAY 28, 2014

SUBJECT: WOODBINE AVENUE/RAVENSHOE ROAD GATEWAY ENTRY FEATURE CONSTUCTION

---

1. RECOMMENDATION:

1. **That Council receive Report No. ED-2014-0013 prepared by the Economic Development and Tourism Division, dated May 28, 2014 respecting the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction.**

2. **That Council award the contract for the "Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction" to Esposito Bros. Construction Ltd. in the amount of $513,231.74 excluding applicable taxes.**

3. **That Council authorize the Mayor and Clerk to adopt a by-law and to execute the necessary documents upon awarding of the Tender contract (Attachment 1).**

2. PURPOSE:

To inform Council that the Tender for the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction has closed and that two (2) qualifying bids were received. To ask Council to award the contract for the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction to the Esposito Bros. Construction Ltd.

3. BACKGROUND:

The Tender was prepared by MMM Group Limited, the Operations & Engineering Department and the Purchasing Manager. This Request for Tender (RFT) was advertised in the Georgina Advocate on April 10th, 2014, and was also advertised in Biddingo, the O.P.B.A. website and the Town's website. A mandatory site visit took place on Thursday April 17, 2014 from 10:00 a.m. to 12:00 p.m. A total of ten (10) document sets were distributed and there were three (3) addenda issued for this project to clarify questions raised and to extend the date of closing from 2:00 p.m., Friday April 25, 2014, to 2:00 p.m. Tuesday, April 29, 2014.

The tenders closed at 2:00 p.m., local time, Tuesday April 29, 2014, as per the RFT Document. The Tenders received were opened at 2:15 p.m., local time, April 29, 2014, in the Purchasing Offices, located on the Mezzanine Floor of the Civic Centre. A total of two (2) Bids were received as follows:

Company	Total Bid Price (Including H.S.T.)
Esposito Bros. Construction Ltd Nobleton, Ontario	$513,231.74
Hawkins Contracting Services Ltd Stouffville, Ontario	$525,123.16

4. ANALYSIS

Copies of the two qualifying bids received were forwarded to the Operations and Engineering Department, MMM Group Limited and the Economic Development and Tourism Division for evaluation and final recommendation. The bids were scrutinized to ensure that the bidders understood the project, had similar project experience and adhered to the budget of the project. Reference checks were performed by the project manager. As both bids were equally qualified and valid the deciding factor for the final recommendation was price. Esposito Bros. Construction Ltd. proposed the lowest bid price; therefore, the final recommendation is to award them the contract.

5. FINANCIAL AND BUDGETARY IMPACT:

The budgeted amount for the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction was $532,227.44 including HST (13%) and contingency (15%). The lowest tender price is $513,231.74 (incl. HST).

Budget Estimate

Construction Costs		$ 409,563.25
Contingency	15%	$ 61,434.49
Subtotal		$ 470,997.74
HST	13%	$ 61,229.70
Total		**$ 532,227.44**

Tender Proposal

Low Tender Price, Esposito Bros. Construction Ltd.		$ 454,187.38
Subtotal		$ 454,187.38
HST	13%	$ 59,044.36
Total		**$ 513,231.74**

Amount under budget		$ 18,995.70

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Not applicable.

7. CONCLUSION:

Staff recommend that Council award the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature contract to Esposito Bros. Construction Ltd.

Prepared by:

Karyn Stone, MCIP, RPP.
Economic Development Officer

Recommended by:

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

Recommended by:

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

Approved by:

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

Attachment 1 – Proposed By-law

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

BY-LAW NUMBER 2014-0060 (CON-2)

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A CONTRACT WITH ESPOSITO BROS. CONSTRUCTION LTD. AND THE CORPORATION OF THE TOWN OF GEORGINA FOR THE WOODBINE AVENUE /RAVENSHOE ROAD GATEWAY ENTRY FEATURE CONSTRUCTION IN THE TOWN OF GEORGINA

WHEREAS it is deemed advisable to enter into a contract between Esposito Bros. Construction Ltd. and The Corporation of the Town of Georgina with respect to the award of tender contract number OED-2014-008 with regard to the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction in the Town of Georgina.

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

1. The Mayor and Clerk are hereby authorized to execute a contract between Esposito Bros. Construction Ltd. and The Corporation of the Town of Georgina with respect to Tender Contract No. OED-2014-008;

2. The upset limit of the unit price contract is $513,231.74 (including HST).

READ and enacted this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. DAS-2014-0024

FOR THE CONSIDERATION OF COUNCIL MAY 28, 2014

SUBJECT: FEDERAL GAS TAX – RENEWED MUNICIPAL FUNDING AGREEMENT

1. RECOMMENDATION:

1. **That Council receive Report No. DAS-2014-0024 prepared by the Administrative Services Department dated May 28, 2014 respecting the Federal Gas Tax – Renewed Municipal Funding Agreement.**

2. **That Council adopt a by-law to authorize the Mayor and Clerk to execute the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds dated April 1, 2014 between the Association of Municipalities of Ontario (AMO) and the Town of Georgina.**

2. PURPOSE:

The purpose of the report is to provide information to Council regarding the renewed agreement for the Transfer of Federal Gas Tax Funds and to request Council's adoption of a by-law to give effect to the agreement which will be in effect from April 1, 2014 to March 31, 2024.

3. BACKGROUND:

In 2006, the Government of Canada recognized the pleas of municipalities across Canada for stable and predictable infrastructure funding, and designed the Gas Tax Fund (GTF) to provide municipalities with $5 billion in predictable funding over five years. The Association of Municipalities of Ontario (AMO) is responsible to administer the GTF on behalf of the Government of Canada for Ontario municipalities.

The original GTF allowed municipalities to use the funds for investments in:

- Environmentally Sustainable Municipal Infrastructure (ESMI) Projects
- Capacity Building Projects;

that supported the following environmental objectives:

- Reduced Greenhouse Gas (GHG) emissions
- Cleaner water
- Cleaner air.

ESMI Projects include the following eligible categories:

a) Public transit
b) Water
c) Wastewater
d) Solid waste
e) Community energy systems
f) Local roads, bridges and tunnels

As part of their *New Building Canada Plan*, the Federal Government has now developed a renewed GTF to provide predictable, long-term, and stable funding for Canadian municipalities. Infrastructure Canada notes that the GTF will assist municipalities to build and revitalize their local public infrastructure while creating jobs and long term prosperity.

4. ANALYSIS:

Staff have reviewed the renewed Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds dated April 2014 and have highlighted several important changes below.

Audit - The annual municipal compliance audit requirement has been removed from the Agreement. AMO advises that they have positioned this as a financial document that municipal treasurers will take responsibility for under the new risk management based framework.

Permanency - The GTF is now permanent in federal legislation. The Municipal Funding Agreement (MFA) is now ten years.

Asset Management - Asset management is a key component of the Agreement. Municipalities will have to show progress and outcomes of Asset Management planning over the life of the new Agreement.

Communications Protocol - The Agreement contains new Communications Protocol. Municipalities must notify AMO and Canada about new/planned GTF project ahead of time. Municipalities must also report on construction signage installations.

Reporting - Schedules to report on expected environmental outcomes related to roads and bridges projects will no longer be required.

Flexibility – Municipalities can "bank" or carry over funding for up to five ears. Outcomes are now focused on community benefits and not just environmental outputs.

Partial Indexation – Municipal allocations will increase in 2016 and 2018, since the GTF will grow nationally at 2% per year.

New categories of Infrastructure – Municipalities can now invest in 17 eligible categories, as listed below.

a) Local roads and bridges
b) Highways
c) Short-sea shipping
d) Short-line rail
e) Regional and local airports
f) Broadband connectivity
g) Public transit
h) Drinking water
i) Wastewater
j) Solid waste
k) Community energy systems
l) Brownfield redevelopment
m) Sport infrastructure
n) Recreational infrastructure
o) Cultural infrastructure
p) Tourism infrastructure
q) Disaster mitigation

Additionally, municipalities may use GTF for "capacity building", which includes investments related to strengthening the ability of municipalities to develop long-term planning practices.

5. FINANCIAL AND BUDGETARY IMPACT:

The GTF will transfer a total of $1,260,052 to the Town of Georgina in 2014. These funds are established as a liability on the Town's Balance Sheet until such time as they are spent in accordance with the GTF Agreement.

At the end of 2013, the Town of Georgina maintained a closing balance of $3,300,382 in its GTF account. AMO has advised that this closing balance may be saved for up to another five years (i.e. until December 31, 2018). Further, the Town may also spend these funds on local infrastructure priorities in the new eligible project categories.

6. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There has been no public consultation/notice with respect to this report. The Government of Canada is expected to officially announce the new Federal Gas Tax agreement framework in the near future.

7. CONCLUSION:

This report provides summary information regarding the renewed Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds dated April 2014 and recommends that Council adopt a by-law to authorize the Mayor and the Clerk to execute the Agreement between the Association of Municipalities of Ontario (AMO) and the Town of Georgina.

Further information regarding Federal Gas Tax Funds and the Municipal Funding Agreement may be obtained by visiting AMO's web site at www.amo.on.ca .

Recommended by:

Rebecca Mathewson, CGA
Director of Administrative Services/
Treasurer

Approved by:

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

Attachments: Agreement for the Transfer of Federal Gas Tax Revenues April 2014.

MUNICIPAL FUNDING AGREEMENT

FOR THE TRANSFER OF FEDERAL GAS TAX FUNDS

This Agreement made in duplicate as of 1st day of April, 2014.

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as "AMO")

AND:

THE TOWN OF GEORGINA

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the "Recipient")

WHEREAS the Government of Canada makes up to $2 billion per year available for allocation by the Government of Canada for the purpose of municipal, regional and First Nations infrastructure starting in the fiscal year beginning on April 1, 2014 under Section 161 of *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24;

WHEREAS Canada, the Province of Ontario, Ontario municipalities as represented by AMO and Toronto are signatories to the administrative agreement on The Federal Gas Tax Fund on April 1, 2014 (the "Canada-Ontario-AMO-Toronto Agreement"), whereby AMO agreed to administer federal gas tax funds made available to Ontario municipalities, excluding Toronto, pursuant to the Canada-Ontario-AMO-Toronto Agreement on behalf of Canada;

WHEREAS the Canada-Ontario-AMO-Toronto Agreement contains a framework for the transfer of federal gas tax funds to Ontario municipalities represented by AMO and Toronto to provide stable, reliable and predictable funding for municipal infrastructure purposes;

WHEREAS the Recipient wishes to enter into this Agreement in order to participate in the federal Gas Tax Fund;

WHEREAS AMO is carrying out the fund administration and coordinating role in accordance with its obligations set out in the Canada-Ontario-AMO-Toronto Agreement and it will accordingly undertake certain activities and require Recipients to undertake activities as set out in this Agreement.

THEREFORE the Parties agree as follows:

DAS-2014-0024
ATTACHMENT
(26 PAGES)

1. DEFINITIONS AND INTERPRETATION

1.1 **Definitions**. When used in this Agreement (including the cover and execution pages and all of the schedules), the following terms shall have the meanings ascribed to them below unless the subject matter or context is inconsistent therewith:

"Agreement" means this Agreement, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.

"Annual Report" means the duly completed report to be prepared and delivered to AMO as described in Section 7.1 and Section 1 of Schedule D.

"Asset Management Plan" means a strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions. The plan may use any appropriate format, as long as it includes the information and analysis required to be in a plan as described in Ontario's Building Together: Guide for Asset Management Plans.

"Association of Municipalities of Ontario (AMO)" means a legally incorporated entity under the *Corporations Act, 1990* R.S.O. 1990, Chapter c.38.

"Base Amount" means an amount reflecting total municipally-funded capital spending on Infrastructure between January 1, 2000 and December 31, 2004 less: (i) monies raised (during that period) under the *Development Charges Act, 1997* S.O, 1997, c.27; and (ii) monies received (during that period) by Municipalities under federal and provincial infrastructure programs against which investments of Funds will be measured to ensure that investments of Funds are incremental.

"Canada" means Her Majesty in Right of Canada, as represented by the President of the Queen's Privy Council for Canada, Minister of Infrastructure, Communities and Intergovernmental Affairs.

"**Contract**" means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

"Eligible Expenditures" means those expenditures described as eligible in Schedule C.

"Eligible Projects" means projects as described in Schedule B.

"Eligible Recipient" means:

(a) a Municipality or its agent (including its wholly owned corporation); and

(b) a non-municipal entity, including for profit, non-governmental and not-for profit organizations, on the condition that the Municipality(ies) has (have) indicated support for the project through a formal by-law passed by its (their) council(s)

"Event of Default" has the meaning given to it in Section 12.1 of this Agreement.

"First Agreement" means the Municipal Funding Agreement for the transfer of federal gas tax revenues under the New Deal for Communities entered into by AMO and the TOWN OF GEORGINA, with an expiry date of March 31, 2015.

"Funds" mean the Funds made available to the Recipient through the Gas Tax Fund, a program established by the Government of Canada under Section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by Section 233 of the *Economic Action Plan 2013 Act*, No. 1, S.C. 2013, C. 33 or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. For greater certainty: (i) Funds transferred to another Municipality in accordance with Section 6.2 of this Agreement, other than as set out in Sections 7.1(a), (c) and (f), are to be treated as Funds by the Municipality to which the Funds are transferred and are not to be treated as Funds by the Recipient; and (ii) any Funds transferred to a non-municipal entity in accordance with Section 6.3 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

"Ineligible Expenditures" means those expenditures described as ineligible in Schedule C.

"Infrastructure" means municipal or regional, publicly or privately owned, tangible capital assets primarily for public use or benefit in Ontario.

"**Lower Tier Municipality**" means a municipality that forms part of an upper-tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001* S.O. 2001 c.25.

"Municipal Fiscal Year" means the period beginning January 1st of a year and ending December 31st of the same year.

"Municipality" and "Municipalities" means every municipality as defined under the *Municipal Act, 2001* S.O. 2001 c.25.

"One Investment Program" means the co-investment program operated jointly by Local Authority Services, an incorporated subsidiary of AMO and CHUMS Financing Corporation, an incorporated wholly-owned subsidiary of the Municipal Finance Officers' Association of Ontario.

"Outcomes Report" means the report prepared and delivered to AMO by the Recipient by March 31, 2017 and again by March 31, 2022 which reports on

how Funds are supporting progress towards achieving the program benefits, more specifically described in Schedule D.

"Oversight Committee" means the committee established to monitor the overall implementation of the Canada-Ontario-AMO-Toronto Agreement.

"Parties" means AMO and the Recipient.

"Recipient" has the meaning given to it on the first page of this Agreement.

"Third Party" means any person or legal entity, other than the Parties to this Agreement who participates in the implementation of an Eligible Project by means of a Contract.

"Transfer By-law" means a by-law passed by Council of the Recipient pursuant to Section 6.2 and delivered to AMO in accordance with that section.

"Unspent Funds" means the amount reported as unspent by the Recipient as of December 31, 2013 as submitted in the Recipient's 2013 Annual Expenditure Report (as defined under the First Agreement).

"Upper Tier Municipality" means a Municipality of which two or more lower-tier municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001* S.O. 2001 c.25.

1.2 **Interpretations**:

Herein, etc. The words "herein", "hereof" and "hereunder" and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.

Currency. Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.

Statutes. Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

Gender, singular, etc. Words importing the masculine gender include the feminine or neuter gender and words in the singular include the plural, and vice versa.

2. TERM OF AGREEMENT

2.1 **Term**. Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall be in effect from the date set out on the first page of this Agreement, up to and including March 31, 2024.

2.2 **Review**. This Agreement will be reviewed by AMO by December 31, 2018.

2.3 **Amendment**. This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.

2.4 **Notice**. Any of the Parties may terminate this Agreement on two (2) years written notice.

2.5 The Parties agree that the First Agreement, including section 15.4 thereof, is hereby terminated. Notwithstanding the termination of the First Agreement, including section 15.4, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the First Agreement as set forth in sections 5, 7, 10.4, 10.5 and 10.6 of the First Agreement shall survive the said termination.

3. RECIPIENT REQUIREMENTS

3.1 **Communications.** The Recipient will comply with all requirements outlined in Schedule E, including:

(a) Providing upfront project information on an annual basis for communications purposes;

(b) Including Canada in local project communications; and

(c) Installing federal project signs.

3.2 **Incrementality.** Any Funds that the Recipient may receive from Canada are not intended to replace or displace existing sources of funding for the Recipient's tangible capital assets. The Recipient will ensure that its total annual expenditures on tangible capital assets over the life of the Agreement, on average, will not be less than the Base Amount.

3.3 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

(a) The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

4. ELIGIBLE PROJECTS

4.1 **Eligible Project Categories**. Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in the categories of public transit, local roads and bridges, wastewater, water, solid waste, community energy systems, capacity building, local and regional

airports, short-line rail, short-sea shipping, disaster mitigation, broadband connectivity, brownfield redevelopment, cultural, tourism, sport and recreational infrastructure, as more specifically described in Schedule B and Schedule C.

4.2 **Recipient Fully Responsible**. The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule B and Schedule C.

5. ELIGIBLE EXPENDITURES

5.1 **Eligible Expenditures**. Schedule C sets out specific requirements for Eligible and Ineligible Expenditures.

5.2 **Discretion of Canada.** Subject to Section 5.1, the eligibility of any items not listed in Schedule B and/or Schedule C to this Agreement is solely at the discretion of Canada.

5.3 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the First Agreement.

5.4 **Reasonable Access**. The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.

5.5 **Retention of Receipts**. The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures in accordance with the Recipient's municipal records retention by-law and, upon reasonable notice, make them available to AMO and Canada.

6. FUNDS

6.1 **Allocation of Funds**. AMO will allocate and transfer Funds that Canada may make available for Ontario Municipalities to Recipients on a *per capita* basis with allocations made on a 50:50 basis to upper-tier and lower-tier Municipalities, where they exist.

6.2 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the "Transferee Municipality"):

(a) The allocation and transfer shall be authorized by by-law (a **"Transfer By-law"**). The Transfer By-law shall be passed by the Recipient's council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the

amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year specified in the Transfer By-law.

(b) The Recipient is still required to submit an Annual Report in accordance with Sections 7.1 (a), (c) and (f) hereof with respect to the Funds transferred.

(c) No transfer of Funds pursuant to this Section 6.2 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient's obligations under this Agreement with respect to the Funds transferred; in a form satisfactory to AMO.

6.3 **Transfer of Funds to a non-municipal entity.** Where a Recipient decides to support an Eligible Project undertaken by an Eligible Recipient that is not a Municipality:

(a) The provision of such support shall be authorized by a by-law (a "Non-municipal Transfer By-law"). The Non-municipal Transfer By-law shall be passed by the Recipient's council and submitted to AMO as soon as practicable thereafter. The Non-municipal Transfer By-law shall identify the Eligible Recipient, and the amount of Funds the Eligible Recipient is to receive for that Eligible Project.

(b) The Recipient shall continue to be bound by all of the provisions of this Agreement notwithstanding any such transfer.

(c) No transfer of Funds pursuant to this Section 6.3 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient's obligations under this Agreement with respect to the Funds transferred, in a form satisfactory to AMO.

6.4 **Use of Funds**. The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

6.5 **Schedule of payout of Funds**. The Recipient agrees that all Funds are to be transferred by AMO to the Recipient as set out in Schedule A. Subject to Section 6.14, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO, and, more specifically on the basis set out in Schedule A.

6.6 **Use of Funds**. The Recipient will deposit the Funds in a dedicated reserve fund or other separate distinct interest bearing account or invest the Funds through the One Investment Program or any other eligible investment permitted by the Ontario *Municipal Act, 2001* and shall retain the Funds in such

reserve fund, account or investment until the Funds are expended or transferred in accordance with this Agreement. The Recipient shall ensure that:

(a) any investment of unexpended Funds will be in accordance with Ontario law and the Recipient's investment policy; and,

(b) any interest earned on Funds will only be applied to Eligible Expenditures for Eligible Projects, more specifically on the basis set out in Schedule B and Schedule C.

6.7 **Funds advanced**. Funds transferred by AMO to the Recipient shall be expended by the Recipient in respect of Eligible Expenditures within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period. AMO reserves the right to declare that Unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

6.8 **Expenditure of Funds**. The Recipient shall expend all Funds by December 31, 2028.

6.9 **GST & HST**. The use of Funds is based on the net amount of goods and services tax or harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.

6.10 **Limit on Canada's Financial Commitments**. The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.

6.11 **Federal Funds.** The Recipient agrees that any Funds received will be treated as federal funds for the purpose of other federal infrastructure programs.

6.12 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.

6.13 **Withholding Payment**. AMO may withhold payment of Funds where the Recipient is in default of compliance with any provisions of this Agreement.

6.14 **Insufficient funds provided by Canada**. Notwithstanding Section 2.4, if Canada does not provide sufficient funds to continue the Funds for any Municipal Fiscal Year during which this Agreement is in effect, AMO may terminate this Agreement.

7. REPORTING REQUIREMENTS

7.1 **Annual Report**. The Recipient shall report in the form in Schedule D due by March 31st following each Municipal Fiscal Year on:

(a) the amounts received from AMO under this Agreement in respect of the previous Municipal Fiscal Year;

(b) the amounts received from another Municipality;

(c) the amounts transferred to another Municipality;

(d) amounts paid by the Recipient in aggregate for Eligible Projects;

(e) amounts held at year end by the Recipient in aggregate, including interest, to pay for Eligible Projects;

(f) indicate in a narrative the progress that the Recipient has made in meeting its commitments and contributions; and,

(g) a listing of all Eligible Projects that have been funded, indicating the location, investment category, project description, amount of Funds and total project cost.

7.2 **Outcomes Report**. The Recipient shall account in writing for outcomes achieved as a result of the Funds through an Outcomes Report to be submitted to AMO. Specifically the Outcomes Report shall describe, in a manner to be provided by AMO, the degree to which investments in each Eligible Project are supporting progress towards achieving:

(a) beneficial impacts on communities of completed Eligible Projects; and

(b) enhanced impact of Funds as a predictable source of funding.

8. ASSET MANAGEMENT

8.1 **Asset Management Plan.** The Recipient will develop and implement an Asset Management Plan prior to December 31, 2016.

8.2 **Outcomes.** On a date and in a manner to be determined by AMO, the Recipient will provide a report to AMO demonstrating that Asset Management Plans are being used to guide infrastructure planning and investment decisions and how Funds are being used to address priority projects.

9. RECORDS AND AUDIT

9.1 **Accounting Principles**. All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles (GAAP) in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Canadian Institute of Chartered Accountants or any successor institute, applied on a consistent basis.

9.2 **Separate Records**. The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice, the Recipient shall submit all records and documentation relating to the Funds to AMO and Canada for inspection or audit.

9.3 **External Auditor**. AMO and/or Canada may request, upon written notification, an audit of Eligible Project or an Annual Report. AMO shall retain an external auditor to carry out an audit of the material referred to in Sections 5.4 and 5.5 of this Agreement. AMO shall ensure that any auditor who conducts an audit pursuant to this Section of this Agreement or otherwise, provides a copy of the audit report to the Recipient and Canada at the same time that the audit report is given to AMO.

10. INSURANCE AND INDEMNITY

10.1 **Insurance**. The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 6 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking Eligible Projects, including, where appropriate and without limitation, property, construction and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.

10.2 **Certificates of Insurance**. Throughout the term of this Agreement, the Recipient shall provide AMO with a valid certificate of insurance that confirms compliance with the requirements of Section 10.1. No Funds shall be expended or transferred pursuant to this Agreement until such certificate has been delivered to AMO.

10.3 **AMO not liable**. In no event shall Canada or AMO be liable for:

(a) any bodily injury, death or property damages to the Recipient, its employees, agents or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents or consultants, arising out of or in any way related to this Agreement; or

(b) any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents or consultants arising out of any or in any way related to this Agreement.

10.4 **Recipient to Compensate Canada**. The Recipient will ensure that it will not, at any time, hold Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times,

compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funds or an Eligible Project. The Recipient's obligation to compensate as set out in this section does not apply to the extent to which such claims or losses relate to the negligence of an officer, servant, employee, or agent of Canada in the performance of his or her duties.

10.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an **"Indemnitee"**), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

(a) the Funds;

(b) the Recipient's Eligible Projects, including the design, construction, operation, maintenance and repair of any part or all of the Eligible Projects;

(c) the performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees and agents, or by a Third Party, its officers, servants, employees, or agents; and

(d) any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees or agents.

11. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

11.1 **Reinvestment**. The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

11.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered or otherwise disposed of.

11.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered or otherwise disposed of, remains primarily for public use or benefit.

12. DEFAULT AND TERMINATION

12.1 **Event of Default**. AMO may declare in writing that an event of default has occurred when the Recipient has not complied with any condition, undertaking

or term in this Agreement. AMO will not declare in writing that an event of default has occurred unless it has first consulted with the Recipient. Each and every one of the following events is an "Event of Default":

(a) failure by the Recipient to deliver in a timely manner an Annual Report or Outcomes Report.

(b) delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement.

(c) failure by the Recipient to co-operate in an external audit undertaken by AMO or its agents.

(d) delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement.

(e) failure by the Recipient to expend Funds in accordance with Section 6.7.

12.2 **Waiver**. AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.

12.3 **Remedies on default**. If AMO declares that an Event of Default has occurred under Section 12.1, after thirty (30) calendar days from the Recipient's receipt of the notice of an Event of Default, it may immediately terminate or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

12.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

13. CONFLICT OF INTEREST

13.1 **No conflict of interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

14. NOTICE

14.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by

facsimile or email to the addresses, the facsimile numbers or email addresses set out in Section 14.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by facsimile shall be deemed to have been given when sent; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by facsimile or email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.

14.2 **Representatives**. The individuals identified in Section 14.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.

14.3 **Addresses for Notice**. Further to Section 14.1 of this Agreement, notice can be given at the following addresses:

(a) If to AMO:

Executive Director
Federal Gas Tax Fund Agreement
Association of Municipalities of Ontario
200 University Avenue, Suite 801
Toronto, ON M5H 3C6

Telephone: 416-971-9856
Facsimile: 416-971-6191
Email: gastax@amo.on.ca

(b) If to the Recipient:

Rebecca Mathewson
Director of Administrative Services & Treasurer
Town of Georgina
26557 Civic Centre Rd., R.R.2,
Keswick, ON L4P 3G1
Telephone: (905) 476-4301 x2201
Facsimile: (905) 476-8100
Email: rmathewson@georgina.ca

15. MISCELLANEOUS

15.1 **Counterpart Signature**. This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original Agreement.

15.2 **Severability**. If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

15.3 **Waiver**. AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.

15.4 **Governing Law**. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.

15.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 5, 6.7, 6.8, 7, 10.4, 10.5, 11, 12.4 and 15.8.

15.6 **AMO, Canada and Recipient independent**. The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

15.7 **No Authority to Represent**. The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Canada or AMO.

15.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.

15.9 **Priority**. In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.

16. SCHEDULES

16.1 This Agreement, including:

Schedule A Schedule of Fund Payments

Schedule B Eligible Project Categories

Schedule C Eligible and Ineligible Expenditures

Schedule D Reporting

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

17. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, sealed and delivered this Agreement on the date set out on the front page.

RECIPIENT'S NAME: **TOWN OF GEORGINA**

By: _____ _____
Name: Date
Title:

Affix Corporate Seal

_____ _____
Name: Date
Title:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____ _____
Title: Executive Director Date

Affix Corporate Seal

In the presence of:

_____ _____
Witness: Date
Title:

SCHEDULE A

SCHEDULE OF FUND PAYMENTS

RECIPIENT'S NAME: TOWN OF GEORGINA

The following represents an estimate of the Funds and schedule of payments for the first five (5) years of the Agreement.

Year	Schedule of Fund Payments	
	Payment #1	Payment #2
2014	$630,026.37	$630,026.37
2015	$630,026.37	$630,026.37
2016	$661,527.69	$661,527.69
2017	$661,527.69	$661,527.69
2018	$693,029.01	$693,029.00

An estimate of the Funds and schedule of payments for the latter five (5) years of the Agreement (2019-2023) will be provided following the review and amendment procedures specified in Section 2.2 and 2.3.

SCHEDULE B

ELIGIBLE PROJECT CATEGORIES

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

1. Local roads and bridges – i.e. roads, bridges, tunnels, highways and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).

2. Public transit – i.e. a shared passenger transport system which is available for public use.

3. Drinking Water – i.e. drinking water conservation, collection, treatment and distribution systems.

4. Wastewater – i.e. wastewater and storm water collection, treatment and management systems.

5. Solid waste – i.e. solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.

6. Community energy systems – i.e. infrastructure that generates or increases the efficient usage of energy.

7. Capacity building - i.e. investments related to strengthening the ability of Municipalities to develop long-term planning practices.

8. Short-sea shipping – i.e. infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.

9. Short-line rail – i.e. railway related infrastructure for carriage of passengers or freight.

10. Regional and local airports – i.e. airport-related infrastructure (excludes the National Airport System).

11. Broadband connectivity – i.e. infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.

12. Brownfield Redevelopment i.e. remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:

    (a) the construction of public infrastructure as identified in the context of any other eligible category referred to in this Schedule, and/or;

    (b) the construction of municipal use public parks and publicly-owned social housing.

13. Sport Infrastructure – i.e. amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Junior A)).

14. Recreational Infrastructure - i.e. recreational facilities or networks.

15. Cultural Infrastructure – i.e. infrastructure that supports arts, humanities, and heritage.

16. Tourism Infrastructure – i.e. infrastructure that attracts travelers for recreation, leisure, business or other purposes.

17. Disaster mitigation – i.e. infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C

ELIGIBLE AND INELIGIBLE EXPENDITURES

1. **Eligible Expenditures**

1.1 **Eligible Expenditures of Recipients** will be limited to the following:

(a) the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

(b) for capacity building category only, the expenditures related to strengthening the ability of Municipalities to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

(i) studies, strategies, or systems related to asset management, which may include software acquisition and implementation;

(ii) training directly related to asset management planning; and,

(iii) long-term infrastructure plans.

(c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 **Employee and Equipment Costs**: The incremental costs of the Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

(a) the Recipient is able to demonstrate that it is not economically feasible to tender a contract;

(b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and

(c) the arrangement is approved in advance and in writing by the Oversight Committee.

1.3 **AMO as Agreement Administrator**: Up to 0.5% of the total funds will used by AMO to undertake the administrative responsibilities to implement the Agreement and to undertake related capacity building and program delivery including expenditures associated with communication activities such as public project announcements and signage. Canada will review and accept AMO's detailed business case submitted in accordance with the Canada-Ontario-AMO-Toronto Agreement prior to undertaking the administrative and related activities.

2. **Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

(a) project expenditures incurred before April 1, 2005;

(b) project expenditures incurred before April 1, 2014 for the following Eligible Project categories:

(i) regional and local airports;

(ii) short-line rail;

(iii) short-sea shipping;

(iv) disaster mitigation;

(v) broadband connectivity;

(vi) brownfield redevelopment;

(vii) cultural infrastructure;

(viii) tourism infrastructure;

(ix) sport infrastructure; and

(x) recreational infrastructure.

(c) the cost of leasing of equipment by the Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs of Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;

(d) taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates;

(e) purchase of land or any interest therein, and related costs;

(f) legal fees; and

(g) routine repair and maintenance costs.

SCHEDULE D

REPORTING

1. Annual Report

By March 31st of each year, the Recipient will provide to AMO an Annual Report in an electronic format deemed acceptable to AMO, consisting of the following:

(a) Financial Reporting Table: The financial report table will be submitted in accordance with the following template:

Annual Report Financial Table	Annual	Cumulative
	20xx	2014 - 20xx
Opening Balance[1]	$xxx	
Received from AMO	$xxx	$xxx
Interest Earned	$xxx	$xxx
Received from a Municipality	$xxx	$xxx
Transferred to a Municipality	($xxx)	($xxx)
Spent on Eligible Projects (for each Eligible Project category)	($xxx)	($xxx)
Closing Balance of unspent funds	$xxx	

(b) Project List: The Recipient will provide to AMO a project list submitted in accordance with the following template:

Recipient	Project Title	Project Description	Eligible Project category	Total Project Cost	Funds (GTF) Spent	Completed
						(Yes/No/Ongoing)
						(Yes/No/Ongoing)
						(Yes/No/Ongoing)
						(Yes/No/Ongoing)

[1] For the 2014 *Annual Report* this means the amount reported as unspent by the *Recipient* at December 31, 2013 as reported in the 2013 *Annual Expenditure Report* (as defined under the First Agreement).

2. **Project Outcomes**.

The Outcomes Report shall outline, in a manner to be provided by AMO, the degree to which investments in each project are supporting progress towards achieving:

(a) Beneficial impacts on communities of completed Eligible Projects; and

(b) Enhanced impact of Funds as a predictable source of funding.

3. **Asset Management Outcomes.**

On a date and in a manner to be determined by AMO, the Recipient will provide a report to AMO demonstrating that Asset Management Plans are being used to guide infrastructure planning and investment decisions and how Funds are being used to address priority projects.

SCHEDULE E

COMMUNICATIONS PROTOCOL

1. **Purpose.** The provisions of this Communications Protocol apply to all communications activities related to any Funds and Eligible Projects. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. **Information Sharing**. The Recipient agrees to provide AMO with upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, in an electronic format deemed acceptable by AMO, by March 31. Information will include, at a minimum: Eligible Project name, Eligible Category, Eligible Project description, total budgeted federal contribution (gas tax) and anticipated start date.

3. **Project Signage**

   3.1 The Recipient may have a sign recognizing its contribution to Eligible Projects.

   3.2 At Canada's request, the Recipient will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content and installation guidelines will be provided by Canada.

   3.3 Where the Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project and be approved by Canada.

   3.4 The Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

   3.5 The Recipient agrees to inform AMO of signage installations, in a manner determined by AMO.

4. **Media Events and Announcements for Eligible Projects**

   4.1 The Recipient agrees to have regular announcements of Eligible Projects that are benefitting from the Funds that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

   4.2 Media events and announcements include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

   4.3 Canada, AMO or the Recipient, may request a media event or announcement.

   4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of AMO, Canada and the Recipient.

AMO as administrator will ensure prior knowledge and agreement of other signatories to the Canada-Ontario-AMO-Toronto Agreement.

4.5 Canada, AMO or the Recipient in requesting a media event or an announcement will provide at least 21 working days' notice to the Parties of their intention to undertake such an event. The event will take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada. The AMO, Canada and the Recipient will have the opportunity to participate in such events through a designated representative. Each participant will choose its designated representative.

4.6 The conduct of all joint media events, announcements and products will follow the Table of Precedence for Canada as outlined at the current Government of Canada website.

4.7 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.

4.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

5. **Program Communications**

5.1 The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.

5.2 When undertaking such activities, the Recipient will provide the opportunity for AMO and Canada to participate and will recognize the funding of all contributors.

5.3 Canada and AMO agree that they will not unreasonably restrict the Recipient from: (i) using, for its own purposes, public communications products related to the Funds prepared by Canada or AMO (**"Communication Products"**) or, (ii) linking to web-based Communication Products.

5.4 Notwithstanding Section 4 of Schedule E, Canada retains the right to meet its obligations to communicate information to Canadians about the use of Funds through communications products and activities.

6. **Operational Communications**

6.1 The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction and public safety notices. Operational communications as described above are not subject to the federal official languages policy.

6.2 The Recipient will share information promptly with Canada and AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise Recipients, when appropriate, about media inquiries received by it concerning an Eligible Project and, when appropriate, other

signatories to the Canada-Ontario-AMO-Toronto Agreement will advise the Recipient about media inquiries, concerning an Eligible Project.

7. **Communicating Success Stories.** The Recipient agrees to communicate with Canada and AMO for the purposes of collaborating on communications activities and produces including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. **Advertising Campaigns.** Recognizing that advertising can be an effective means of communication with the public, the Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or the Eligible Projects. However such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the Recipient agrees to inform Canada and AMO of its intention, and to inform them no less than 21 working days prior to the campaign launch.

interoffice MEMO

Planning and Building Department
Town of Georgina

DATE: May 14, 2014

TO: Yvonne Aubichon, Clerk
Carolyn Lance, Council Services Coordinator

CC: Harold Lenters, Director of Planning & Building
Mamata Baykar, Secretary-Treasurer, Committee of Adjustment
Natalie Wong, Junior Planner

FROM: Velvet Ross, Manager of Planning

RE: Committee of Adjustment – June 16, 2014 Meeting - UNDER REVIEW

The following is provided for Council's information respecting Committee of Adjustment matters currently under consideration.

File	Owner	Location	COA Meeting Date	Status
A16-14 Minor Variance	Regional Municipality of York	23068 Warden Avenue; Transfer Station Site	June 16, 2014	**Under Review Staff Report available June 12, 2014**
Proposal	York Region is proposing to construct a metal Household Hazardous Waste Building (HHWB), including scale house, at their existing Transfer Station on Warden Avenue. Zoning relief is required to permit the HHWB and scale house to be constructed at a minimum setback of 8 metres from the rear lot line, and the proposed inbound weigh scale at a minimum setback of 3 metres from the rear lot line. Section 24.4 (a) of By-law 500 requires a minimum setback of 30 metres from the rear lot line for these structures. The property to the rear of the Transfer Station Site is owned by the Town of Georgina.			
File	**Owner**	**Location**	**COA Meeting Date**	**Status**
A15-14 Minor Variance	Timothy and Leslie Unwin	20 Natanya Blvd, Keswick	June 16, 2014	**Under Review Staff Report available June 12, 2014**
Proposal	The owners are proposing to construct an unenclosed porch, having a minimum setback from the westerly interior lot line of 0.6 metres, whereas Section 6.1 (f) of By-law 500 requires a minimum setback of 1.2 metres. Pursuant to Section 5.45			

	(a) of the By-law, eaves are permitted to extend into the side yard by an additional 0.5 metres. The applicant has indicated that with the eaves, the setback from the eavestroughing will be 0.1 metre from the westerly interior lot line.

Should Council wish to obtain further information, please contact Mamata Baykar, Secretary-Treasurer to the Committee of Adjustment.

/vlr

interoffice MEMO

Planning and Building Department
Town of Georgina

DATE: May 16, 2014

TO: Yvonne Aubichon, Clerk
Carolyn Lance, Council Services Coordinator

CC: Harold Lenters, Director of Planning & Building
Mamata Baykar, Secretary-Treasurer, Committee of Adjustment
Natalie Wong, Junior Planner

FROM: Velvet Ross, Manager of Planning

RE: Committee of Adjustment – May 20, 2014 Meeting - STAFF RECOMMENDATIONS

The following is provided for Council's information respecting Committee of Adjustment matters currently under consideration.

File	Owner	Location	COA Meeting Date	Status
A11-14 Minor Variance	The Finish Social Club (Toronto) c/o Hans Myrskog	10064 Old Shiloh Road, Udora	May 20, 2014	**Agenda Released with Staff Report**
Proposal	The owners are seeking approval for relief from Section 27.5.58 of Zoning By-law 500 to permit the construction of a proposed 1 storey addition to the west side of the existing 2 storey clubhouse, resulting in a total floor area of the clubhouse of approximately 395 square metres; whereas a maximum floor area of 340 square metres is permitted. The addition will provide a kitchen and washroom facilities within the clubhouse. Staff Recommendation: Support with requested imposition of a term requiring the owner to satisfy the conditions of the Lake Simcoe Region Conservation Authority (LSRCA) respecting permit GP.2014.006, which has been issued for the works associated with the construction of the proposed addition.			
File	**Owner**	**Location**	**COA Meeting Date**	**Status**
A12-14 Minor Variance	Christopher Borsellino and Jennifer Pike	213 North Channel Drive, Keswick	May 20, 2014	**Agenda Released with Staff Report**
Proposal	The owner is seeking relief from Section 5.1 (d) of Zoning By-law 500 to permit an existing shed to remain in its current location, having minimum setbacks of 0.2 metres, 0.4 metres and 0.5 metres from the northerly interior side lot line; whereas the By-law requires a minimum setback from the interior side lot line of 1.2 metres for that portion of the shed located within the interior side yard, and 1.0 metres for that portion of the shed located within the front yard.			

	Staff Recommendation: Recommendation of refusal for the application as submitted to legalize existing location because the roof structure and eaves of the shed encroach over the property line onto the neighbouring property. As an alternative however, staff have no objection to recognize the existing setbacks provided the structure was altered to remove any encroachment over the property line. In this regard, staff support with additional recommendation that relief also be granted for nil (0 metre) setback from eaves; subject to conditions requiring (i) grading work completed to satisfaction of Engineering Division; and (ii) submission of payment for outstanding taxes; and also be subject to various terms, including: (i) that the owner obtain a building permit for the shed and prior to final approval of the permit, the owner be required to submit a Surveyor's report indicating no portion of the eaves extend beyond the property line; (ii) that the uses within the shed be restricted to non-habitable uses only; (iii) that the shed not be serviced by water or sanitary services; (iv) that any hazardous substances be stored at least 30 cm above the wave uprush elevation (219.65 MASL); and (v) that the owner obtains a permit from the LSRCA under Ont. Reg.179/06.			
File	**Owner**	**Location**	**COA Meeting Date**	**Status**
B13-13 Consent	**2365643 Ont. Inc. c/o Mostafa Fattah (Agent: Frank Inserra)**	**23721 Hwy 48, Baldwin**	**May 20, 2014** ***(deferred from Nov 18/13 and Apr 14/14)***	**Agenda Released with Staff Report**
Proposal	The purpose of the consent application is to sever the rear half (approx.) of the 8 hectare parcel fronting onto Hwy 48 (a measured depth of approximately 185 metres from Hwy 48), and merge same with Mr. Inserra's property which fronts on Aird Court (48 Aird Court). As this application is for a lot addition, no new lots will be created as a result. The Hwy 48 parcel (subject and remainder) received approval for Official Plan Amendment and Zoning Amendment applications on May 25/09 to permit a Go-Kart Track and Indoor Paintball uses. The Official Plan Amendment was approved by York Region and came into force on September 18/09. Prior to the passing of the amending Zoning By-law, a Restrictive Covenant Agreement between the Owner and the Town is to be prepared and registered on title to the lands, all at the owner's/applicant's expense. The Agreement is to address the hours of operation of the Go-Kart Use. On April 23/14, Council granted authorization to enter into the Agreement, however as the Agreement has not yet been registered, the amending Zoning By-law cannot be passed and the file remains open. The development of the Go-Kart facility will require the submission and approval of a Site Plan Application. Staff Recommendation: Recommendation of refusal for the application as submitted, to sever the property at a distance of approximately 185 metres easterly from the front lot line because: (i) the proposed severance line would separate the sewage disposal system (on the "subject" lands) away from the plaza which it serves (on the "retained" lands); and (ii) the proposed severance line would also reduce the size of the area proposed to be used for the Go-Kart facility and affect the ultimate design of same. As an alternative, staff recommended the proposed severance line encapsulate the sewage system as well as the area for the proposed Go-Kart facility within the retained lands, which would result in the line being approximately 250 metres easterly from the Hwy 48 lot line. The new severance line would ensure that both the sewage disposal system and the Go-Kart			

	facility as approved by Council would be wholly contained within the retained lands. The owner of the lands supports staff's position. To this end, staff support the application having a revised location for the severance line, being approximately 250 metres measured from the Hwy 48 frontage. Comments from the Lake Simcoe Region Conservation Authority (LSRCA) indicated that they would like to ensure the existing secondary driveway access from Hwy 48 to the beneficiary parcel (48 Aird Court) be protected in perpetuity to ensure that safe access can be provided to the beneficiary parcel in the event of a flood. In this regard, they have requested the imposition of a condition requiring a permanent access easement or right-of-way be granted and registered on title to the retained lands in favour of the subject and beneficiary parcels, and that same be maintained by the beneficiary landowner.

Should Council wish to obtain further information, please contact Mamata Baykar, Secretary-Treasurer to the Committee of Adjustment.
/vlr

MEMORANDUM

TO: Mayor Grossi
Members of Council

FROM: Yvonne Aubichon, Town Clerk

SUBJECT: General Information Items

DATE: May 28, 2014

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

i) OMERS Update; 2014 OMERS SPC Process Yields 8 proposals; SPC 14-03 - Reduced Indexing, SPC 14-04 - Indexing Suspended for Five Years, SPC 14-05 - Disability Waiver, SPC 14-07 - Adjust Contribution Rates, SPC 14-01 - Pension Accrual Change to 1.85% from 2.0%, SPC 14-02 - Early Retirement Reductions for pensions accrued after December 31, 2016, SPC 14-08 - NRA 60 Paramedics and SPC 14-06 - NRA 60 Police Civilians.

ii) AMO Communications Watch File; Provincial Election, Renewed P3 Canada Fund, AMO Conference, LAS Procurement Programs, Municipal Information & Data Analysis System (MIDAS).

SUTTON AGRICULTURAL SOCIETY
P.O. Box 460, Sutton, ON L0E 1R0
Tel: (905)722-3165, Fax: (905) 722-3160
Email: info@suttonfair.com Web: www.suttonfair.com

RECEIVED MAY 14 2014

May 1, 2014

Town of Georgina

26557 Civic Centre Road

RR#2 Keswick, Ontario

L4P 3G1

Attention: Carolyn Lance – Administrative Assistant to the Town Clerk, Council Services Coordinator

Dear Carolyn,

Re: 159th Sutton Fair & Horse Show – August 7, 8, 9, 10, 2014

The fair is fast approaching and this letter will serve as the Sutton Agricultural Society's official request for:

-a temporary road closure of Fairpark Lane between Hawkins Street and Snooks Road

-to operate an entertainment tent

-the Town of Georgina to declare our fair a community event

The dates of the 159th Sutton Fair are listed above.

We look forward to hearing from you in this regard.

Thank you for your time,

Claire Bunnik

Claire Bunnik

Secretary

Sutton Agricultural Society

Declaration:

Lake Simcoe to be the First Heritage Lake in Canada

BY MARI MOSSMAN

Lake Simcoe has a long and rich heritage. On June 11, 2014, this will be recognized with the declaration of Lake Simcoe as the first Heritage Lake in Canada. The declaration will take place at the Lake Simcoe Conservation Foundation Dinner at The Manor Carrying Place Golf and Country Club.

As Becky Big Canoe wrote in *Lake Simcoe Living*'s January-February issue, the earliest people of the Lake Simcoe area were the Hurons, who grew acres of corn, beans, squash and tobacco, and fished to provide food and fertilizer. They had an extensive trade network that stretched across North America.

The explorers Samuel De Champlain, Robert de La Salle and Sir John Franklin followed the trade network of the First Nations to go across Canada.

Explorers portaging from Toronto north on the native Toronto Carrying Place Trail loaded their goods into their huge birch bark canoes and paddled down the Holland River to Lake Simcoe.

Travelling on the lake was dangerous at times. They headed for the "Narrows" where Lake Simcoe meets Lake Couchiching, and paddled up through the Severn River to Georgian Bay. They traded with the natives for furs, mostly beaver pelts to make hats in Europe.

A thriving lumber business and ice industry brought thousands of people to the Lake Simcoe area. At first the steamboats delivered mail and goods to the settlers, then the railway was built. It came to deliver the lumber and ice south to the cities and the steamboats became pleasure boats. People came on the train from Toronto to Lefroy or Gilford and boarded a boat for an evening of dancing under the stars.

Heritage Lake Simcoe bookmark

The declaration of Lake Simcoe as Canada's First Heritage Lake is expected to give tourism around the lake a huge boost. Existing trails could be identified as Heritage Trails, and linked up so people could bike, hike, drive, walk, kayak or motorbike throughout the region. There could be bus tours featuring historical places, art studios tours, restaurants, the Holland Marsh, the maple bushes, beaches, summer events and church dinners. Quilters on tour, woodworkers, painters — all looking for outings that are popular to do in a group or by the carload.

Naturalists would be interested in coming to the area, I'm sure, as would people who cross-country ski, snowshoe and ice fish.

And Lake Simcoe will get the recognition it deserves. LSL

Marj Mossman grew up spending summer at Lake Simcoe, and now has retired in the area with her husband. Together with Barb Love, she started Heritage Lake Simcoe. Read their blog on lakesimcoeliving.com.

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

BY-LAW NUMBER 2014-0060 (CON-2)

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A CONTRACT WITH ESPOSITO BROS. CONSTRUCTION LTD. AND THE CORPORATION OF THE TOWN OF GEORGINA FOR THE WOODBINE AVENUE /RAVENSHOE ROAD GATEWAY ENTRY FEATURE CONSTRUCTION IN THE TOWN OF GEORGINA

WHEREAS it is deemed advisable to enter into a contract between Esposito Bros. Construction Ltd. and The Corporation of the Town of Georgina with respect to the award of tender contract number OED-2014-008 with regard to the Woodbine Avenue/Ravenshoe Road Gateway Entry Feature Construction in the Town of Georgina.

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

1. The Mayor and Clerk are hereby authorized to execute a contract between Esposito Bros. Construction Ltd. and The Corporation of the Town of Georgina with respect to Tender Contract No. OED-2014-008;

2. The upset limit of the unit price contract is $513,231.74 (including HST).

READ and enacted this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

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

BY-LAW NUMBER 2014-0061

A BY-LAW TO AMEND BY-LAW NUMBER 500, BEING A BY-LAW TO REGULATE THE USE OF LANDS AND THE CHARACTER, LOCATION AND USE OF BUILDINGS AND STRUCTURES WITHIN THE TOWN OF GEORGINA.

Pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, the Council of the Town of Georgina **ENACTS AS FOLLOWS:**

1. That **SECTION 2 – DEFINITIONS**, be amended by adding Section 2.140(a) as follows:

   "**2.140 (a) OUTDOOR SOLID-FUEL COMBUSTION APPLIANCE:** means an outdoor wood burning appliance or a solid-fuel-burning appliance which is used for the space heating of buildings, the heating of water, or any other such purpose, and which is located in a separate building or on the exterior of the building which it serves."

2. That **SECTION 2- DEFINITIONS**, be amended by revising Section 2.29 to read as follows:

   "2.29 BUILDING OR STRUCTURE, ACCESSORY: means a detached,

subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use. **Notwithstanding any other provision of this By-law, an Outdoor Solid-Fuel Combustion Appliance shall not be considered to be an accessory building or structure under this By-law, and shall only be permitted and installed in compliance with By-law Number 2014-0061 (or such by-law as may be passed in substitution therefor)."**

3. That **SECTION 2 – DEFINITIONS**, be amended by revising Section 2.209 to read as follows:

   "2.209 USE, ACCESSORY: means a use naturally and normally incidental, subordinate in purpose and floor area, and exclusively devoted to a main use of land, building or structure located on the same lot. **Notwithstanding any other provision of this By-law, an Outdoor Solid Fuel-Combustion Appliance shall not be considered to be an accessory use under this By-law, and shall only be used in compliance with By-law Number 2014-0061 (or such by-law as may be passed in substitution therefor)."**

4. That **SECTION 5 – GENERAL PROVISIONS ALL ZONES,** be amended by adding Section 5.51, as follows:

   5.51 OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES

   "Notwithstanding any other provision of this By-law, an Outdoor Solid-Fuel

Combustion Appliance shall not be considered to be an accessory building, structure or use under this By-law, and shall only be permitted, installed and used in compliance with By-law Number 2014-0061 (or such by-law as may be passed in substitution therefor)."

READ and ENACTED this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

EXPLANATORY NOTE - BY-LAW NUMBER 2014-0061 (General ZBA)
(FILE NO. 03.05BI)

1. The purpose of Zoning By-law Number 2014-0061, which amends Zoning By-law Number 500, is to include a definition for Outdoor Solid-Fuel Combustion Appliances, as well as to reference that Outdoor Solid-Fuel Combustion Appliances are regulated by By-law Number 2014-0061.

2. Zoning By-law Number 2014-0061 conforms with the Town of Georgina Official Plan, as amended.

3. A **Key Map** is not provided due to the fact that By-law Number 2014-0061 applies to all lands within the Town of Georgina.

BY-LAW NUMBER 500-2014-0061, WHICH AMENDS ZONING BY-LAW NO. 500 OF THE CORPORATION OF THE TOWN OF GEORGINA

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

BY-LAW NUMBER 2014-0062 (REG-1)

BEING A BY-LAW TO REGULATE OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES AND TO PROHIBIT THE BURNING OF CERTAIN MATERIALS AND LIQUIDS IN OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES AND INDOOR WOODBURNING APPLIANCES IN THE TOWN OF GEORGINA

WHEREAS Subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that a municipality may pass by-laws respecting the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

AND WHEREAS Subsection 128(1) of the Municipal Act, 2001 provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Subsection 125(a) of the Municipal Act, 2001 provides that a local municipality may regulate the use and installation of heating and cooking appliances.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF GEORGINA IN THE REGIONAL MUNICIPALITY OF YORK ENACTS AS FOLLOWS:

1. DEFINITIONS

(a) "Indoor Woodburning Appliance" means a solid-fuel burning device, including, without limitation, a fireplace, wood stove or pellet stove, installed and used inside a building.

(b) "Legally Existing" refers to any Outdoor Solid-Fuel Combustion Appliance that was in existence on the date of passing of this By-law, and was lawfully installed under the authority of a valid building permit.

(c) "Lot" means a parcel or tract of land which is legally in separate and distinct ownership or which is shown on a registered plan of subdivision. A registered plan of subdivision does not, for the purpose of this by-law, include a plan which is deemed not to be a registered plan of subdivision by a by-law passed under the Planning Act.

(d) "Outdoor Solid-Fuel Combustion Appliance" means an outdoor wood burning appliance or a solid-fuel burning appliance which is used for the space heating of buildings, the heating of water, or any other such purpose, and which is located in a separate building or on the exterior of the building which it serves.

(e) "Person" includes an individual, corporation, organization, partnership, company, association, a group of persons comprising a society or other organization, any other form of business association, and their respective heirs, agents, estate trustees and other legal representatives, and shall include a receiver or mortgagee in possession of land.

(f) "Town" means The Corporation of the Town of Georgina, in the Regional Municipality of York.

2. *Outdoor Solid-Fuel Combustion Appliances* and *Indoor Woodburning Appliances* shall be used only to burn dry, seasoned wood or other similar solid-fuel product, as permitted by, and in accordance with, their manufacturers' specifications. No *person* shall use such appliances at any time for the burning or incineration of any other materials, including but not limited to:

- wet or unseasoned wood;
- garbage;
- treated wood;
- plastic products;
- rubber products;
- waste oil;
- paints;
- paint solvents;

- coal;
- glossy or coloured papers;
- particle board; or
- driftwood from a water body.

3. No *person* shall use or install an *Outdoor Solid-Fuel Combustion Appliance* on a *lot* unless:

   (a) the *lot* is situated in an area which is zoned Rural (RU) under the applicable Zoning By-law of the *Town*;

   (b) the following requirements are complied with:

      (i) the *Outdoor Solid-Fuel Combustion Appliance* is located a minimum of 50 metres from all property lines of the *lot* on which it is located;
      (ii) the *Outdoor Solid-Fuel Combustion Appliance* is located in a rear or interior side yard of the *lot* on which it is located;
      (iii) the *Outdoor Solid-Fuel Combustion Appliance* has a chimney height (measured from average finished grade to the highest point of the chimney) as required under the Ontario Building Code; and

   (c) The installation and maintenance of the *Outdoor Solid-Fuel Combustion Appliance* is in compliance with the Ontario Building Code, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable laws and regulations.

4. Where such installations are otherwise permitted in this By-law, no *person* shall install more than one (1) *Outdoor Solid-Fuel Combustion Appliance* on a *lot*.

5. LEGALLY EXISTING OUTDOOR SOLID-FUEL COMBUSTION APPLIANCES

   (a) Any *Legally Existing Outdoor Solid-Fuel Combustion Appliance* that does not comply with Subsections 3(a), 3(b)(i) and 3(b)(ii) of this By-law may remain in its present location, provided that it is located a minimum of 25 metres from all property lines of the *lot* on which it is located.

(b) Any *Legally Existing Outdoor Solid-Fuel Combustion Appliance* that does not comply with Subsections 3(a), 3(b)(i) and 3(b)(ii) of this By-law and is not located a minimum of 25 metres from all property lines of the *lot* on which it is located may remain in its present location, but must have a chimney height of at least 6 metres (measured from average finished grade to the highest point of the chimney).

6. The *Town's* By-law No. 2000-0071, being a by-law "to prescribe the time and precautions for open air burning of materials", or such by-law as may be passed in substitution therefor, shall not apply to *Outdoor Solid-Fuel Combustion Appliances*.

7. INSPECTION

(a) The *Town* may enter onto a *lot* at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

(i) the provisions of this By-law;

(ii) an Order issued under this By-law; or

(iii) an Order made under Section 431 of the Municipal Act, 2001.

(b) Where an inspection is conducted by the *Town*, the *person* conducting the inspection may:

(i) require the production of documents or relevant items for inspection;

(ii) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

(iii) require information from any *person* concerning a matter related to the inspection, including the person's name, address, phone number and identification; and

(iv) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

(c) The *Town* may undertake an inspection pursuant to an Order issued under Section 438 of the Municipal Act, 2001.

(d) The *Town's* power of entry may be exercised by an employee or agent of the *Town*, by a member of the York Regional Police Force, and/or by any *person* under the direction of one of the aforementioned *persons*.

8. ORDERS/REMEDIAL ACTION

(a) If a provision of this by-law has been contravened, the *Town* may issue an order to the *person* who contravened or permitted the contravention of this by-law, or to the owner of the *lot* on which the contravention occurred, to discontinue the contravening activity. The order shall set out reasonable particulars of the contravention adequate to identify the contravention, the location of the land on which the contravention occurred, and the date by which there must be compliance with the order. The order may be served in accordance with Section 9 of this by-law.

(b) If a provision of this by-law has been contravened, the *Town* may issue a work order to the *person* who contravened or permitted the contravention of this by-law, or to the owner of the *lot* on which the contravention occurred, to do work to correct the contravention. The order shall set out reasonable particulars of the contravention adequate to identify the contravention, the location of the land on which the contravention occurred, and the date by which there must be compliance with the order. The order may also provide that if the *person* or owner fails to correct the contravention, the *Town* may enter upon the land at any reasonable time and do the work necessary to correct the contravention, including the removal of the *Outdoor Solid-Fuel Combustion Appliance*, at the expense of the *person* or owner. The order may be served in accordance with Section 9 of this by-law.

(c) The *Town* may recover the cost of doing the work referred to in Subsection 8(b) of this by-law from the *person* directed or required to do it by action or by adding the costs to the tax roll of the owner and collecting them in the same manner as property taxes.

9. SERVICE OF ORDERS AND NOTICES

An order or notice issued under this by-law may be served personally or by registered mail sent to the last known mailing address of the *person* being served, as indicated on the *Town's* assessment roll. If an order or notice is served on a *person* by registered mail, it shall be deemed to have been served on the *person* on the 5th day after mailing.

10. OFFENCES AND PENALTIES

(a) Every *person* who contravenes a provision of this by-law, including an order issued under this by-law, is guilty of an offence.

(b) Any contravention of a provision of this by-law shall be deemed to be a continuing offence for each day or part of a day for which the contravention remains uncorrected.

(c) Any contravention of an order issued under this by-law that continues for longer than one day shall be deemed to be a continuing offence for each day or part of a day for which the order is not complied with.

(d) Every *person* who is guilty of an offence under this by-law shall be subject to the following penalties:

(i) upon a first conviction, to a fine of not less than $100.00 and not more than $50,000.00;

(ii) upon a second or subsequent conviction for the same offence, to a fine of not less than $400.00 and not more than $100,000.00;

(iii) upon conviction for a continuing offence, to a fine of not less than $100.00 and not more than $10,000.00 for each day or part of a day that the offence continues. The total of the daily fines may exceed $100,000.00; and

(iv) upon conviction of a multiple offence, for each offence included in the multiple offence, to a fine of not less than $100.00 and not more than $10,000.00. The total of all fines for each included offence is not limited to $100,000.00.

(e) For the purposes of this by-law, "multiple offence" means an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

(f) For the purposes of this by-law, an offence is a second or subsequent offence if the act giving rise to the offence occurred after a conviction had been entered at an earlier date for the same offence.

11. This By-law shall come into force and effect on the date of its passing.

READ and ENACTED this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

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

BY-LAW NUMBER 2014-0063 (CON-1)

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE THE MUNICIPAL FUNDING AGREEMENT FOR THE TRANSFER OF FEDERAL GAS TAX REVENUES DATED APRIL 2014 BETWEEN THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) AND THE TOWN OF GEORGINA.

WHEREAS, in order to receive further Federal Gas Tax Fund allocations, the Town of Georgina must execute the Municipal Funding Agreement for the Transfer of Federal Gas Tax Revenues with the Association of Municipalities of Ontario (AMO);

WHEREAS at their meeting of May 28, 2014, Council of the Town of Georgina agreed to enter into an Agreement between the Association of Municipalities of Ontario (AMO) and the Corporation of the Town of Georgina in order to participate in the Federal Gas Tax Fund;

WHEREAS the Town of Georgina acknowledges that Funds received through the Agreement may be invested in an interest bearing reserve account for a maximum of five (5) years;

WHEREAS the Town of Georgina is a municipal corporation pursuant to the *Municipal Act, 2001*;

BE IT THEREFORE ENACTED BY THE COUNCIL OF THE TOWN OF GEORGINA, THAT the Mayor and Clerk are hereby authorized to execute this Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds dated April 1, 2014 between the Association of Municipalities of Ontario (AMO) and the Corporation of the Town of Georgina, as attached to this by-law.

READ AND ENACTED this 28th day of May, 2014.

Robert Grossi, Mayor

Yvonne Aubichon, Town Clerk

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

BY-LAW NO. 2014-0064 (PL-3)

BEING A BY-LAW TO LEVY A SPECIAL CHARGE UPON BUSINESS PROPERTY LOCATED IN THE SUTTON BUSINESS IMPROVEMENT AREA AND TO PROVIDE FOR ITS COLLECTION.

WHEREAS, pursuant to *Section 204 of The Municipal Act S.O. 2001* an improvement area (hereinafter called "area"), was designated by By-law 83–18(PL-3) passed on January 27, 1983.

AND WHEREAS there has been provided for the purposes a duly constituted Board of Management for that area pursuant to the said Act for the Year 2014;

AND WHEREAS pursuant to Section 208 of the Municipal Act, S.O. 2001, it is necessary to levy a special charge upon rateable property in the area that is in a prescribed business property class (Commercial and Industrial) for the year 2014;

AND WHEREAS the amount of money to be provided by the Town of Georgina for the Sutton Business Improvement Area through the collection of a special levy shall be based on the 2014 approved budget and specified member levy as set out in Schedule "1" attached to this By-law;

NOW THEREFORE the Council of the Town of Georgina enacts as follows:

1. There shall be levied and collected for the purposes of the Board of Management for the Sutton Business Improvement Area a special charge upon rateable property in the area that is in a prescribed business property class (Commercial and Industrial).

2. The total levy shall be based on a percentage of the assessment as set out in Schedule "2" attached to this By-law. And further, that a minimum levy of $200.00 and a maximum levy of $500.00 shall be imposed.

3. That the amount levied as a special charge, be shown as a special charge specifying the amount payable in respect of such property. This levy will be identified as a special charge on a supplemental tax bill and payable in two instalments.

4. The charge shall be deemed to be taxes on property and pursuant to *Section 349 of the Municipal Act S.O. 2001* applies with respect to the special charge.

5. There shall be imposed a penalty and/or interest charge for non-payment of the special charge on the due date or any instalment thereof in accordance with the annual by-law to set tax rates for the year.

6. The Treasurer or designate is hereby authorized to mail, or cause to be mailed, the notice of taxes due to the address of the residence or place of business of the person to whom notice is required to be given.

7. The Treasurer or designate is hereby empowered to accept part payment from time to time on account of any taxes due.

8. In accordance with Section 210 (3) (4) of the *Municipal Act S.O. 2001,* the Clerk has issued a certificate confirming that at least one-third of taxable properties have not objected to the Bylaw and these objectors do not represent more than one-third of the taxes levied.

READ and enacted this 28th day of May 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

DOWNTOWN SUTTON MERCHANTS ASSOCIATION
2014 PROPOSED BUDGET

Revenue				
	Member Levy		$ 10,000.00	
	Associate Membership		$ 1,000.00	
	Festival on High Vender Fees		$ 400.00	
	Festival on High Grant		$ 1,500.00	
Total Revenue				$ 12,900.00
Expenses				
	Miscellaneous			$ 500.00
	Beautification			
		Lighting Program	$ 2,500.00	
		Street Decorating	$ 500.00	
				$ 3,000.00
	Capital Improvements			
		Historic Shops Set	$ 3,000.00	
				$ 3,000.00
	Events			
	Saturday, May 17, 2014	Spring Sidewalk Sale	$ 1,000.00	
	Saturday, July 26, 2014	Festival on High	$ 4,000.00	
	Friday, October 31, 2014	Ghost Walk	$ 1,000.00	
	Saturday, December 6, 2014	Christmas Festival	$ 1,000.00	
				$ 7,000.00
	Marketing	Cooperative Marketing	$ 3,500.00	
		Brochures		
			$ -	
				$ 3,500.00
	Directors Insurance		$ 1,000.00	
	Financial Audit		$ 1,000.00	
	Professional Memberships		$ 250.00	
	Business Development/Stategy		$ -	
				$ -
Total Expenses				$ 17,000.00
Surplus/(Shortfall)				-$ 4,100.00
Bank Opening Balance (January 1, 2014)				$ 8,796.68
Bank Closing Balance (December 31, 2014)				$ 4,696.68

Schedule '1'

SUTTON BUSINESS IMPROVEMENT ASSOCIATION TAX LEVY 2014

10 K Budget Min and Max
Min-$200-
Max $ 500

Roll #	Property Location	Business Name/Property Type	First Name	Last Name	City	Prov.	Postal	Tax Class	2014 CVA		
197000007078600	100 High Street	J & C Crate LTD.			Sutton	ON	L0E 1R0	CT	$ 197,000.00		$ 200.00
197000007078200	102 High Street		Doowan, Woon	Oh	Sutton	ON	L0E 1R0	CT	$ 192,000.00		$ 200.00
197000007092900	103 High Street	Strech Thrift Shop	Michael, Ana Marie	Mendonca	Keswick	ON	L4P 1L5	CT	$ 207,000.00		$ 200.00
197000007077900	106 High Street		Louis, Anna	Stavropoulos	Stouffville	ON	L4A 7X5	CT	$ 1,779,750.00		$ 500.00
197000007092500	107 High Street	Nottus Incorporated			Jackson's Point	ON	L0E 1L0	CT	$ 249,000.00		$ 200.00
197000007077700	110 High Street		Nikolas	Likos	Sutton	ON	L0E 1R0	CT	$ 421,500.00		$ 236.87
197000007092200	111 A High Street	Zammits Barber Shop	Raymond John Joseph	Zammitt	Sutton	ON	L0E 1R0	CT	$ 112,000.00		$ 200.00
197000007092300	111 High Street	Hart's Country Furniture	Barbara Ann, Jacques	Hart	Sutton	ON	L0E 1R0	CT	$ 221,000.00		$ 200.00
197000007077500	112 High Street		Kostas	Kyriopoulos	Sutton	ON	L0E 1R0	CT	$ 302,000.00		$ 200.00
197000007077300	114 High Street	Scotiabank # 81042			Hamilton	ON	L8P 4V2	CT	$ 492,000.00		$ 268.51
197000007091800	115 High Street		Nikoletta	Dracos	Toronto	ON	M5V 1H6	CT	$ 193,000.00		$ 200.00
197000007091700	115A High Street	Josephine's Hair Studio	Josephine	Gamble	Sutton	ON	L0E 1R0	CT	$ 100,000.00		$ 200.00
197000007077100	116 High Street		Kathleen	Fraser	Sutton	ON	L0E 1R0	CT	$ 126,000.00		$ 200.00
197000007091600	119 High Street	Papa Luigis	John	Kyriopoulos	Sutton	On	L0E1R0	CT	$ 199,500.00		$ 200.00
197000007076900	118 High Street	Hope on High	Linda, Lois	Travis - Fisher	Sutton	ON	L0E 1R0	CT	$ 330,500.00		$ 200.00
197000007091200	121 High Street	Mary Marina Inc			Sutton	ON	L0E 1R0	CT	$ 270,000.00		$ 200.00
197000007076700	122 High Street	Georgina Music	Joseph	Agnello	Sutton	ON	L0E 1R0	CT	$ 80,000.00		$ 200.00
197000007090800	123 High Street		Salvador, Vasco	Cruz	Toronto	ON	M5M 3N5	CX	$ 253,500.00		$ 200.00
197000007076600	124 High Street	And What's More...Gift Giving Ideas	Malcom, Valerie	Ross	Sutton	ON	L0E 1R0	CT	$ 170,000.00		$ 200.00
197000007091100	125 High Street	235372 Ontario LTD.			Peterborough	ON	K9J 1Y1	CT	$ 100,000.00		$ 200.00
197000007076500	126 High Street		Serkis, Arpik	Bozuk	Scarborough	ON	M1W 1S2	CT	$ 266,000.00		$ 200.00
197000007076300	128 High Street	Sutton General Store	Frank, Ruth Anne	Sebo	Sutton	ON	L0E 1R0	CT	$ 439,000.00		$ 254.87
197000007090700	129 High Street	676916 Ontario Inc.	Hua	Lu	Sutton	ON	L0E 1R0	CT	$ 492,000.00		$ 268.50
197000007076200	130 High Street		Elaine	Joyce	Sutton	ON	L0E 1R0	CT	$ 72,000.00		$ 200.00
197000007076100	130A High Street	1590370 Ontario LTD.			Milton	ON	L9T 5S7	CT	$ 56,000.00		$ 200.00
197000007076000	132 High Street		John	Lykos	Sutton	ON	L0E 1R0	CT	$ 431,500.00		$ 242.07
197000008005300	141 High Street	1151754 Ontario Inc.	Dan	Pallard	Keswick	ON	L4P3E9	CT	$ 364,500.00		$ 200.00
197000008000500	152 High Street	Damsite Holdings Inc.			Sutton	ON	L0E 1R0	CT	$ 827,500.00		$ 428.04
197000008005800	153 High Street	2050969 Ontario Inc.			Sutton	ON	L0E 1R0	CT	$ 747,000.00		$ 388.12
197000008001000	160 High Street	Kannampuzha Holdings Ltd			Sutton	ON	L0E 1R0	CT	$ 5,404,000.00		$ 500.00
197000008006600	163 High Street	6127231 Canada Inc. Ashwood Capitol Inc			Toronto	ON	M6M 2R1	CT	$ 697,000.00		$ 389.07
197000008048700	20819 Dalton Road	Petro Canada Inc.	Property Tax Department		Mississauga	ON	L5K 1A8	CT	$ 476,500.00		$ 262.15
197000008049500	20833 Dalton Road	1777014 Ontario Inc.			Sutton	ON	L0E 1R0	CT	$ 640,500.00		$ 361.80
197000007094300	87 High Street		Darlene	Greenwood	Sutton	ON	L0E 1R0	CT	$ 201,000.00		$ 200.00
197000007094100	89 High Street		Lucjan, Krystyna	Ulanowicz	Sutton	ON	L0E 1R0	CT	$ 126,000.00		$ 200.00
197000007093500	97 High Street	Elegantiques Inc.			Sutton	ON	L0E1R0	CT	$ 128,000.00		$ 200.00
197000007093400	99 High Street	2090484 Ontario Limited	Shauna	Gray	Sutton	ON	L0E 1R0	CT	$ 265,500.00		$ 200.00
197000008048400	20815 Dalton Rd	1236870 Ontario Inc.	Mary	Vidinovski	Unionville	ON	L3P 7C8	CT	$ 1,056,500.00		$ 500.00
197000007151300	2 Market Street		David Christopher, Ha	Holt	Suton	ON	L0E 1R0	CT	$ 89,500.00		$ 200.00
197000008078900	165 High St	Prudential Renascent	Jacqueline	Irwin	Sutton	ON	L0E 1R0	CT	$ 24,500.00		$ 200.00
									$ 18,800,250.00		$ 10,000.00

Schedule '2'

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

BY-LAW NO. 2014 – 0065 (PL-3)

BEING A BY-LAW TO LEVY A SPECIAL CHARGE UPON BUSINESS PROPERTY LOCATED IN THE JACKSON'S POINT VILLAGE ASSOCIATION BUSINESS IMPROVEMENT AREA AND TO PROVIDE FOR ITS COLLECTION.

WHEREAS, pursuant to *Section 204 of The Municipal Act S.O. 2001* an improvement area (hereinafter called "area"), was designated by By-law 83–171(PL-3) passed on December 8, 1983.

AND WHEREAS there has been provided for the purposes a duly constituted Board of Management for that area pursuant to the said Act for the Year 2014;

AND WHEREAS pursuant to Section 208 of the Municipal Act, S.O. 2001, it is necessary to levy a special charge upon rateable property in the area that is in a prescribed business property class (Commercial and Industrial) for the year 2014;

AND WHEREAS the amount of money to be provided by the Town of Georgina for the Jackson's Point Village Association through the collection of a special levy shall be based on the 2014 approved budget and specified member levy as set out in Schedule '1' attached to this By-law;

NOW THEREFORE the Council of the Town of Georgina enacts as follows:

1. There shall be levied and collected for the purposes of the Board of Management for the Jackson's Point Village Association Business Improvement Area a special charge upon rateable property in the area that is in a prescribed business property class (Commercial and Industrial).

2. The total levy shall be based on a percentage of the assessment as set out in Schedule '2' attached to this By-law. And further, that a minimum levy of $250.00 and a maximum levy of $600.00 shall be imposed.

3. That the amount levied as a special charge, be shown as a special charge specifying the amount payable in respect of such property. This levy will be identified as a special charge on a supplemental tax bill and payable in two instalments.

4. The charge shall be deemed to be taxes on property and pursuant to *Section 349 of the Municipal Act S.O. 2001* applies with respect to the special charge.

5. There shall be imposed a penalty and/or interest charge for of non-payment of the special charge on the due date or any instalment thereof in accordance with the annual by-law to set tax rates for the year.

6. The Treasurer or designate is hereby authorized to mail, or cause to be mailed, the notice of taxes due to the address of the residence or place of business of the person to whom notice is required to be given.

7. The Treasurer or designate is hereby empowered to accept part payment from time to time on account of any taxes due.

8. In accordance with Section 210 (3) (4) of the *Municipal Act S.O. 2001* the Clerk has issued a certificate confirming that at least one-third of taxable properties have not objected to the Bylaw and that these objectors do not represent more than one-third of the taxes levied.

READ and enacted this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

Jackson's Point Village Association BIA

	Budget 2013			Actual 2013			Budget 2014		
	Operations	Capital	Total	Operations	Capital	Total	Operations	Capital	Total
Revenue									
Member Levy	8,648		**8,648**	8,648		**8,648**	8,648		**8,648**
Associate Membership	2,500		**2,500**	750		**750**	2,500		**2,500**
Table Revenue (Festivals)	400		**400**	3,513		**3,513**	3,500		**3,500**
Donations	1,000		**1,000**	2,260		**2,260**	2,500		**2,500**
Other Revenue	3,500		**3,500**	1		**1**	1,000		**1,000**
Marketing Program	5,000		**5,000**	6,690		**6,690**	5,000		**5,000**
Grants	7,500	0	**7,500**	376	0	**376**	4,100	1,400	**5,500**
Total Revenue	$28,548	$0	**$28,548**	22,238		**$22,238**	$27,248	$1,400	**$28,648**
Expenses									
Membership & Training	2,300		**2,300**	1,869		**1,869**	2,500		**2,500**
Events	5,800		**5,800**	4,230		**4,230**	7,800		**7,800**
Marketing	10,000		**10,000**	8,600		**8,600**	7,400		**7,400**
Admin expenses:	6,206		**6,206**	1,356		**1,356**	1,960		**1,960**
Beautification	2,000		**2,000**	0 [1]		**0**	3,500 [2]		**3,500**
Signage/banners		1,200	**1,200**		1,297 [3]	**1,297**		2,000	**2,000**
Lighting		1,500	**1,500**		0	**0**		1,500	**1,500**
Sidewalk Furniture			**0**		0	**0**		3,500	**3,500**
Public Art, Flag Poles, etc.		0	**0**		0	**0**		1,705	**1,705**
Other			**0**		0	**0**		500	**500**
Total Expenses	$26,306	$2,700	**$29,006**	16,055	$1,297	**$17,352**	$23,160	$9,205	**$32,365**
Opening Fund Balance	$1,144	$1,449	**$2,593**	$1,144	$991	**$2,135**	$1,144	$5,876	**$7,021**
Revenues	28,548	0	**28,548**	22,238	0	**22,238**	27,248	1,400	**28,648**
Expenses	(26,306)	(2,700)	**(29,006)**	(16,055)	(1,297)	**(17,352)**	(23,160)	(9,205)	**(32,365)**
Transfer	(2,242)	2,242	**0**	(6,182)	6,182	**0**	(4,088)	4,088	**0**
Closing Fund Balance	$1,144	$991	**$2,135**	$1,144	$5,876	**$7,021**	$1,144	$2,159	**$3,303**

[1] Project completed without cost to the association

[2] Includes proposed joint Sutton/JP BIA student to weed, etc. for 16 weeks

[3] Subsidized the Town's Banners & Gateway signage budget to get the required end results.

Jackson's Point Business Improvement Area Tax Levy 2014

Roll #	Property Location	Business Name/Property Ty	First Name	Last Name	Mailing Street	Mailing P.O.	City	Prov.	Postal	Tax Class	2014 CVA	Max $600. Min $250
"197000003497400000	55 Hedge Road	Briar's	Briars Estate Ltd.		55 Hedge Rd. RR#1		Jackson's Point	ON	L0E 1L0	CT	$ 4,569,000.00	$ 600.00
"197000008068000000	1 O'Connor Drive	Kat's Gallery & Framing Shc	Kat	Taylor	1 O'Connor Drive		Jackson's Point	ON	L0E 1L0	CT	$ 54,300.00	$ 250.00
"197000008068500000	21089 Dalton Road		Lake Simcoe Arms Inc.		449 Queensway South		Keswick	ON	L4P 2C9	CT	$ 729,000.00	$ 584.22
"197000008105500000	2100 Metro Road	Neighbourhood Shopping C	1169175 Ontario Limited		83 Aura Lea. Blvd		North York	ON	M9M 1K4	CT	$ 536,000.00	$ 443.53
"197000008105700000	21090 Dalton Road	Jonathens	John	Lykos		P.O. Box 1063	Sutton	ON	L0E 1R0	CT/CU	$ 370,000.00	$ 343.25
"197000008107600000	21110 Dalton Road	Vacant/Commercial Land	Peter & Debbie	Eustace	5 Northwood Road	P.O. Box 1167	Sutton	ON	L0E 1R0	CT	$ 200,000.00	$ 229.83
"197000008155800000	Lake Drive East	Vacant Commercial Land/	2241439 Ont. Ltd.	C/O Vince Baio	989 Creditstone Road Unit 4		Concord	ON	L4K 4N7	CX	$ 78,040.00	$ 156.71
"197000008158000000	21100 Dalton Road	Retail	Patrick	Burrows	21100 Dalton Road	P.O. Box 300	Sutton	ON	L0E 1R0	CT	$ 408,500.00	$ 350.69
"197000008158500000	915 Lake Drive East	Investment Co. Ltd.	Albert & Audrey	C/O Landloard Property Manager	261 Davenport Rd. Suite #200		Toronto	ON	M5R 1K3	CT	$ 259,000.00	$ 250.00
"197000008158600000	Lake Drive East S/S	Vacant Commercial Land	GMCT Properties Ltd.		7 Trophy Drive		Toronto	ON	M4A 1L7	CX	$ 192,500.00	$ 250.00
"197000008159000000	Lake Drive East S/S	Vacant Commercial Land	Peter	Antonopoulos	162 Simonston Blvd.		Thornhill	ON	L3T 4M2	CX	$ 293,000.00	$ 267.49
"197000008175200000	958 Lake Drive East		1068338 Ontario Inc	C/O Golden Dragon	958 Lake Drive East		Jackson's Point	ON	L0E 1L0	CT	$ 388,000.00	$ 335.74
"197000008175400000	956 Lake Drive East	Retail Or Office With Reside	Mee Sim	Hui Sharon	956 Lake Drive East		Jackson's Point	ON	L0E 1L0	CT	$ 170,500.00	$ 250.00
"197000008175600000	Lake Drive East		2241439 Ontario Ltd.	C/O Vince Baio	989 Creditstone Road Unit 4		Concord	ON	L4K 4N7	CX	$ 208,500.00	$ 156.71
"197000008176300000	946 Lake Drive East	Retail Or Office With Reside	Adam	Floretta	10146 Highway #9 RR#1		Palgrave	ON	L0N 1P0	CT	$ 141,000.00	$ 250.00
"197000008176400000	944 Lake Drive East	Retail - One Storey, Genera	Michael	Burrows	596 Black River Rd.	Box # 1089	Sutton	ON	L0E 1L0	CT	$ 179,500.00	$ 250.00
"197000008178600000	942 Lake Drive East	Retail Or Office With Reside	Timothy, Jennifer	Hunt	4 Birdie Drive		Fenelon Falls	ON	K0M 1N0	CT	$ 148,500.00	$ 250.00
"197000008177200000	936 Lake Drive East	Retail Or Office With Reside	Peter & Debbie	Eustace	5 Northwood Road	P.O. Box 1167	Sutton	ON	L0E 1R0	CT	$ 286,500.00	$ 229.83
"197000008177300000	934 Lake Drive East	C1-1 Maple Dairy	Linda	D'Alimonte	934 Lake Drive East		Jackson's Point	ON	L0E 1L0	CX	$ 151,500.00	$ 250.00
"197000008177400000	930 Lake Drive East	Retail Or Office With Reside	Grant & Lillian Faith	Hall	11 Highcastle Avenue		Keswick	ON	L4P 4B4	CT	$ 102,250.00	$ 250.00
"197000008178000000	928 Lake Drive East	Retail Or Office With Reside	Rose	Siragusa	7 Duncton Wood Crescent		Aurora	ON	L4G 7T4	CT	$ 102,500.00	$ 250.00
"197000008178200000	926 Lake Drive East	Retail Or Office With Reside	623629 Ontario Ltd		56 Roughfield Cresent		Scarborough	ON	M1S 4K4	CX	$ 96,500.00	$ 250.00
"197000008178300000	924 Lake Drive East	Retail Or Office With Reside	Kim Shack	Chan	924 Lake Drive East		Jackson's Point	ON	L0E 1L0	CT	$ 124,000.00	$ 250.00
"197000008179100000	920 Lake Drive East	Small Office Building (Gene	Christopher, Louis, Helen	Kovachis	5214 Buttermill Court		Mississauga	ON	L5V 1S4	CT	$ 253,000.00	$ 250.00
"197000008179200000	Lake Drive East N/S	Vacant Land	Ahmad Murid	Hameed	24427 Highway #48	P.O. Box 114	Baldwin	ON	L0E 1A0	CX	$ 21,250.00	$ 250.00
"197000008179300000	916 Lake Drive East		Variety Imports of Canada		24427 Highway #48		Baldwin	ON	L0E 1A0	CT	$ 65,500.00	$ 250.00
"197000008218000000	49 Lorne St.		Sedona Lifestyles (Jackson's	C/O Hamendra Patel	49 Lorne Street		Jackson's Point	ON	L0E 1R0	CT	$ 2,545,000.00	$ 600.00
"197000008219300000	20 Bonnie Blvd.		Bonnie Boats Ltd.		P.O. Box 300		Sutton	ON	L0E 1R0	CT/CU	$ 1,018,000.00	$ 600.00
											$ 13,689,340	$ 8,648.00

Schedule '2'

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

BY-LAW NO. 2014 - 0066 (PL-3)

BEING A BY-LAW TO AMEND BY-LAW NO. 2014-0017 (PL-3) A BY-LAW TO DESIGNATE A BUSINESS IMPROVEMENT AREA IN UPTOWN KESWICK AND TO ESTABLISH A BOARD OF MANAGEMENT

WHEREAS, it is desirable to increase the maximum number of members to the Board of Management of the Uptown Keswick Business Improvement Area from 7 members to 9 members.

NOW THEREFORE the Council of the Town of Georgina enacts as follows:

1. That section 5 of the By-Law NO. 2014-0017 (PL-3) be deleted in its entirety and the following be substituted therein:

The Board shall consist of a minimum of 7 members and a maximum of 9 members appointed by Council, one of whom shall be a member of Council and the remainder (8) shall be individuals and corporations so assessed.

READ and enacted this 28^{h} day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

THE CORPORATION OF THE TOWN OF GEORGINA

IN THE

REGIONAL MUNICIPALITY OF YORK

BY-LAW NO. 2014 – 0067 (CIP-1)

BEING A BY-LAW TO DESIGNATE COMMUNITY IMPROVEMENT PROJECT AREAS IN JACKSON'S POINT, KESWICK AND SUTTON.

WHEREAS Section 28(2) of the Planning Act, R.S.O 1990, c. P.13, s. 28(2); 2006, c. 23, s. 14(3), provides that "where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area";

AND WHEREAS Section 28(2) of the Planning Act defines "a municipality or an area within a municipality, that community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason";

AND WHEREAS the Official Plan for the Town of Georgina contains provisions enabling the Council of The Corporation of the Town of Georgina to designate Community Improvement Project Areas, by by-law, for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS the Council of the Corporation of the Town of Georgina has deemed it appropriate to designate areas of the communities of Jackson's Point, Keswick and Sutton as a Community Improvement Project Areas in accordance with Section 28(2) of the Planning Act;

NOW THEREFORE the Council of The Corporation of the Town of Georgina enacts as follows:

1. Areas of the communities of Jackson's Point, Keswick and Sutton, as illustrated in Schedule "1" attached hereto and forming part of this By-law, are hereby designated as Community Improvement Project Areas.

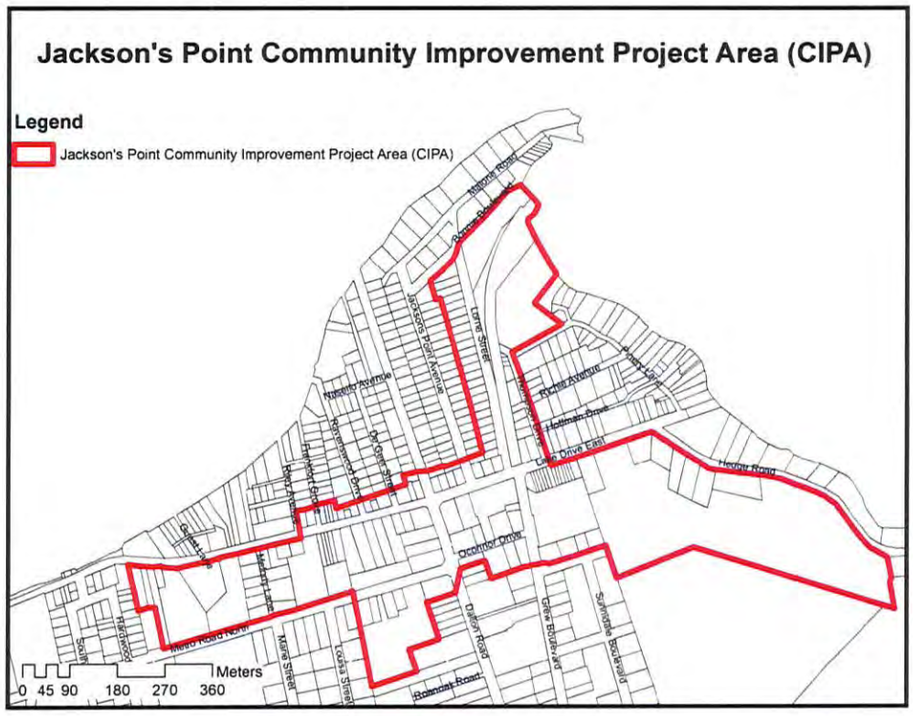
READ and enacted this 28th day of May 2014.

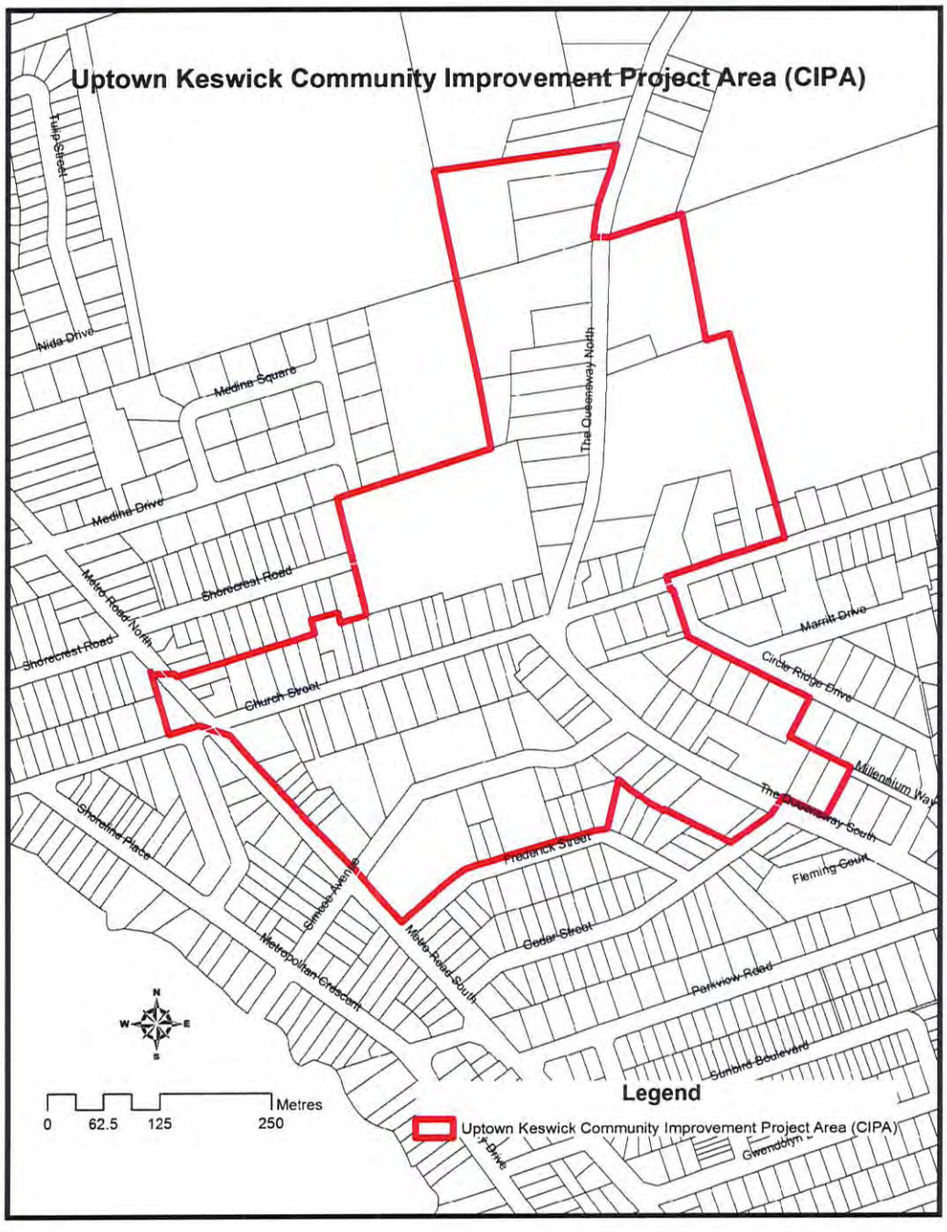
_____

Robert A. Grossi, Mayor

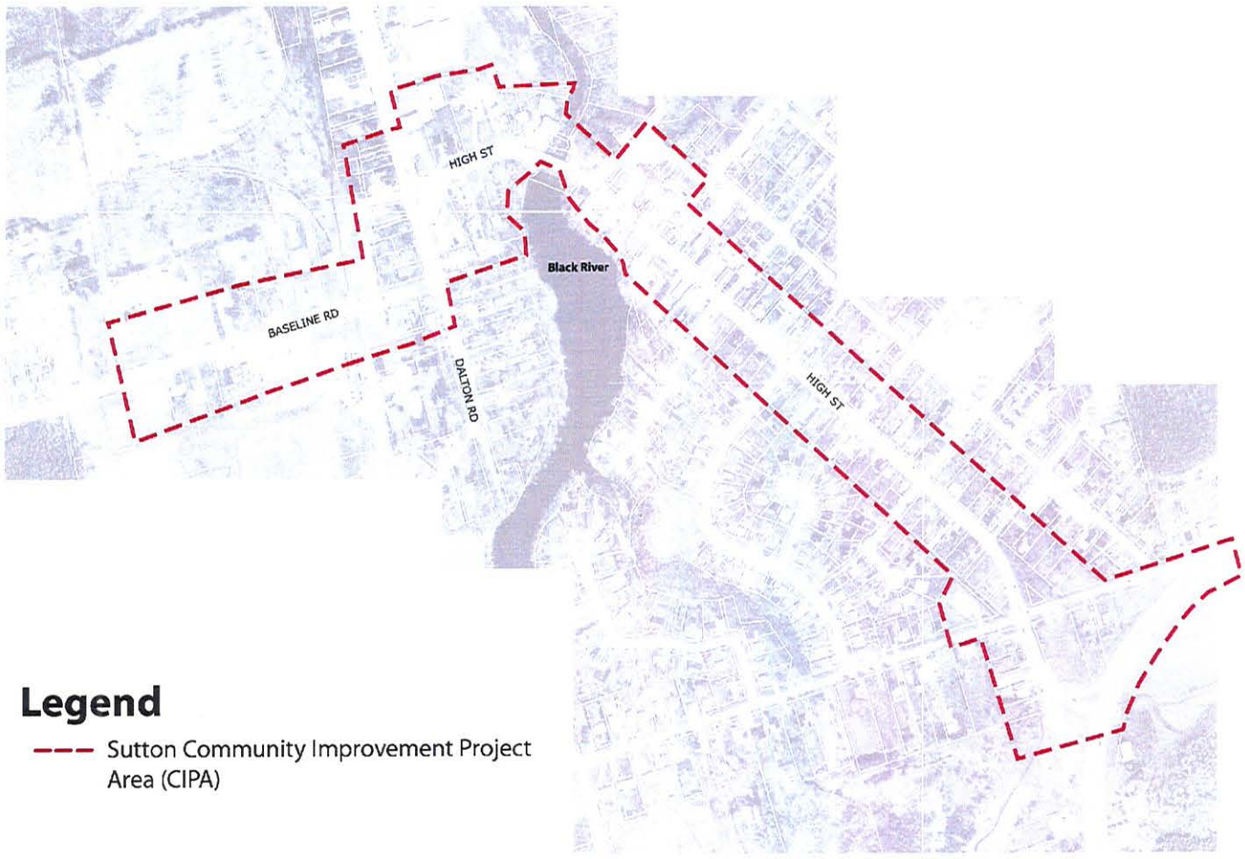
_____

Yvonne Aubichon, Town Clerk


Jackson's Point Community Improvement Project Area (CIPA)
Legend
Jackson's Point Community Improvement Project Area (CIPA)
Meters
0 45 90 180 270 360


Uptown Keswick Community Improvement Project Area (CIPA)
Legend
Uptown Keswick Community Improvement Project Area (CIPA)
Metres
0 62.5 125 250

Sutton Community Improvement Project Area (CIPA)



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

BY-LAW NUMBER 2014-0068 (CON-1)

BEING A BY-LAW TO GIVE EFFECT TO THE KESWICK CEMETERY BY-LAW KCB-2013-0001 TO PROVIDE FOR THE EFFECTIVE REGULATION OF THE KESWICK CEMETERY

WHEREAS it is deemed advisable to give effect to the Keswick Cemetery By-Law KCB-2013-0001 to provide for the effective regulation of the Keswick Cemetery.

BE IT THEREFORE ENACTED BY THE COUNCIL OF THE TOWN OF GEORGINA THAT the Mayor and Clerk are hereby authorized to give effect to the Keswick Cemetery By-Law KCB-2013-0001 and that staff be directed to submit the By-Law to the Registrar, Cemetery Regulations Unit, Ministry of Consumer Affairs for approval in accordance with Section 151 of Ontario Regulation 30/11.

READ and enacted this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

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

BY-LAW NO. 2014-0069 (COU-2)

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON THE 28th DAY OF MAY, 2014

WHEREAS under subsection 5(3) of the *Municipal Act, S.O. 2001,* chapter 25, as amended, the powers of a council of a municipal corporation shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Georgina at its meeting held on the 28th day of May, 2014 be confirmed and adopted by by-law.

NOW THEREFORE, the Council of the Town of Georgina, in the Regional Municipality of York, hereby enacts as follows:

1. The proceedings and actions of Council as contained in the Reports and Additional Business referred to in Schedule 'A' at the end of this by-law are adopted and confirmed as if each proceeding and action were expressly adopted and confirmed by by-law. As if all such proceedings were expressly embodied in this by-law.

2. Subject to section 3, the Mayor, any other appropriate member of Council and the proper Town officials be authorized and directed to undertake all actions necessary to give effect to the proceedings and directions of Council referred to in section 1.

3. Where a proceeding or action requires an additional approval to that of Council before a particular action can be done in order to give full effect to it, the Mayor, any other appropriate member of Council and the proper Town officials before taking the particular action under the authorization of section 2, shall seek and obtain the necessary additional approval and are authorized to do so.

4. A document required to be signed on behalf of the Town shall be signed by the Mayor or Deputy Mayor, Town Clerk or Deputy Clerk.

5. A Member of Council, whose name is set out in Column 1 of Schedule 'B', Conflict of Interest, at the end of this by-law, has declared an interest with respect to any item in Column 2 set out opposite the member's name, and the Member has declared an interest in this confirmatory by-law as it relates to the confirmation of the proceedings and actions on the item.

6. This by-law shall be signed by the Mayor and Clerk, affixed with the seal of the Corporation and engrossed in the By-law book.

READ and enacted this 28th day of May, 2014.

_____
Robert Grossi, Mayor

_____
Yvonne Aubichon, Town Clerk

Schedule 'A' to By-law No. 2014-0069 (COU-2)

MINUTES

Council Meeting of May 28th, 2014.

Schedule 'B' to By-law No. 2014-0069 (COU-2)

CONFLICTS OF INTEREST

Column 1	Column 2
n/a	n/a