



External Briefing Note

GEORGINA

Subject: Resuming the Keswick Secondary Plan Review and Assignment of 4,000 Persons Capacity to the Keswick Water Resource Recovery Facility

To: Mayor and Council

From: Tolek A. Makarewicz, Senior Policy Planner

Date: July 15, 2020

Briefing:

1) Resuming the Keswick Secondary Plan Review

The Keswick Secondary Plan Review (KSPR) is in Phase 2 of 3, being the Issues/Options/Policy Directions Phase. Referencing the project Gantt Chart provided as Attachment 1, the project team is currently nearing the completion of Task 2.7 (Initiate Final Documents). In this regard, the consulting team has provided Planning Staff with the first draft of the Keswick Secondary Plan (KSP) and it is under review. Once the review is complete and the consulting team makes any necessary revisions, Task 2.7 will be complete.

In accordance with Task 2.8: Council Rpt./Pres. (Sec. 26(3) of the *Planning Act* – Revisions that may be req'd), a special meeting of Council was scheduled to take place on April 22, 2020, to discuss the revisions that may be required to the KSP and provide Council and the public with an opportunity to provide comment. However, as a result of the emerging COVID-19 pandemic and resulting social distancing and gathering restrictions, the special meeting of Council was cancelled and the tasks of the project requiring public participation were put on hold until further notice. As a result, the project timeline and work plan have been impacted.

Now that municipalities, including Georgina, are beginning to adapt to the new reality of social distancing and limits on gatherings of people by holding virtual meetings, including Council Meetings with public participation, Staff believe it is time to resume the KSPR. In the interest of getting the project back on track and complying with social distancing requirements, Staff have conducted a review of the remaining tasks in Phase 2 of the Gantt Chart (Tasks 2.8 – 2.15). The three next steps that will be taken by the project team to resume the KSPR are explained below:

Step	Description	Expected Timing	Deliverable(s)
1	Initiate Final Documents (Task 2.7) <ul style="list-style-type: none">Planning Staff to finalize internal review of the first draft of the KSP and provide comments to the consulting team to make revisions as necessary.	<ul style="list-style-type: none">Staff finalize review by mid JulyConsulting team makes revisions by end of July	<ul style="list-style-type: none">Draft 1 of the KSP which incorporates comments made by Planning Staff

<p>2</p>	<p>Steering Committee and Technical Advisory Committee Meetings #4 (currently Task 2.9)</p> <ul style="list-style-type: none"> • Will become the new Task 2.8. • The meetings will be conducted virtually through Zoom. • The purpose of these committee meetings are for the project team to present the first draft of the KSP to both committees and provide them with the opportunity to ask questions and provide verbal comment. • The committee members will be provided with a copy of the first draft of the KSP and asked to review and provide written comment. • Department heads will also be circulated a copy of the first draft for review and comment. • One month will be given to allow for adequate review. • The consultant team will make revisions as necessary. 	<ul style="list-style-type: none"> • Committee meetings to be held first or second week of August • Comments due first or second week of September • Consulting team makes revisions by third or fourth week of September 	<ul style="list-style-type: none"> • Draft 1 of the KSP which incorporates comments made by Planning Staff and SC and TAC
<p>3</p>	<p>The report and special meeting of Council which was scheduled to take place on April 22nd, but which was cancelled due to COVID-19 (currently Task 2.8), will now be combined with the report and presentation to Council on Draft 1 of the KSP (currently Task 2.10).</p> <ul style="list-style-type: none"> • Will become new Task 2.9 • It is anticipated that the special meeting of Council will be conducted virtually through Zoom. • This will eliminate one staff report and presentation in an effort to make up for lost time due to COVID-19. • The purpose of this task is to: <ul style="list-style-type: none"> - Explain the revisions that may be required to the KSP - Present Draft 1 of the KSP - Gather comments from the public and Council - Request Council to release Draft 1 of the KSP for formal public and agency review and comment • Council’s authorization to release Draft 1 will allow the project team to utilize Draft 1 of the KSP at Workshop #3 (Task 2.12) to receive feedback from the public, and it will also allow Staff to undertake the circulation of Draft 1 of the KSP to agencies and departments for formal review and comment. 	<ul style="list-style-type: none"> • TBD: Special meeting of Council to be scheduled late October, early November, depending on Council scheduling 	<ul style="list-style-type: none"> • Staff report and presentation to Council

Following Step 3 discussed above, the project team will undertake the remaining tasks in the order identified on the Gantt Chart starting with Task 2.11: Prepare Consultation Material, which will now be the new Task 2.10. The remaining tasks in Phase 2 will be renumbered accordingly. No changes to Phase 3 are proposed at this time. A revised Gantt Chart which incorporates the changes discussed above is provided as Attachment 2. For ease of reference, Attachment 3 is a copy of the revised Gantt Chart which only shows the remaining tasks.

2) Assignment of 4,000 Persons Capacity to the Keswick Water Resource Recovery Facility

On July 16, 2019, Council considered Report DS-2019-0092. This report addressed the status of servicing capacity allocation in the Keswick Water Resource Recovery Facility (KWRRF) and the Region's proposed stress testing of the membrane filtration system of the plant prior to the release of the final phase of servicing capacity to the Town (4,000 persons equivalent). At the July 16, 2019 meeting, Council adopted Resolution No. 2019-0423 as follows:

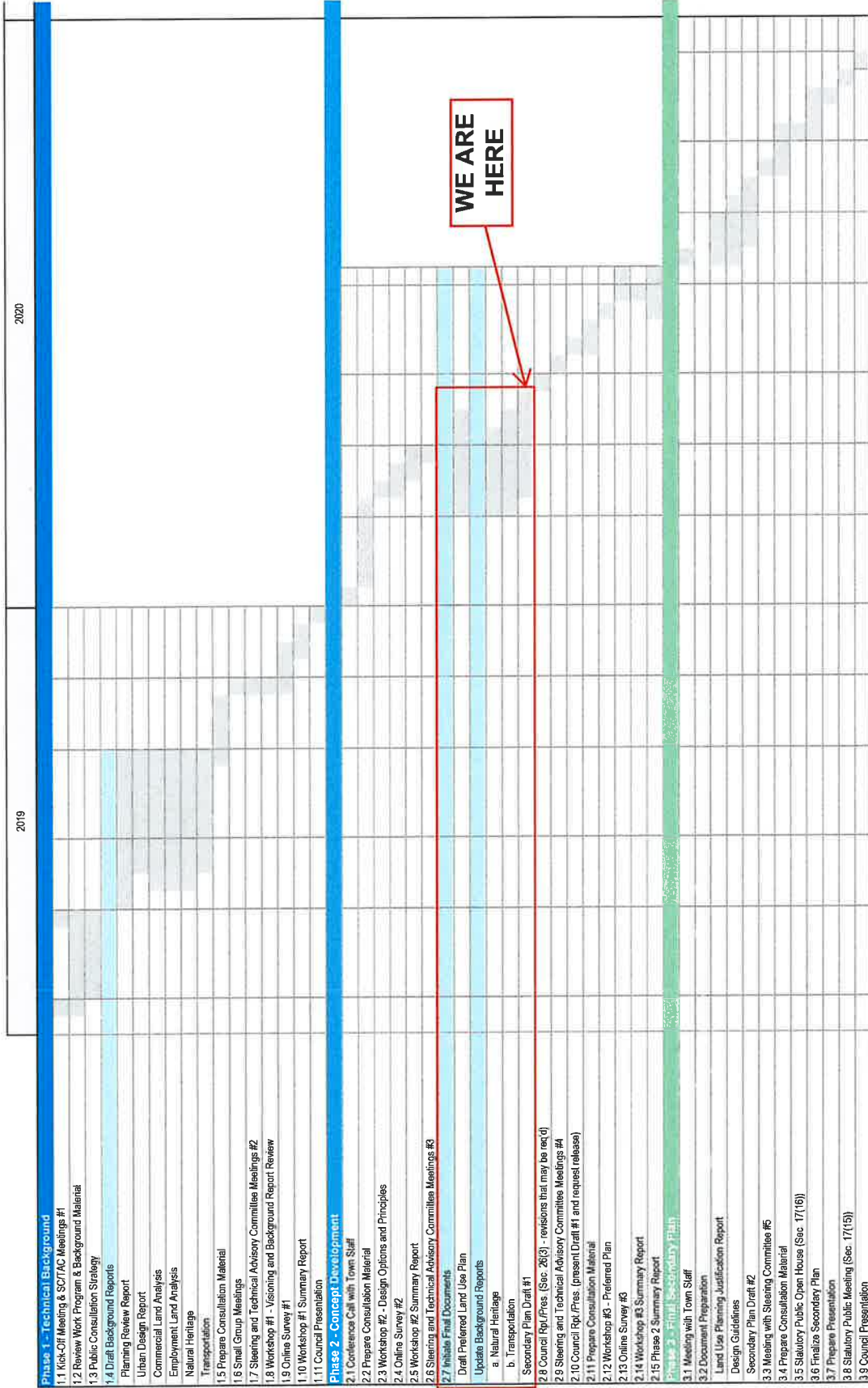
"That the consideration of Planning Act applications submitted on/after July 16, 2019 which require servicing allocation from the Keswick Water Resource Recovery Facility be put on hold, pending the completion and approval of the Keswick Secondary Plan Review and Update; and that such application affecting lands located within the Keswick Secondary Plan area will be brought before Council for an initial public meeting and staff information report and be deferred pending said completion and approval of the Keswick Secondary Plan Review and Update, save and except for application(s) forthcoming from Justin Risi for lands located at 27, 33 and 45 The Queensway South, Keswick, proposing 60 purpose built rental apartment units."

On November 2, 2019, Council received a presentation from York Region Staff outlining the status of the membrane stress testing and monitoring program being undertaken at the KWRRF. The purpose of the program is to confirm whether the filtration membrane in the facility is operating sufficiently in order for York Region to release the remaining phase of 4,000 persons capacity of servicing allocation to the Town to support growth and development within Keswick. During that presentation, Regional Staff indicated that the results of the monitoring are anticipated to be available by late spring 2020.

On June 29, 2020, the Planning Division received letter from York Region confirming that the membrane stress testing has been completed at the KWRRF and that the stress test conditions were achieved (refer to Attachment 4). In this regard, York Region is prepared to assign the remaining 4,000 persons equivalent of capacity at the KWRRF to the Town. This release increases the total capacity assignment for the KWRRF from 45,000 to 49,000 persons, which is the design capacity of the facility.

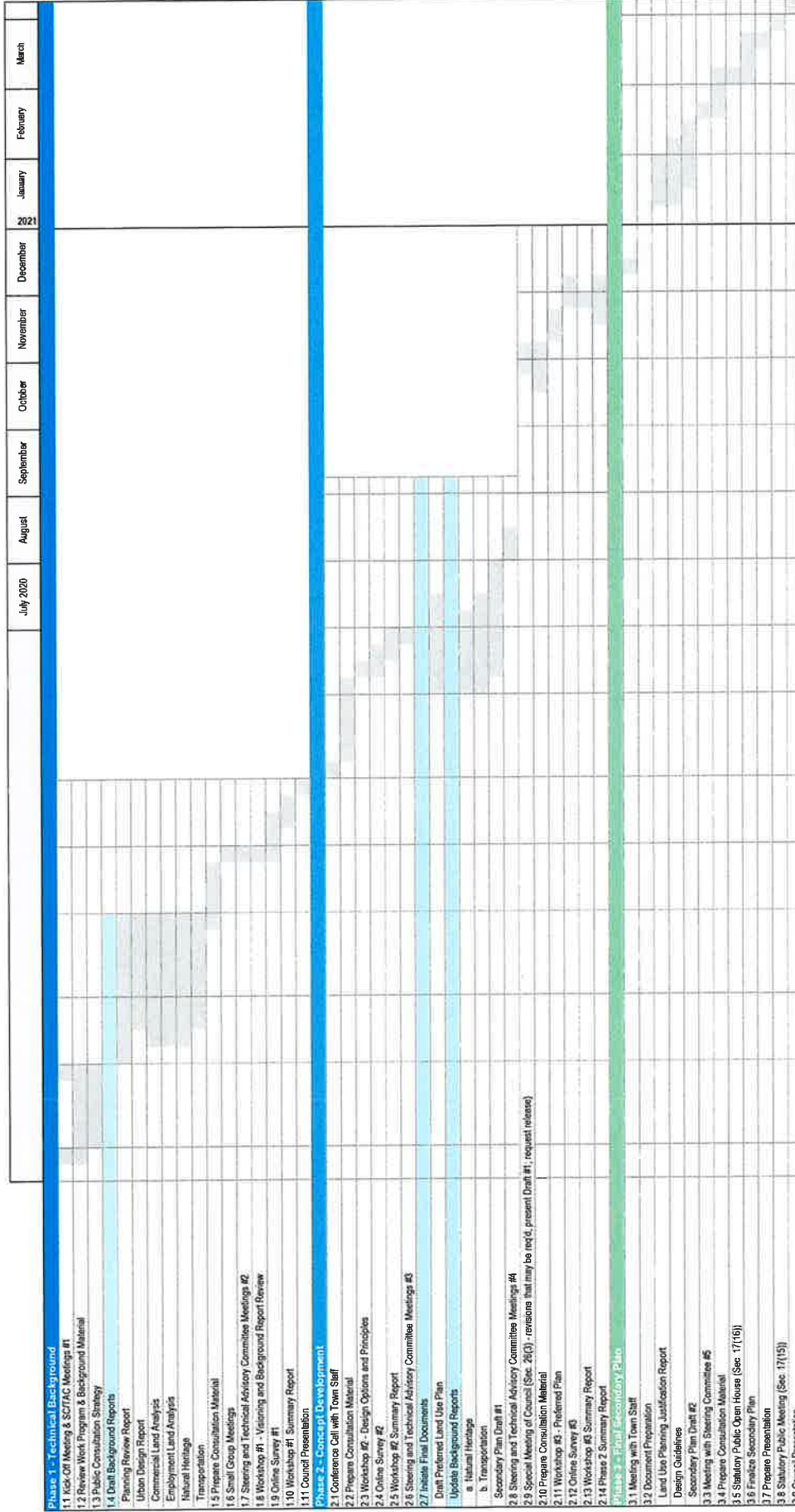
Should you have any comments, questions or concerns related to this briefing note, contact me to discuss via telephone at 905-476-4301 ext. 2297 or via email at tmakarewicz@georgina.ca.

KESWICK SECONDARY PLAN REVIEW GANTT CHART



The timing of the tasks listed above are for general information purposes and are subject to change as the project develops. To confirm the timing of a specific task, please contact: Tolek Melkarewicz, Senior Policy Planner, by telephone at 905-474-4301 ext. 2287 or by email at: tmelkarewicz@georgina.ca

KESWICK SECONDARY PLAN REVIEW GANTT CHART



The timing of the tasks listed above are for general information purposes and are subject to change as the project develops. To confirm the timing of a specific task, please contact Tolet Makarewicz, Senior Policy Planner, by telephone at 905-476-4301 ext. 2297 or by email at tmakarewicz@gpcorp.ca.

June 25, 2020

KESWICK SECONDARY PLAN REVIEW GANTT CHART

	July 2020	August	September	October	November	December	2021	January	February	March
Phase 2 - Concept Development										
2.7 Initiate Final Documents										
Draft Preferred Land Use Plan										
Update Background Reports										
a. Natural Heritage										
b. Transportation										
Secondary Plan Draft #1										
2.8 Steering and Technical Advisory Committee Meetings #4										
2.9 Special Meeting of Council (Sec. 26(3)) - revisions that may be req'd; present Draft #1; request release)										
2.10 Prepare Consultation Material										
2.11 Workshop #3 - Preferred Plan										
2.12 Online Survey #3										
2.13 Workshop #3 Summary Report										
2.14 Phase 2 Summary Report										
Phase 3 - Final Secondary Plan										
3.1 Meeting with Town Staff										
3.2 Document Preparation										
Land Use Planning Justification Report										
Design Guidelines										
Secondary Plan Draft #2										
3.3 Meeting with Steering Committee #5										
3.4 Prepare Consultation Material										
3.5 Statutory Public Open House (Sec. 17(16))										
3.6 Finalize Secondary Plan										
3.7 Prepare Presentation										
3.8 Statutory Public Meeting (Sec. 17(15))										
3.9 Council Presentation										

The timing of the tasks listed above are for general information purposes and are subject to change as the project develops. To confirm the timing of a specific task, please contact Tolek Makarewicz, Senior Policy Planner, by telephone at 905-476-4301 ext. 2297 or by email at tmakarewicz@georgina.ca.

June 25, 2020

June 29, 2020

Mr. Alan Drozd, MCIP, RPP
Manager of Planning (A)
Development Services Department
Town of Georgina
26557 Civic Centre Road
Keswick, ON L4P 3G1

Dear Mr. Drozd:

Re: Assignment of 4,000 Persons Capacity at Keswick WRRF, Town of Georgina

In November 2019, York Region (Region) advised local Council that it could consider assigning the remaining 4,000 persons of capacity at the Keswick WRRF following completion of membrane stress testing in Q1 2020. Scheduling challenges in early 2020 due to facility maintenance and COVID-19 resulted in deferral of stress testing to Q1 2021. Despite this change, the membranes exhibited good performance during a large storm event in January 2020 where target stress test conditions were achieved, albeit for a shorter duration of time.

As such, we are prepared to assign the remaining 4,000 persons of capacity at the Keswick WRRF to the Town. This release increases the total capacity assignment for the Keswick WRRF from 45,000 to 49,000 persons, which is the design capacity of the facility.

If you have any questions or require additional information, please contact Tammy Silverstone, Manager, Capacity Monitoring and Development Approvals (A) at tammy.silverstone@york.ca.

Sincerely,



Wendy Kemp, M.Sc., P. Geo
Director, Infrastructure Asset Management (A)

TS/er

Copy to: Erin Mahoney, Commissioner, Environmental Services
Paul Freeman, Chief Planner, Corporate Services
Karen Whitney, Director, Community Planning, Corporate Services
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Tammy Silverstone, Manager, Capacity Monitoring and Development Approval (A), Environmental Services
Beth Weir, Manager, Wastewater, Environmental Services
Roy Huetl, Director, OMM, Environmental Services
Mike Rabeau, Director, CPD, Environmental Services

Attachment 4
Page 1 of 1

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