



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

April 7, 2021

Shelburne Development Community

Dear Development Community,

RE: Special Meeting of Town Council to Consider Servicing Allocation and Renewal Requests to be held April 28, 2021 at 5:00pm

The Town of Shelburne has recently completed a review of remaining wastewater treatment servicing capacity using available data to year end 2020. Report DO 2021-02 summarizes the findings of this review and was presented to Town Council on March 22, 2021. Council adopted the following resolution:

BE IT RESOLVED THAT Council receives report DO 2021-02 regarding Sewage Capacity Allocation dated March 22, 2021 for information;

AND THAT Council directs staff to call a Special Meeting prior to the end of April 2021, to further discuss the findings and implications noted within the report with the Development Community that currently have active applications and owns developable property within the Town of Shelburne.

A copy of Report DO 2021-02 is enclosed with this letter. As summarized in Report DO 2021-02, the review of remaining capacity concluded that estimated future servicing demands arising from planned and proposed developments will exceed the remaining capacity.

Upgrades to the wastewater treatment plant, as well as additional water supply and other infrastructure improvements, will be required to service growth. The Town is currently undertaking Environmental Assessments to plan for the required improvements. The outcomes of these Environmental Assessments will outline steps for future implementation and cost estimates of the improvements, which will provide a better sense of the potential timing and availability of servicing for planned and proposed developments and financing/funding strategies.



Further to the above resolution, a Special Meeting of Council has been scheduled for **April 28, 2021 at 5pm**. The Development Community and landowners in the Town of Shelburne having an interest in these matters and who wish to request or renew servicing allocations are required to attend to present:

- The nature of your request for servicing allocation and/or renewal including an overview of the development site location, and the type, current status and timing of development proposed;
- The amount and timing of need for servicing allocation;
- Other information about the project or proposal that you wish to provide to support the request.

Presentations will be limited to a maximum of 10 minutes, followed by an opportunity for questions by Council.

Owners of conditionally approved developments including residential developments with five (5) or more units (e.g. draft plans of subdivision and condominium) and Industrial / Commercial / Institutional (ICI) developments with conditional approval (e.g. conditional sites plans) are required to apply for renewal of servicing allocation and will be contacted individually.

Submissions are not required or requested from the owner of a development that has received final approval (i.e. where all conditions of draft approval and/or site plan approval have been cleared) or for which a building permit has been issued.

To participate in the Special Meeting of Council and register your attendance to present your request for servicing allocation and/or renewal, please complete and submit the enclosed **Municipal Servicing Request / Renewal Form** along with any presentation materials by email to planning@shelburne.ca **no later than 4:30pm on April 20, 2021**.

The information collected will be used by the Town to:

- estimate water and wastewater servicing demands;
- consider requests for servicing allocation and allocate servicing to planned developments;
- require the timely use of servicing allocations; and
- assist and inform the Town's efforts to plan and sustainably manage water and wastewater infrastructure.

Council may elect to make decisions affecting servicing reserves and/or allocation renewals and new requests at the meeting or at subsequent meetings of Council.



The meeting will be held in a virtual format and registered participants will be provided with a link to join the meeting. The meeting will also be livestreamed and recorded for observers to view the proceedings. Information submitted will become part of the public record.

Should you have any questions, comments or concerns, please contact Steve Wever, Town Planner, by email at planning@shelburne.ca.

Sincerely,

Denyse Morrissey, B.A; M.P.A
Chief Administrative Officer

Enc.

cc. Jennifer Willoughby, Director of Legislative Services/Clerk
Jim Moss, Director of Development and Operations
Steve Wever, Town Planner, GSP Group Inc.
Stephen Burnett, Town Engineering, SBA Engineering
David Germain, Town Solicitor, Thomson, Rogers

(Distributed to recipient and all cc's via email only)

PART 1: APPLICANT / AGENT / PROPERTY OWNER INFORMATION	
Name of Applicant*:	Phone:
Mailing Address:	E-mail:
Name of Agent*:	Phone:
Mailing Address:	E-mail:
Name of Property Owner*:	Phone:
Mailing Address:	E-mail:
Name of Consulting Engineering Firm:	Phone:
Engineer Contact Name:	Email:
All correspondence in respect to this request will be forwarded to: (check applicable) <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Property Owner <input type="checkbox"/> Engineer	

*If a numbered company, also provide the name of a principal of the company.

PART 2: PROPERTY INFORMATION	
Property Address: (describe location if no civic address)	
Legal Description:	
Property Area (Ha):	Adjoining Street Name(s) and Frontage (m):
What is/are the existing use(s) of the property? (e.g. residential, industrial, commercial, institutional, agriculture, open space, other)	

PART 3: EXISTING BUILDINGS & STRUCTURES

Are there any existing buildings or structures on the property? ☐ YES ☐ NO

If YES, please complete the following:

of Existing Dwelling Units:

Existing Industrial Gross Floor Area (m²):

Existing Commercial Gross Floor Area (m²):

Existing Institutional Gross Floor Area (m²):

Other Existing Gross Floor Area (m²):

PART 4: EXISTING AND PROPOSED SERVICING

(check all that apply)	Existing Non-Municipal / Private Servicing	Existing and Proposed Municipal Servicing
Water Supply:	<input type="checkbox"/> Private Well <input type="checkbox"/> Other Private Water Supply: _____	<input type="checkbox"/> Existing Municipal Watermain Connection <input type="checkbox"/> Proposed New Municipal Watermain Connection
Sanitary:	<input type="checkbox"/> Private Septic <input type="checkbox"/> Other Private Sanitary System: _____	<input type="checkbox"/> Existing Municipal Sanitary Sewer Connection <input type="checkbox"/> Proposed New Municipal Sanitary Sewer Connection

PART 5: PROPOSED DEVELOPMENT AND SERVICING REQUEST WORKSHEET

Please complete the table on the following page. Instructions:

For each of the Development Staging Areas (or Non-Urban Area) that apply to the subject property(ies), fill in all rows that apply based on development plans and engineering report/estimates, including:

A. Number of residential units by type and requested wastewater servicing in Litres per Second (L/S)

B. Non-residential Gross Floor Area (GFA) in Square Metres (m²) by type and wastewater servicing (L/S)

C. Total requested wastewater servicing (L/S) and expected timing of the total units, non-residential GFA and wastewater servicing (L/S) in the near-term (within 3 years), medium term (3 to 5 years) and long-term (5 to 10 years) construction horizons

A. RESIDENTIAL:	OFFICIAL PLAN DEVELOPMENT STAGING AREA						NON- URBAN		TOTAL	
	STAGE 1		STAGE 2		STAGE 3					
	UNITS	L/S	UNITS	L/S	UNITS	L/S	UNITS	L/S	UNITS	L/S
Single & Semi-detached:										
Townhouse:										
Apartments (≤1 bedroom):										
Apartments (2+ bedrooms):										
Other Residential Type(s): _____										
Residential Totals:										
B. ICI / NON-RESIDENTIAL:	GFA	L/S	GFA	L/S	GFA	L/S	GFA	L/S	GFA	L/S
Industrial:										
Commercial:										
Institutional:										
Other Non-Residential Type(s): _____										
Non-Residential Totals:										
C. TOTAL SERVICING (L/S):										
NEAR TERM SERVICING REQUEST: (construction within 3 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S
MED. TERM SERVICING REQUEST: (construction in 3 to 5 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S
LONG-TERM SERVICING REQUEST: (construction in 5 to 10 years)	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS	UNITS
	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA	GFA
	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S	L/S

PART 6: PLANNING INFORMATION		
Official Plan Development Stage Area: (See Official Plan Map Schedule 'B1', check all that apply)	Urban Area: <input type="checkbox"/> Stage 1 <input type="checkbox"/> Stage 2 <input type="checkbox"/> Stage 3	Other: <input type="checkbox"/> Non-Urban
Related Planning Applications: (check all that apply)	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Zoning By-law Amendment <input type="checkbox"/> Draft Plan of Subdivision / Condominium <input type="checkbox"/> Part-Lot Control Exemption <input type="checkbox"/> Consent <input type="checkbox"/> Minor Variance <input type="checkbox"/> Site Plan	
Status of Related Planning Applications / Approvals / Permits / Agreements: (check all steps completed and current status of applicable approvals, permits and agreements)		
INITIAL PHASE	REVIEW PHASE	APPROVALS PHASE
<input type="checkbox"/> Proposal / Concept <input type="checkbox"/> Pre-application Record <input type="checkbox"/> Submitted <input type="checkbox"/> Deemed Complete	<input type="checkbox"/> Circulated <input type="checkbox"/> Public Meeting(s) Held <input type="checkbox"/> Comments Received <input type="checkbox"/> Comments Addressed	<input type="checkbox"/> Draft/Conditional Approval <input type="checkbox"/> In Appeal Period/Appealed <input type="checkbox"/> Development Agreement <input type="checkbox"/> Final Approval/Registered
MUNICIPAL AGREEMENTS / PERMITS		OTHER APPROVALS / PERMITS
<input type="checkbox"/> Municipal Site Alteration Permit <input type="checkbox"/> Pre-Servicing Agreement <input type="checkbox"/> Subdivision/Condominium Agreement <input type="checkbox"/> Site Plan Agreement <input type="checkbox"/> Deemed Complete		<input type="checkbox"/> NVCA Permit <input type="checkbox"/> MTO Building / Land Use Permit <input type="checkbox"/> County and/or MTO Entrance Permit <input type="checkbox"/> County and/or MTO Agreement <input type="checkbox"/> Environmental Compliance Approval (ECA) <input type="checkbox"/> Other: _____
Planning Objectives & Evaluation Criteria: (per Official Plan, check all that apply)		
For this servicing request, does the proposed/planned development:		
<input type="checkbox"/> Contribute to meeting the intensification target within the built-up area?		
<input type="checkbox"/> Contribute to achieving the density target in the designated greenfield area?		
<input type="checkbox"/> Include mixed-use, commercial, employment or institutional development on land designated for these uses?		
<input type="checkbox"/> Contribute to meeting the affordable housing targets of the Official Plan?		

- ☐ **Include rental housing and/or housing designed to meet special needs?**
(check all that apply)
- ☐ **Rental** ☐ **Seniors** ☐ **Accessible** ☐ **On-site support services**
- ☐ **Other special needs:** _____
- ☐ **Optimize the use of existing municipal infrastructure within the urban area?**
- ☐ **Represent a logical, cost-efficient extension of existing services within the urban area?**
- ☐ **Support active transportation (walking, cycling)?**
- ☐ **Support the use of transit and/or provide facilities for future transit services?**
- ☐ **Provide indoor community facilities such as schools or recreation facilities?**
- ☐ **Maximize parks and open space provision?**
- ☐ **Contribute to enhanced urban design?**
- ☐ **Contribute to a complete community and compact urban form?**

PART 7: SUPPORTING INFORMATION

Plans, studies and supporting justification:
(check all that apply, attach any other relevant information to support the servicing request)

- ☐ **Development Concept Plan**
☐ **Draft Plan or Site Plan**
☐ **Functional Servicing Report**
☐ **Environmental Assessment(s)**
☐ **Planning Justification Report**
☐ **Environmental Impact Study**
☐ **Traffic Impact Study**
☐ **Other:** _____

What are the servicing estimates based on?
(check all that apply, list information below)

- ☐ **Detailed Engineering Plans and Design Sheets**
☐ **Functional Servicing Report**
☐ **Preliminary Engineering Estimate**
☐ **Other:** _____

Engineering Report & Drawings:	Prepared by:	Date:

PART 8: AUTHORIZATION

I (we), _____ of the _____, in the
County/Region of _____, do hereby authorize _____
to submit this allocation request on my (our) behalf.

Signature(s) of Owner(s):

Owner(s)

Date

PART 9: AFFIDAVIT

I (we), _____ of the _____, in the
County/Region of _____, do hereby:

1. Petition the Town of Shelburne to approve or renew the subject servicing allocation;
2. Certify that I (we) have full legal right to request such action;
3. Understand that this Servicing Request/Renewal Form and related material and all attachments become official records of the Town of Shelburne and will not be returned, and that the information contained in the Form may be used in reports and other documents produced by the Town of Shelburne as a matter of public record;
4. Solemnly declare that all the statements contained in this Request/Renewal Form and any documents or plans submitted herewith are true and correct to the best of my (our) knowledge and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Signature(s) of Owner(s) or Authorized Agent:

Owner(s)

Date

Authorized Agent

Date