

## TECHNICAL MEMORANDUM

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**Date:** April 13, 2026

**Project:** Town of Shelburne, Water Pollution Control Plant Upgrade and Expansion

**Re:** WPCP Schedule and Timeline Update

**To:** Town of Shelburne Council

**From:** Stephen Burnett, Municipal Engineer

**cc:** Denyse Morrissey, CAO, Town of Shelburne  
Jim Moss, Director, Development and Operations, Town of Shelburne

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### 1. Background

As Council is aware, S. Burnett & Associates Limited (SBA) has been working on the detailed design and possible staging of the proposed Water Pollution Control Plant (WPCP) Upgrade & Expansion project. SBA had previously been instructed to continue with the design process but that tendering of the project would not proceed without knowing how the project could be financially supported.

With the most recent announcement made by the Province of Ontario that the Town of Shelburne has been successful in securing funding under the HEWSF program, an update on the current schedule and timelines to tender readiness and construction completion is being provided. We anticipate there will be significant interest from the development community. Information on the actual timelines will assist Council in addressing questions that they may receive on this very important project.

### 2. Schedule and Timelines

The following is a brief summary of the expected timelines and commitments made under the HEWSF funding agreement with respect to schedule and timelines for tendering and construction. SBA has been working with Town staff and OCWA during the design phase and continues to meet monthly to review technical and operational aspects of the design work. SBA recently submitted the design package to the Ontario Ministry of Environment, Conservation and Parks (MECP) for an Environmental Compliance Approval (ECA) amendment which is the approval document or certificate granted by the MECP which is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment.

These activities are described under the Environmental Protection Act, 1990 (EPA) and Ontario Water Resources Act, 1990 (OWRA) and in the case of the WPCP, Section 9 of the EPA requires an ECA for certain activities with emissions related to air, noise and/or vibrations and Section 27 of the EPA requires an ECA for the transportation, management and/or disposal of certain types of waste and Section 53 of the OWRA requires an ECA for certain sewage works. The Town of Shelburne, similar to other municipalities and businesses, must comply with the specific terms and conditions set out in their ECA. The MECP has a 1-year service standard in place for High-Risk files which means that they have to review the file within a year from submission of a complete application. However, it has been our experience that the approval process takes approximately 4 to 6 months for submissions of this nature.

As Council is aware, SBA has consistently indicated that the proposed construction works will take approximately 2 years from the date of award. Based on the current design submission, typical tendering timelines and the proposed construction timelines, the following is a summary of the proposed timelines for tendering and construction activities:

A.	ECA Application Submitted to MECP (4 to 6 months for approval)	Completed
B.	Finalize 99% Design Package	August/September 2026
C.	Anticipated MECP Approval	July to Sept 2026
D.	Tender Project Publicly (6 to 8 weeks)	October/November 2026
E.	Award Tender	December 2026
F.	Start Construction	January/April 2027
G.	Construction Completion/Commissioning	March 2029
H.	First New Connections	April/May 2029