



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)