

Attachment B



TOWNSHIP OF UXBRIDGE
UXBRIDGE URBAN AREA
RESIDENTIAL SERVICING ALLOCATION
RESERVATION POLICY 2025
Draft for Review and Discussion

1. INTRODUCTION

The Township of Uxbridge Official Plan establishes policies to guide the planning of the Urban Area. New residential development in the Uxbridge Urban Area (See Schedule A , Uxbridge Urban Area boundary) is conditional on the availability of municipal wastewater treatment and water services in accordance with the requirements of the Township Official Plan. The capacity of the services, particularly municipal wastewater, is extremely limited and must be regularly monitored to ensure development approvals do not exceed capacity.

The Region of Durham is responsible for wastewater and water services under statute and has the ultimate authority over such services. The Region of Durham(the Region) typically confirms final allocation of servicing capacity for residential developments upon execution of a servicing or subdivision agreement. For planning applications that do not require a Regional servicing or subdivision agreement (i.e. service connection application, consent, rezoning for an existing lot of record), the Region may provide clearance to the Township of Uxbridge at the appropriate point in the approval process.

The Region may place a hold on any final allocations of servicing capacity in its sole discretion (i.e. due to unforeseen and/or emergency circumstances) to ensure the health and safety of Township residents and protection of the environment.

Schedule A

Uxbridge Urban Area Boundary

Legend

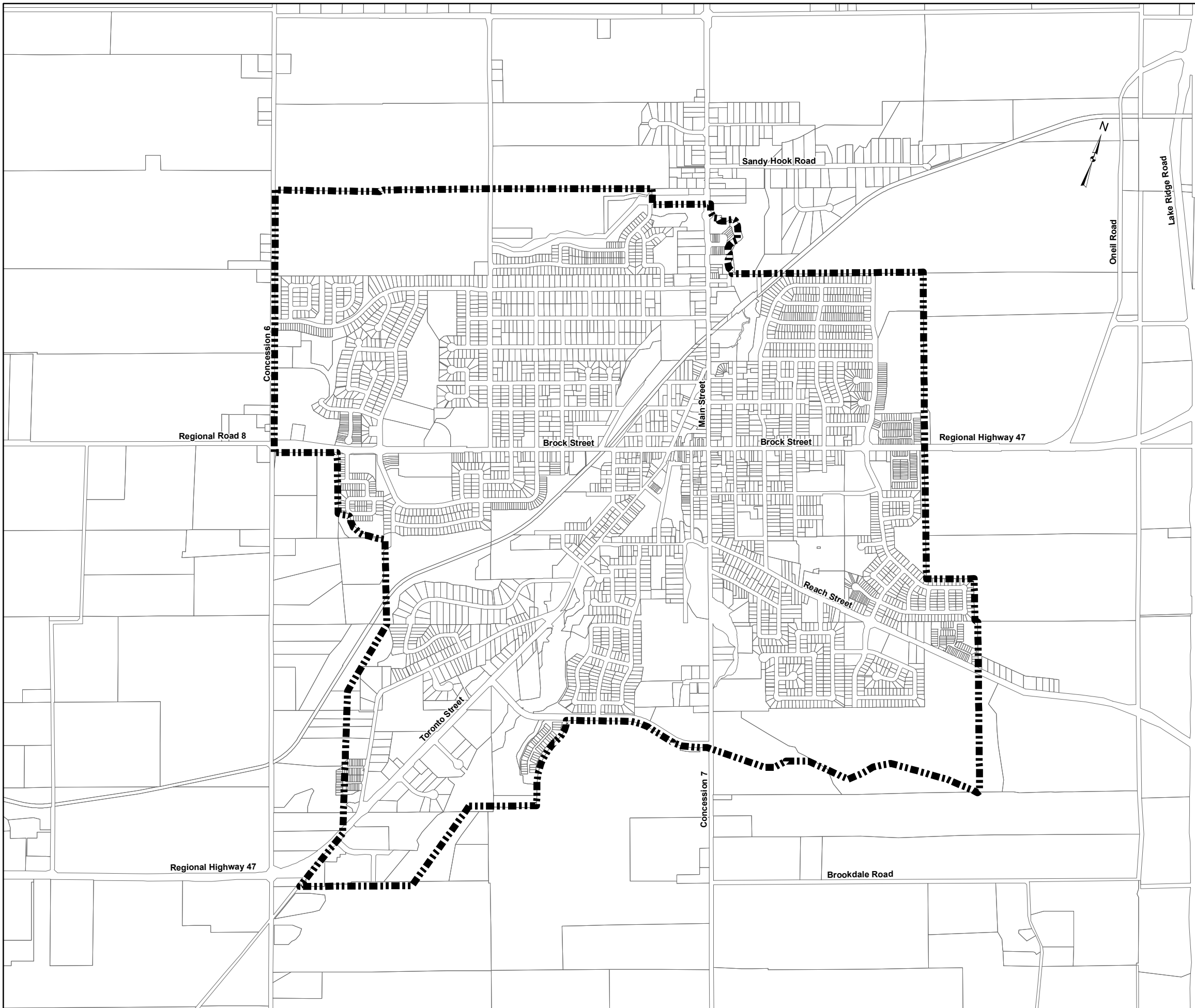
 Urban Area Boundary

0 125 250 500 750 1,000
Meters

This map has been produced from a variety of sources. The Region of Durham does not make any representations concerning the accuracy, likely results, or reliability of the use of the materials. The Region hereby disclaims all representations and warranties.

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Not a plan of survey;

August 17, 2018 revised by Township of Uxbridge January 28, 2025



Wastewater and water servicing capacity is calculated and tracked by the Region on a per person basis, with different dwelling types being equal to an assumed number of persons per unit. Table A1 found in Appendix A identifies the number of persons per unit type which the Region assumes for the purposes of all wastewater/water servicing tracking calculations related to reservation/allocation.

This Residential Servicing Allocation Policy has been developed in conjunction with the Region of Durham and is to be used as a basis for the reservation of wastewater treatment and water servicing capacity by the Township for residential development to best meet the objectives of the Township, as determined by Township Council, and to implement Provincial, Regional and Township policies to manage development in a manner which efficiently uses land, existing resources, infrastructure and public service facilities.

2. APPLICABILITY OF ALLOCATION POLICY

Final approval of all residential development¹ which requires any approval under the Planning Act or which requires a building permit, including removal of an “H” holding zone symbol, shall be conditional on reservation of wastewater treatment and water servicing capacity by the Township. This will include any amendments to existing development approvals (i.e. zoning by-law amendment) which will result in an increase in the need for servicing allocation.

Reservation of wastewater treatment and water servicing capacity will be at the sole and absolute discretion of Township Council, in consultation with the Region of Durham particularly with regard to capacity tracking data established by the Region of Durham. All reservations of wastewater treatment and water servicing capacity shall be confirmed by a resolution of Township of Uxbridge Council, in accordance with this policy. However, Council may delegate authority by by-law for reservation of servicing for development anticipated to have potential for 20 persons or less to Township staff.

Servicing capacity shall only be reserved for a period of time as determined by Council and set out in a resolution of Council. Such period of time for specific developments shall generally not exceed two years, and will generally be no longer than one year. Reservations for Township or other public initiatives such as Downtown² revitalization and affordable and seniors housing may be established for up to five years.

3. ALLOCATION PROCESS

¹ Note: Development applications such as new additions or interior renovations to existing residential buildings which do not create any new dwelling units are exempt from the Residential Servicing Allocation Policy.

² Note: The area of the Downtown shall be as designated within the Official Plan of the Township of Uxbridge which is in force at the time of reading this policy.

3.1 Overview

An Application for reservation of wastewater treatment and water servicing allocation will be submitted to the Township's Development Services Department (See Application Template in Appendix B) by the Applicant prior to obtaining final approval for a plan of subdivision/condominium or consent, for site plan or lifting a holding zone or other similar approval processes.

The request will be reviewed by Township staff for completeness within 30 days of being submitted. Should the application be deemed incomplete, Township staff will advise the applicant what remains outstanding.

Once deemed complete, staff will review, in the context of this Policy, as well as considering the type of application and other factors and prepare a recommendation for Council consideration, unless approval has been delegated to staff. See Table 1 for summary of review approach.

3.2 Reservation of Allocation for Plans of Subdivision and Condominium and Consents

A condition of draft plan approval or consent will establish that the Township must be satisfied that sufficient wastewater treatment and water servicing capacity exists to adequately service the proposed development and servicing must be formally reserved by resolution of Township Council for such development in accordance with the Residential Servicing Allocation Policy.

Allocation (system capacity) will be 'reserved' by the Township through the process of satisfying the conditions of the draft plan approval for a plan of subdivision or plan of condominium, or through the process of satisfying the conditions for a consent. This process will also apply where amendments are being sought to such approvals.

Prior to reserving capacity the Township shall evaluate the application with respect to the criteria/conditions established in conformity with the Township's Allocation Policy, as well as other policies and regulations, including the Township Official Plan. The evaluation will include consideration of the length of time required for fulfilment of the conditions of draft plan approval to ensure that the plan is close to proceeding and that all the remaining conditions can be met in a timely manner. Generally a reservation will be granted for a period of no more than one year.

The Township will consider applications for a reservation for a plan of subdivision or condominium once a year, generally in February, when the most recent updated capacity tracking information is available from the Region. Applications for consents may be considered when fulfilment of the other conditions is anticipated to occur within one year.

3.3 Reservation of Allocation for Other Development Applications

For developments which are not part of a plan of subdivision or a plan of condominium or which do not involve a consent, and which will involve the creation of one or more dwelling units, any rezoning will be subject to a holding zone which requires the reservation of allocation prior to lifting the holding provision. Regardless of whether a holding zone is established, allocation will be reserved as part of the site plan process, where required, or prior to submission of a building permit application. This process will also apply where amendments are being sought to such approvals.

Prior to “reserving” capacity, the Township shall evaluate the application with respect to the criteria/conditions established in the Township’s Allocation Policy, as well as other policies and regulations, including the Township Official Plan. The evaluation will include consideration of the length of time to be granted for fulfilment of the approval to ensure that if the development does not proceed in a timely manner, the reservation of allocation can be withdrawn.

Where a Zoning By-law Amendment or Minor Variance facilitates a residential development which will require a future site plan agreement, an application for reservation shall be submitted and assessed during the site plan process.

3.4 Final Allocation

In accordance with the servicing allocation procedures of the Region of Durham, system capacity will be finally allocated for development via: :

- i) execution and registration of a subdivision or condominium agreement; or
- ii) providing clearance to the Township of Uxbridge for approval of a service connection application for a consent, zoning by-law amendment, site plan approval, variance that creates a new dwelling unit, or an existing lot of record.

Conditions of draft plan of subdivision or condominium approval or provisional consent for development will contain a clause indicating that the Township is not obligated to provide reservation of wastewater treatment or water servicing allocation within the term of the draft approval or provisional consent and that the final allocation of wastewater treatment and water servicing capacity will only occur following confirmation of such capacity by the Region .

A holding zone will be applied where a rezoning is required which holding zone will require, as a condition of lifting the holding zone that:

- ii) the Township of Uxbridge Council has passed a resolution reserving allocation for wastewater treatment and water services for the development; and,
- iii) a site plan agreement has been executed with the Township, where applicable.

All reservations of allocation will require that if development does not proceed within a specified period of time , the reservation can be withdrawn and, where applicable, a holding symbol re-imposed on the site.

Table 1: Reservation of Allocation Process Summary

Development/Application Type	Application for Reservation of or Allocation	Expiry Date	Potential Extension
Building Permits	Apply prior to Building Permit Application Submission where reservation has not already been granted.	If Building Permit revoked by Chief Building Official (CBO), reservation of allocation is automatically revoked.	
Consent	Application when fulfillment of other conditions of approval anticipated to be addressed within one year	Subject to expiration established by Council	If extended by Council
Draft Plan of Subdivision Approval	Application when fulfillment of other conditions of approval anticipated to occur in one year from consideration of application in February of any given year. Application may be for a phase of the subdivision.	Subject to expiration established by Council generally a maximum of one year	If extended by Council
Draft Plan Approval of Plan of Condominium	Application when fulfillment of other conditions of	Subject to expiration established by	If extended by Council

Development/Application Type	Application for Reservation of or Allocation	Expiry Date	Potential Extension
	approval anticipated to occur in one year from consideration of application in February of any given year	Council generally a maximum of one year	
Site Plan	Application during site plan application process	One year from granting of reservation	If extended by Council
Minor Variance resulting in creation of new dwelling unit	Apply at time of minor variance application	Conditional on approval of variance and building permit issuance with one year	If extended by Council
Zoning By-law Amendment	Apply upon approval of zoning bylaw amendment	Conditional on lifting holding zone and building permit issuance in one year	If extended by Council
Official Plan Amendment	Not applicable		

4. DETERMINATION OF AVAILABLE SERVICING CAPACITY

As a basis for the review of applications for residential servicing allocation reservation, the Township will determine, in consultation with the Region, the remaining capacity of the wastewater treatment system in January of each year. In addition, the Region will provide an update on the water servicing capacity. The servicing capacity available for allocation shall be as established by the Region, including the following system capacity reservations established by Township Council and the Region:

- i) Downtown 1,000 people³
- ii) Uxbridge Cottage Hospital Rebuild/Expansion

³ Reflects results of Uxbridge Urban Area Housing Analysis Update, October 2024, Hemson Consulting Ltd. which identifies an estimated population for the Downtown of 1,300. This estimate has been adjusted to reflect reservation of capacity for three projects in the Downtown (Kindred Works, 34/36 Brock, 29 Maple).

	and associated Hospital/Long Term Care Facility, as well as other Long Term Care Facilities	200 people
iii)	Township lands	150 people
iv)	Unconnected units/lots with existing sewers along frontage	555 people

These reservations will be reviewed each year in March by the Township in consultation with the Region and modified to reflect changes in the status of development. In particular to the Downtown, a reduction in the reservation will be considered when significant developments (more than 100 people) have been built and occupied in the Downtown.

5. EVALUATION OF APPLICATIONS FOR ALLOCATION RESERVATION

Given the limited availability of waste water treatment and water servicing capacity in the Uxbridge Urban Area, all applications for development which require allocation will be evaluated by the Township based on achievement of the following criteria:

- i) Conforms with the Township Official Plan, including any amendments to the Plan; and,
- ii) Application has been refined to address all Township and agency comments in a manner satisfactory to the Township;

Where these criteria have been satisfied, and there is sufficient remaining capacity available for the proposed development which will generate 20 people or more, Council shall make a determination on allocation based on achievement of two or more of the following criteria:

- i) Development which contributes significantly to the achievement of the Downtown Revitalization Strategic Plan & Action Plan and/or Community Improvement Plan in particular new significant residential development in the Downtown;
- ii) Provision of non-profit and/or assisted housing including dedication of land to non-profit housing organizations as well as a monetary or in-kind contribution toward the construction of units;
- iii) Provision of major new or enhanced public facilities or benefits beyond those facilities or benefits which are required to be provided by legislation including the development of a public park, significant addition to the trails system in the Urban Area, recreational facility or other key elements of public infrastructure; and/or
- iv) Development which will incorporate proven technology or other mechanisms which will minimize the use of wastewater treatment and/or water servicing capacity, in particular development which contributes or the reduction of phosphorus in stormwater and/or wastewater (i.e. reuse of grey water).

Appendix A Regional Design Criteria

Region of Durham Design Criteria	Persons/Unit
Single Family Dwelling Semi-Detached, and Links	3.5
Townhouses	3.0
Apartments	
- 1 Bedroom or Bachelor	1.5
- 2 Bedroom	2.5
- 3 Bedroom	3.5
- 4 Bedroom or larger	4.5

APPENDIX B – Wastewater and Water Residential Allocation Reservation Application Form

Wastewater and Water Residential Allocation Reservation Request

Development Services Department
Township of Uxbridge

Attention:

The Township of Uxbridge, in conjunction with the Region of Durham, in an effort to manage and maintain wastewater treatment and water infrastructure for the Township, requires that this application be completed and submitted to the above noted address for residential wastewater and water allocation reservation consideration.

Section 1) Applicant requesting allocation (Party to receive allocation letter)

Name: _____
Company: _____
Full
Address: _____
Phone: _____
Email: _____

Section 2) Property Owner Information

Name: _____
Company: _____
Full
Address: _____
Phone: _____
Email: _____

Section 3) Property Information

Project/Business Name: _____
Project Address: _____

For Office Use Only		
Date	File	Associated
Received: _____	Number: _____	Project
		Number(s) _____

Section 4) Scope of project

Development: New Existing Change

Proposed Use(s) _____ Existing Use(s) _____

Brief Description of Project: _____

Proposed Connection Details: _____

Previous Flow (in L/s if applicable) _____

Gross Area (ha): _____

Low Density Number of Units: _____ Requested Allocation (L/s) _____

(eg. Single and Semi-Detached)

Medium Density Number of Units: _____ Requested Allocation (L/s) _____

(eg. Townhomes and Row houses)

High Density Number of Units: _____ Requested Allocation (L/s) _____

(eg. Apartments)

Section 5) Supporting Documentation

The following must be provided to consider this request for wastewater allocation request complete electronically as well as paper copies (*Regardless if supporting information was submitted prior to this request*):

- I. A Site Plan (11x17") showing properties requesting allocation.

- II. A Servicing Plan (11x17”) showing the proposed sewer network as well as the proposed connection point to municipally owned sewers.
- III. Supporting documentation/justification of above requested allocation.

Applicant Affidavit

I/We, the Undersigned, do hereby make application to the Township of Uxbridge to approve the requested wastewater treatment and water reservation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Township of Uxbridge and will not be returned.

Print Name

Signature of Applicant

Date