



REPORT

DEVELOPMENT SERVICES

TO: Planning and Economic Development Committee

FROM: Elizabeth Howson, Macaulay Shiomi Howson Ltd.

DATE: March 17, 2025

REPORT: DS 12/25

**FILE NO. Uxbridge Urban Area
Residential Servicing
Allocation Reservation Policy**

**SUBJECT: Uxbridge Urban Area Residential Servicing Allocation
Reservation Policy**

BACKGROUND:

A proposed revised “Uxbridge Urban Area Residential Servicing Allocation Reservation Policy” (Policy) was presented to Council for information in Report DS 06/25, February 3, 2025. The Policy was developed after extensive review by Township staff and consultants. However, it was recommended that before the Policy is finalized review by other agencies and the public should be undertaken.

Further to Council’s direction a Public Open House for the proposed Allocation Reservation Policy was held in the Council Chambers on Tuesday, February 25, 2025 from 6:30 P.M. to 8:00 P.M. Notice was posted on the Township’s website and in the February 13, 2025 edition of The Cosmos. The minutes of the meeting are found in Attachment A to this report.

Written submissions were invited prior to March 4, 2025. One written submission was received from Bridgebrook Corp. which is found in Attachment B to this report.

APPROACH:

Based on the input received a further review of the proposed Policy was undertaken. The revised Policy is found in Attachment C.

Minor modifications have been made for clarification. In addition, in response to the input received at the Public Open House, modifications were made to one of the criteria that Council will use to make a determination on allocation. The specific

criteria included reduction of phosphorous in stormwater in addition to wastewater. The criteria has been revised to remove the reference to stormwater given that that is already required. The criteria now reads as follows:

“Development which will incorporate proven technology or other mechanisms which will minimize the use of wastewater treatment and/or water servicing capacity without being difficult to impement and operate, in particular development which contributes to the reduction of phosphorus in wastewater (i.e. reuse of grey water) but shall not involve phosphorous trading.”

The submission made by Bridgebrook Corp. which was prepared by Malone Given Parsons (MGP) outlines their approach to the analysis of servicing capacity and an assessment of the work undertaken by Hemson Consulting. They request that the Township redo its servicing analysis “and allocate servicing capacity to Bridgebrook as part of the Township’s reserve”. They also request that the policy be amended to recognize and prioritize a reservation of capacity for developments such as theirs with draft plan approval and provide for a longer period of reservation for draft plan approved lands.

The approach and changes proposed on behalf of Bridgebrook are not in keeping with the direction outlined in the Policy as follows and are not recommended:

“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 sevicng 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.”

RECOMMENDATION:

THAT Report DS 12/25, Uxbridge Urban Area Residential Servicing Allocation Reservation Policy be received for information;

AND THAT Council adopt the Uxbridge Urban Area Residential Servicing Allocation Reservation Policy as revised.

Submitted by:



Elizabeth Howson MCIP, RPP
Macaulay Shiomi Howson Ltd.

ATTACHMENT A

TOWNSHIP OF UXBRIDGE - SEWAGE ALLOCATION OPEN HOUSE

UXBRIDGE TOWN HALL COUNCIL CHAMBERS

FEBRUARY 26, 2025, 6:30 PM

PRESENT: **CODY MORRISON, CHIEF PLANNING OFFICIAL**
LIZ HOWSON, MACAULAY SHIOMI HOWSON LTD,
ZED PICKERING, COUNCILLOR WARD 3
BRUCE GARROD, REGIONAL COUNCILLOR
TODD SNOOKS, COUNCILLOR WARD 5
HILARY WILLIAMS, DIRECTOR OF DEVELOPMENT
SERVICES/BY-LAW SERVICES/ANIMAL CONTROL
EMILY ELLIOTT, DEPUTY CLERK
JUDY RISEBROUGH, PROJECT MANAGER
DEBBIE LEROUX, DIRECTOR OF LEGISLATIVE
SERVICES/CLERK

The presentation commenced at 6:45 pm

Cody Morrison, Chief Planning Official provided an introduction to the review process and advised that a week would be given for further comments.

Liz Howson, Macaulay Shiomi Howson Ltd. provided a presentation on the proposed Allocation Policy (see slides attached). She advised that the Allocation Policy is not a new document, and that this policy had been in effect since 2010. Ms. Howson advised that the Township Official Plan established the need for a policy when the new Official Plan was put in place in 1999, and that was approved by the Ontario Municipal Board in 2001. Ms. Howson spoke to the fact that there had been several amendments to the Policy since 2010 and that in 2018 the Township established a reservation for sewage allocation for Downtown Uxbridge. The allocation was originally set for 200 people and was subsequently increased to 600 people. Ms. Howson also spoke to the establishment of the reservation that occurred in 2019 that set aside allocation for long term care facilities.

Ms. Howson advised that, although there have been amendments to the Policy the intent of the Policy remains the same.

Ms. Howson elaborated on the many changes that had contributed to the delay in bringing forward a revised Policy, including amendments by the Province to the *Planning Act*, in addition to changes to the Provincial Policy regime including the Growth Plan, and the Provincial Planning Statement. Ms. Howson advised that the Region of Durham adopted a new Official Plan which was approved in October 2024. Ms. Howson further highlighted the changes in planning responsibility which has been

removed from the Region and downloaded to the lower-tier municipalities which resulted in the Township taking responsibility for the Regional Official Plan.

Ms. Howson spoke to the Region's responsibility related to the monitoring of sewage capacity of the Uxbridge plant. She explained that the Township reserves the capacity, but the Region is responsible for approving the final allocation based on a recommendation from the Township that the development receive the allocation.

Ms. Howson advised that an application had been received for a development at the north end of the Urban area that would have a significant impact on the available capacity. She clarified that the Sewage Allocation Policy only applies to the lands within the Uxbridge Urban Area and to residential developments only.

Ms. Howson advised that the Township recognized that the Policy needed to be reviewed and replaced with a new Policy that would reflect the many changes in legislation, while also establishing a process to reserve allocation. She stated that this was also an opportunity for the Policy to reflect the updated reservation for Downtown Uxbridge, long term care, lands owned by the Township that are set aside for future development, and reservation for infilling that are set aside by the Region. She reiterated the need to establish a clear and concise internal process for reserving the allocation, including decision-making criteria to determine when reservation is given. Ms. Howson explained that that is essential to protect the Township and ensure enough allocation is kept for future projects.

Ms. Howson highlighted some of the internal processes that will be implemented as part of the new Policy which included:

1. The property owner submitting an application for reservation;
2. That the application has to be deemed a complete application before progressing any further;
3. Council approval (with perhaps delegation of approval to staff if development number is under a certain threshold);
4. Continuous review of remaining allocation;
5. Updated calculations every January of the properties being serviced from the Plant; and
6. Regular reviews of the reservations that are in place.

Ms. Howson then spoke to the reservations that are proposed to be held in place by the Township as part of the new Policy:

1. Downtown Uxbridge – 1000 people
2. Hospital/Long term care facility -200 people
3. Township lands slated for future development - 150
4. Unconnected units/lots (Regional requirement) – 555

Ms. Howson further advised that between January and March of each year after the revised calculations are provided by the Region, the Township will review the capacity

numbers and determine if the reservations need to be adjusted to reflect changes in the remaining capacity.

Ms. Howson spoke to the process for evaluating the completed applications for reservation against the requirements in the Official Plan to ensure that the applicants have satisfied agency and Township requirements. She advised that the following proposed criteria will also be used to measure the request:

1. 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;
2. 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;
3. 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
4. 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 to the reduction of phosphorus in stormwater and/or wastewater (i.e. reuse of grey water).

Ms. Howson concluded her presentation by advising the group that capacity is very limited and there will come a time when there is not enough capacity for all proposed developments and Council will have to make this decision.

Cody Morrison opened the floor to questions and comments:

Frank Mazzotta inquired about the criteria proposed for the evaluation of applications related to technology to minimize the use of wastewater treatment and also storm water management for phosphorus loading and why the storm water management (SWM) criteria should be included. He asked whether the same weight would be given to minimizing wastewater when grey water has nothing to do with sewage.

Ms. Howson explained that it has to do with the reduction of phosphorous going to the Uxbridge Brook and that reduction of this through SWM is also of assistance in reducing phosphorous loading to the Brook. She further stated that if two applications were received with one contemplating the use of proven sewage technology and the other contemplating SWM technology, that the sewage technology would be favoured.

Mr. Mazzotta asked if the Township's proposal would meet Lake Simcoe Region Conservation Authority (LSRCA) requirements.

Ms. Howson stated that this consideration would be going over and above the LSRCA requirements.

Mr. Mazzotta suggested that the language be strengthened to favour the sewage technology-reducing phosphorus over storm water management -reducing phosphorus as he felt that at this point, they seemed equally weighted in the Policy.

Tom Fowle suggested that some language be included in the Policy to protect against phosphorus trading, which consideration toward how a development might “squeeze” more phosphorus out of the water He further stated that the Township could end up with technology that is difficult to operate.

Mr. Mazzotta inquired if all requests for allocation would need to be approved by Council. Ms. Howson advised that this is the requirement that is proposed in the Policy, but that Council would have the option to delegate decision-making authority to staff to deal with requests for lower numbers of reservation (i.e. 20 or less people).

Mr. Fowle advised that, eventually, there will applicants who are denied and asked whether these applicants would be able take action against the Township if they do not get their requested reservation. Ms. Howson advised that this is a possibility and why a clear and concise process is required, along with annual reviews and certain approvals by Council.

Mr. Fowle inquired if the proposed process is a process that has been legally tested and if and challengeable? Ms. Howson spoke to policies in place in other municipalities and stated that processes may vary in instances where a municipality is granting the allocation themselves, unlike the Township who are reserving the allocation and then the Region is giving final approval. She advised that each set of facts can be slightly different and will depend on who appeals and how the processes are appealed.

Fabio Furlan suggested that applicants should be told at the pre-consultation stage if there is not sufficient allocation available for their proposed development.

Ms. Howson advised that implementing this suggestion would be difficult and reiterated that the Township cannot make promises. Ms. Howson explained that sometimes the process of an application for a development can be completed quickly, while others can take years. This Policy will help the Township determine when a development can have allocation reserved, while ensuring they are far enough along the process.

Mr. Furlan requested clarification regarding the point at which the Township deems the application to be “far enough along” Ms. Howson stated that each development is different, and it will depend on what conditions are outstanding. Ms. Howson explained that some conditions could take many years to resolve. She further advised that it is proposed that allocation would be reserved for two years, and if the allocation is not used within that time, it will be lost.

Mr. Mazzotta asked whether the allocation numbers in the Policy will be updated annually when the calculations are given by the Region. Ms. Howson confirmed that this would be the case.

ATTACHMENT B

BRIDGEBROOK CORP.

7681 HIGHWAY 27, UNIT 16, WOODBRIDGE, ON L4L 4M5

TEL: (905) 265-1976 X2200

FAX: (905) 265-1979

February 28, 2025

**BY EMAIL TO hdickson@uxbridge.ca AND codymorrison@uxbridge.ca
AND ORDINARY MAIL**

Township of Uxbridge
51 Toronto Street South
PO Box 190
Uxbridge, ON L9P 1T1

Attention: Hailey Dickson, Senior Planning Technician &
Cody Morrison, Chief Planner

Dear Ms. Dickson & Mr. Morrison:

RE: Draft Uxbridge Urban Area Servicing Allocation Reservation Policy

We are enclosing a letter from our planning consultants, Malone Given Parsons, which comments on the draft proposed Uxbridge Urban Area Servicing Allocation Reservation Policy.

In addition to the letter kindly note the following. It is our position that the By-law is being passed in bad faith to circumvent Bridgebrook's request for a reservation.

Further, the draft By-law is clearly designed to prevent draft plans of subdivision from ever being developed in the Township.

This is in contravention of the Provincial Priority of building more homes.

It is obvious to all that the Township's singular focus on intensification hasn't worked.

We ask that this letter and enclosure are brought to the attention of all Council Members for proper consideration before the By-law is enacted.

Yours truly,

BRIDGEBROOK CORP.

Per: 

ASO

Encl.

February 28, 2025

MGP File: 18-2719

Township of Uxbridge
51 Toronto Street South
Uxbridge, ON L9P 1T1

Attention: Mayor and Members of Council of the Township of Uxbridge

Dear Mayor and Members of Council of the Township of Uxbridge:

**RE: Comments on Staff Report DS 06/25 - Uxbridge Urban Area Housing Analysis Update
7370 Centre Road, Township of Uxbridge
Bridgebrook Corp.**

Malone Given Parsons Ltd. (MGP) are the planning consultants for Bridgebrook Corp., who are the owners for the property located at 7370 Centre Road in the Township of Uxbridge. Bridgebrook recently received Official Plan Amendment, Zoning Bylaw Amendment and Draft Plan of Subdivision approval to facilitate a residential development.

We understand that the Township is undertaking a review of its Residential Servicing Allocation Reservation Policy and as part of that, Hemson Consulting Ltd. was retained to update a 2018 analysis they carried out, to analyze the potential housing and population growth in relation to servicing capacity within the Uxbridge Urban Area. We have reviewed their analysis and have concerns the analysis is accounting for allocation that should not be assigned and as such they are overestimating how much population can be considered committed servicing allocation. We also have concerns with the proposed policies regarding the allocation of servicing, particularly the criteria used to determine prioritization and the timelines associated with reservation and final allocation. Moreover, given the applications approval, we are requesting that servicing allocation be granted to Bridgebrook as part of the Township's reserve in accordance with the Provincial Guidelines and our OLT-approved plan. Below is a summary of our comments:

Servicing Capacity Analysis

To ensure the Township of Uxbridge can meet its long-term growth objectives and develop the lands within its urban boundaries, it is critical to confirm that sufficient servicing capacity exists to support development within the 2051 planning horizon. As such, MGP conducted a comprehensive analysis of the reserve servicing capacity in the Township of Uxbridge, aligning its methodology with the Provincial Planning Statement (PPS 2024) and the Provincial D-5-1 Guidelines to determine whether any servicing constraints exists (Refer to Appendix 1).

The Province uses a series of guidelines to give direction to planning authorities on various matters, including the allocation of servicing capacity through the D-5-1 guideline (the “Guidelines”). The Guidelines are the Province’s direction on issuing servicing capacity in constrained circumstances and provides a method for calculating both committed and remaining servicing supply. It is not the Province’s guidance that vacant lands with no zoning be treated as having committed servicing capacity. While the guidelines specify that the maximum capacity of zoned lands be assumed for the purposes of estimating committed capacity, it is common practice to balance this direction with other policy guidance. In particular, the theoretical potential for growth through intensification (generally the development of a property, site or area at a higher density than currently exists) could theoretically result in an increase in population many times that of existing areas.

It is therefore common practice to undertake an intensification analysis in the context of forecasted growth to determine the realistic potential for growth through intensification within the planning horizon, to avoid unrealistic assumptions of growth within existing areas. This is an important adjustment to prevent a concomitant undersupply of land for projected lower-density forms of housing outside of intensification areas. Durham Region undertook such an analysis and concluded that the potential growth within Uxbridge through intensification amounts to approximately 610 residential units within the 2051 planning horizon. In a review of the policies of the PPS 2024, the Durham Region Official Plan, and the Township of Uxbridge OP, there are clear policies that generally permit intensification and encourage municipalities to accommodate growth through intensification by setting minimum targets for this type of growth.

It is my opinion that the Region’s work and conclusion that 610 residential units of intensification within the planning horizon comprises such a target for the Uxbridge Urban Area and provides a quantification of the realistic potential for intensification within this timeframe. Accordingly, this growth should be maintained as a potential consideration in the allocation of servicing over the timeframe of the plan. This could and should result in only a subset being reserved in the first part of the next 25 years, or the simple prorated assumption of approximately 24 units per year, or approximately 150 units of intensification to 2031. Depending on the type of housing unit, this would likely result in accommodating a population of approximately 425 persons, assuming the potential to accommodate a range of housing choices through intensification.

While Hemson assumed a subset as well (600 persons), it should be further reduced to reflect the short-term potential and we understand this was partly based on the number of PreCon applications in the downtown area, but these should not be counted in accordance with the Guidelines as they are not approved and may not be realized in the short term. The Growth Plan was rescinded by the Province of Ontario on October 20, 2024, and replaced with the Provincial Planning Statement on the same day in the Greater Golden Horseshoe. The policies of the PPS are more flexible and less prescriptive with regard to intensification. In my opinion, it is now appropriate to reserve for the lesser amount of intensification in the context of these new policies, which no longer require a minimum yearly achievement of intensification and now provide a more pronounced emphasis on providing an appropriate range of housing to meet projected needs.

We disagree with the Hemson analysis, which anticipate much higher levels of potential intensification growth, and support the notion of protecting servicing allocation (either reserving or allocating it) to the downtown area in support of the generally laudable goal of downtown revitalization. Intensification assumptions greater than the 150 units in 2031 are beyond what is projected for this type of growth and as a result, are aspirational and likely to not be achieved within the planning horizon. Accordingly, reserving servicing capacity for intensification beyond 150 units to 2031 or a future plant expansion is not good planning as it would do so for growth that is unlikely to occur, with the concomitant negative effect of preventing other projected forms of growth in the Township to provide for appropriate forms of housing in the Urban Area.

I have reviewed the table listing the “Uxbridge Urban Area Remaining Servicing Capacity Estimate” in the Hemson memo. The existing serviced population in the WPCP is noted as 12,231 persons. In regards to the other parts of the table (Existing Allocations), I do not believe that items should be treated as committed in accordance with the D-5-1 guidance as these items appear to not be approved development (with the exception of the reduced intensification assumption). The allocations contained in the blue table “Unbuilt Development with capacity allocated by Region (Registered/Agreement) and the yellow table Planned Development with Capacity Reserved by Township (Conditional) seem to be referred to as approved developments. Assuming this capacity is reserved, this would equate to approximately 565 persons of capacity. As all of this development is within the Built-Up Area of the Township, it would be considered intensification and would account for and surpass the quantum of intensification to meet projected needs in the Township. As such, there is no need to reserve capacity beyond this amount to ensure the Township can meet its intensification target to 2031.

The remaining portion of the table (Capacity Reserves) appear to enumerate potential population from development applications that have not been submitted or have yet to be approved, save and except the Bridgebrook subdivision which has draft plan approval and in my opinion should be included in the list of committed capacity. Taken together, the 12,231 persons being serviced by the plant at the end of 2023, the 565 persons of approved development in the Region and Township’s allocations, and the 1,848 persons in Bridgebrook total 14,644 persons of allocation, leaving a residual capacity of 356 persons of the 15,000-person capacity of the plan to the year 2031. This is prior to the planned plant improvement that would add another 1,480 persons of capacity to the plant by 2031, which would still leave a residual capacity of 1,836 people with Bridgebrook.

As per MGP’S calculation of committed capacity using Provincial Guidelines and accounting for projected intensification potential, there is remaining capacity in the plant as currently operating, prior to the imminent planned improvement the Region is undertaking, and future improvements the Region will need to consider to achieve the growth forecast it has assigned to Uxbridge in 2051. The Province has recently been clear that the road to supporting economic recovery includes building more housing in the face of a historic housing shortage. The Ontario Housing Affordability Task Force proposed an ambitious but achievable target to build 1.5 million new homes in the next ten years to tackle the housing crisis, which the Provincial Government has adopted. The Bridgebrook Town Official Plan Amendment, approved by the OLT, states in the Introduction that given the provincial goal of building 1.5

million homes by 2031, modification to procedural barriers to development is appropriate. Furthermore, the Township did not meet its 2021 population forecast. The 2021 Census population of the Township was 11,520 (including undercount), which represents a population shortfall of approximately 2,195 persons.

As such, we respectfully request that the Township conduct its servicing analysis in accordance with the Provincial Guidelines and allocate servicing capacity to Bridgebrook as part of the Township's reserve.

Servicing Allocation Policy Framework

While the Township's servicing allocation policy aims to regulate how allocation is assigned, it must align with the principles established by the Guidelines and should prioritize developments that have received draft plan approval. When a development reaches draft plan approval, it indicates a readiness to proceed, and allocation should be recognized as reserved for such projects (such as the Subject Lands). The Township's current approach to allocation is inconsistent with these Guidelines as it proposes arbitrary reservation periods that do not align with the approval process. Specifically, the one-year reservation period for servicing allocation is insufficient, as it does not consider the time required to work through the draft plan registration process, which often takes longer. The allocation should generally be reserved for the duration that draft plan conditions remain valid (generally three to five years), ensuring that developments have a reasonable opportunity to proceed before their allocation reservation is re-evaluated.

We also note that the Township has not met its growth projections. A restrictive or arbitrary allocation policy framework will hinder development that is ready to go and prevent the Township from meeting its growth targets. Ensuring that draft plan-approved developments receive allocation first will support orderly growth while maintaining consistency with provincial planning frameworks.

We recommend that the Township consider implementing a policy that ensures allocation is prioritized for developments with draft plan approval, while also allowing reasonable flexibility for projects to proceed within an appropriate timeframe. While we recognize that downtown development is a priority for the Township, this should not come at the expense of developments that have received draft plan approval. If allocation is overly restricted in favor of downtown intensification, the Township risks approving multiple draft plans of subdivision that ultimately cannot proceed due to a lack of servicing allocation, creating uncertainty and inefficiencies in the development process. If a development does not proceed within a set period, it is reasonable to re-evaluate allocation, but the timeframe should be tied to the draft plan approval rather than an arbitrary one-year limit.

Summary


MGP's calculation of committed capacity, that follow the Guidelines and utilizes realistic intensification projections, demonstrates that there is sufficient remaining capacity in the wastewater plant. The Province has made it clear that supporting economic recovery includes building more housing in response to a historic housing shortage. The Ontario Housing Affordability Task Force has set an ambitious yet necessary goal of building 1.5 million homes by 2031, a target adopted by the Provincial Government. Furthermore, Bridgebrook's OLT-

approved decision states that procedural barriers to development should be modified to align with provincial housing objectives. The restrictive servicing allocation policy is a prime example of such a procedural barrier, as it hinders the ability of approved developments to proceed. To facilitate planned growth, such as what is proposed on the Subject Lands, this policy should be revised to ensure that servicing allocation is granted in a manner consistent with the timelines necessary for draft plan registration and implementation.

Based on these considerations, we respectfully request that the Township conduct its servicing analysis in accordance with the Guidelines and allocate servicing capacity to Bridgebrook as part of the Township's reserve. Additionally, we request that the Township amend its servicing allocation policy to ensure that allocation is reserved for developments with draft plan approval, avoiding arbitrary timelines that do not align with the planning process and ensuring that servicing policies do not create unintended constraints on achieving growth targets.

If you require any additional information, or wish to discuss the application, please do not hesitate to contact me at any time.

Yours very truly,
Malone Given Parsons Ltd.



Matthew Cory, MCIP, RPP, PLE, PMP
Principal Planner

APPENDIX 1

Uxbridge - Population Estimates based on D-5-1 Guidelines

	Location	Units					Population					Notes	
		Singles	Semis	Rows	Apts	Total	Singles	Semis	Rows	Apts	Total		Total with Undercount
2021 Existing	Uxbridge Population Centre Excluding Rural Units Outside Population Centre ¹	-177				-177	-511				11,794	12,160	
Subtotal - Existing 2021		-177	0	0	0	-177					11,175	11,521	
Intensification	Intensification	50		50	50	150	175	0	150	100	425	438	No draft approved plans within BUA. Only based on Housing
Subtotal - Intensification							175	0	150	100	425	438	
Designated Greenfield Area (DGA)	Planned DGA	5	46	85	17	153	18	161	255	34	468	482	
	Vacant DGA					0					0	0	
Subtotal - DGA		55	46	135	67	303	18	161	255	34	468	482	
Total - Full Build-Out											12,067	12,441	
Bridgebrook Development	7370 Centre Road	449		92		541	1,572	0	276	0	1,848	1,905	Approved OLT Draft Plan
Total - Full Build-Out (with Bridgebrook)											1,848	14,346	

Current Servicing Capacity	15,000
Current Residual Capacity	2,559
Residual Capacity (with Bridgebrook)	654
Planned Servicing Capacity	16,480
Residual Capacity (with Bridgebrook)	2,134

Notes:

¹Excludes Sandy Hook units and other units beyond Urban Settlement Area

²Intensification Units as per Housing Intensification Study Technical Report, Watson & Associates, August 2021 - Figure 6.9 Refined Potential Housing Intensification Study Output by Housing Category.

³Assumed net undercount rate of 3.1%. Source noted above.

⁴PPU source for unbuilt units: Durham Region Design Criteria

⁵PPU source for built units: Statistics Canada, 2021 Census

ATTACHMENT C



TOWNSHIP OF UXBRIDGE UXBRIDGE URBAN AREA RESIDENTIAL SERVICING ALLOCATION RESERVATION POLICY 2025

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 treatment, 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.

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 the 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 be no longer one year, but if reserved for longer than one year shall generally be for no longer than two years. Reservations for Township or other public initiatives such as Downtown² revitalization and affordable and seniors housing may be established for up to five years.

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. ALLOCATION PROCESS

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	Subject to expiration	If extended by Council

Development/Application Type	Application for Reservation of or Allocation	Expiry Date	Potential Extension
	conditions of approval anticipated to occur in one year from consideration of application in February of any given year	established by 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 people ³
ii)	Uxbridge Cottage Hospital Rebuild/Expansion 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

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).

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 without being difficult to impement and operate, in particular development which contributes to the reduction of phosphorus in wastewater (i.e. reuse of grey water) but shall not involve phosphorous trading.

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: _____

<i>For Office Use Only</i>			
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