

Terms of Reference: Letter of Commitment for Green Development Standards

Purpose:

To outline the required information and signatures that should be included in Letters of Commitment in support of applications through the Town's Green Development Standards program.

Prepared By:

The landowner and/or their consultants with signatures from relevant professionals as outlined below.

Required in Support of:

The Letter of Commitment is a submission requirement for the Town of Caledon's Green Development Standards (GDS) for Draft Plan of Subdivision or Site Plan applications. Its purpose is to verify compliance with the following metrics:

- 1.7 Electric Vehicles*
- 2.2 Healthy Soils *
- 2.4 Urban Heat Island*
- 3.1 Operational Energy and Emissions
- 3.3 Solar Readiness
- 3.4 Embodied Carbon
- 3.5 Water Conservation
- 3.7 Owner Education

* Only required for Draft Plan of Subdivision applications

Applicants are required to submit one Letter of Commitment outlining compliance with the applicable metrics.

Content:

Site Information

The Letter of Commitment must include the application number, site address and/or location, and GDS submission number.

Applicant and Owner Information



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The Letter of Commitment must be signed by both the applicant and owner. The following information is required for each applicant and owner:

- Company Name (if applicable)
- Company Address
- Contact Person's Name, Telephone Number, Email and Fax (if applicable)
- Applicant and Owner Information

Owner Authorization

The registered owner of the development site must provide written authorization for the applicant to prepare and submit the application on their behalf. The following statement should be used:

I, _____ being the registered Owner of the development site hereby authorize (name of applicant) _____ to prepare and submit a [Draft Plan of Subdivision/Site Plan] application on my behalf.

Metric Compliance Declarations

Declaration of Owner

The registered owner of the development site or the developer must provide written declaration that the statements made in the application are an accurate representation of the intent of the application. The following statement should apply to all applicable metrics listed in the Letter of Commitment:

I hereby declare that the statements made by me in this application are to the best of my belief and knowledge, and are a true and complete representation of the purpose and intent of this application.

The declaration must include the owner/developer's name, signature, and date.

Declaration of Professional(s)

As identified in the GDS Guidebook, a certified professional must provide written declaration that the statements made in the application are an accurate representation of the intent of the development. For each applicable metric, the following statement should be used:

I hereby declare that the statements made by me in this application are to the best of my belief and knowledge and are a true and complete representation of the purpose and intent of this application.

The declaration must include the name, profession, signature, and date.

Applicable Metrics

The information below includes the metrics for which a Letter of Commitment may be required, what details must be provided, and the qualified professional that should be signing the declaration.

1.7 Electric Vehicles*



Required information: confirm the number of EV-Ready spaces and EVSE installed (if applicable)

Qualified Professional: Electrical Engineering

2.2 Healthy Soils*

Required information: confirm the metric requirements will be achieved and that compliance will be demonstrated in subsequent submissions of the Landscape Plan and through detailed design.

Qualified Professional: Landscape Architect

2.4 Urban Heat Island*

Required information: Confirm installation of cool roof

Qualified Professional: Not Applicable

3.1 Operational Energy and GHG Emissions

Applicability: low-rise residential buildings

Required information: indicate the option being pursued and state commitment to submitting the following document prior to building permit:

- Performance Path: Energy Modelling Report and templates prior to building permit.
- Labelling Program: Submit Energy Efficiency Design Summary (EEDS) and the Builder Option Package (BOP) forms (if applicable) prior to building permit, and submit a post-construction verification report. Regardless of the labelling program, documents must demonstrate equivalency with the metric targets.
- Alternate Pathway: Follow standard requirements for Ontario Building Code (OBC) compliance and provide specifications for hybrid heating equipment and terms of installation (i.e., rental, add-on, etc.).

Qualified Professional: Energy Advisor (where applicable)

3.3 Solar Readiness

Applicability: all sites

Required information: confirm all new buildings will be designed for solar readiness.

Qualified professional: NABCEP, Professional Engineer, and/or Architect

3.4 Embodied Carbon

Applicability: all sites

Required information: confirm a Materials Emissions Assessment (low-rise residential buildings) or an Embodied Carbon Report (for multi-unit residential, institutional, commercial and industrial buildings) will be submitted prior to building permit.



Qualified professional: NA

3.5 Water Conservation

Applicability: all sites

Required information for low rise residential buildings: confirm installation of Water Sense or equivalent fixtures and rainwater harvesting system.

Required information for multi-unit residential, institutional, commercial and industrial: confirm the percent (%) reduction in potable water used to irrigate relative to a midsummer baseline case.

Qualified professional: Architect, Professional Engineer, or Landscape Architect

3.7 Owner Education

Applicability: all sites

Required information: confirm that manuals will be prepared and submitted to Town staff for review prior to distribution and provided to new owners/tenants to detail GDS-related features and maintenance requirements in adherence with the Town's Terms of Reference.

Qualified Professional: NA

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