



 **Watson
& Associates**
ECONOMISTS LTD.

2020 Development Charges Background Study

Township of Southwold

Office Consolidation (October 1, 2020 Background Study and November 24, 2020 Addendum)

November 24, 2020

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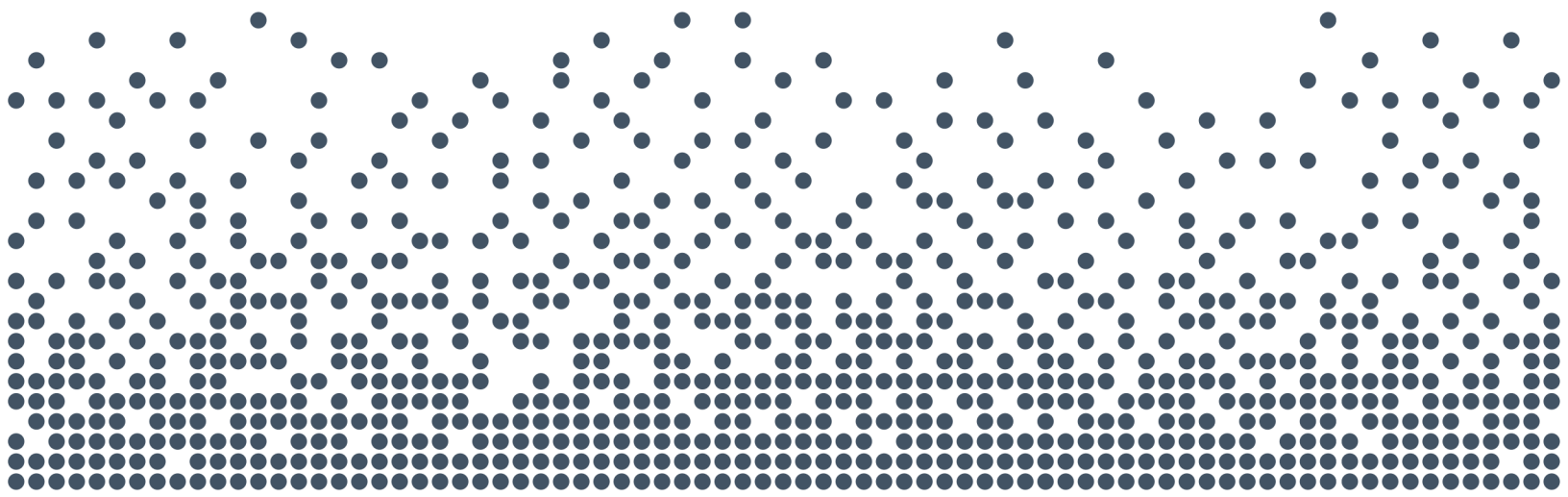
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset Management Plan
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
L.O.S.	Level of Service
L.P.A.T.	Local Planning Appeal Tribunal
N.F.P.O.W.	No Fixed Place of Work
O.M.B.	Ontario Municipal Board
O.Reg.	Ontario Regulation
P.P.U.	Persons per unit
S.D.U.	Single detached unit
sq.ft.	square foot
sq.m.	square metre



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997, (D.C.A.) (s.10)* and, accordingly, recommends Development Charges (D.C.s) and policies for the Township of Southwold (Township).

Watson & Associates Economists Ltd. (Watson) was retained by the Township, to undertake the D.C. study process in 2019. Watson worked with senior staff and Council from the Township in preparing the D.C. analysis and policy recommendations specific to this background study.

This D.C. background study, containing the proposed D.C. by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's D.C. background study, as summarized in Chapter 4, with the anticipated development forecast in Chapter 3 and the corresponding increase in need for service quantified in Chapter 5. It also addresses the requirement for the proposed "rules" governing the calculated D.C.s (contained in Chapter 7), and the proposed by-law to be made available as part of the approval process (included as Appendix E).

In addition, the report sets out the Township's prior D.C. policies (Chapter 2). Finally, the study addresses post-adoption implementation requirements (Chapter 9) which are critical to the successful application of the new policy.

The Chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge.

1.2 Summary of the Process

The public meeting required under Section 12 of the D.C.A. will be scheduled, at the earliest, two weeks after the posting of the D.C. background study and draft D.C. by-law



on the Township’s website. Its purpose is to present the background study and draft D.C. by-law to the public and to solicit public input on the matter. The public meeting is also being held to answer any questions regarding the study’s purpose, methodology and the proposed polices with regard to the Township’s D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review at least 60 days prior to by-law passage.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at, or immediately following the public meeting; and
- finalization of the report and Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

Figure 1-1
Schedule of Key D.C. Process Dates

Process Steps	Dates
1. Project initiation meetings with Township Staff	March 2019
2. D.C. Orientation Presentation to Council	November 28, 2019
3. Data collection and staff interviews	January 2020 – May 2020
4. Discussion of Preliminary D.C. Calculations with Township Staff	May 22, 2020
5. Presentation of draft D.C. findings and D.C. by-law policies to Council	August 13, 2020



6. D.C. Background Study and proposed D.C. by-law available to public	October 8, 2020
7. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting
8. Presentation of draft findings to development industry stakeholders	November 3, 2020
9. Public Meeting of Council	November 16, 2020
10. Addendum to the D.C. Background Study	November 24, 2020
11. Council considers adoption of D.C. background study and passage of by-law	December 14, 2020
12. Newspaper notice given of by-law passage	By 20 days after passage
13. Last day for by-law appeal	40 days after passage
14. Township makes available D.C. pamphlet	by 60 days after in force date

1.3 Changes to the Development Charges Act, 1997: More Homes, More Choice Act (Bill 108) the Plan to Build Ontario Together Act (Bill 138), and the COVID-19 Economic Recovery Act (Bill 197)

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's *"More Homes, More Choice:*



Ontario's Housing Supply Action Plan." The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor. As of January 1, 2020, the following provisions had been proclaimed:

- Transitional provisions were in effect which have been replaced by updated provisions within Bill 197.
- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual installments, with the first payment commencing at the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual installments. Interest may be charged on the installments, and any unpaid amounts may be added to the property and collected as taxes.
- Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a site plan or zoning by-law amendment planning approval (for applications submitted after this section is proclaimed) shall be determined based on the D.C. charge in effect on the day of site plan or zoning by-law amendment application. If the development is not proceeding via these planning approvals, or if the building permit is issued after the two-year period of application approval, then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197, the COVID-19 Economic Recovery Act, which provided amendments to a number of Acts, including the D.C.A. and *Planning Act*. This Bill also revised some of the proposed changes identified in Bill 108. Bill 197 was tabled on July 8, 2020 and received Royal Assent on July 21, 2020, however, the changes would not come into effect until proclaimed by the Lieutenant Governor. On September 18, 2020 the Province proclaimed the remaining amendments to the D.C.A. that were made through Bill 108 and Bill 197. The following provides a summary of the changes to the D.C.A. that are now in effect:

List of D.C. Eligible Services

- Under Bill 108 some services were to be included under the D.C.A. and some would be included under the Community Benefits Charge (C.B.C.) authority.



However, Bill 197 revised this proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:

- Water supply services, including distribution and treatment services.
- Wastewater services, including sewers and treatment services.
- Storm water drainage and control services.
- Services related to a highway.
- Electrical power services.
- Toronto-York subway extension, as defined in subsection 5.1 (1).
- Transit services other than the Toronto-York subway extension.
- Waste diversion services.
- Policing services.
- Fire protection services.
- Ambulance services.
- Library Services.
- Long-term care services.
- Parks and recreation services (but not the acquisition of land for parks).
- Public health services.
- Childcare and early years services.
- Housing services.
- Provincial Offences Act Services.
- Services related to emergency preparedness.
- Services related to airports, but only in the Regional Municipality of Waterloo.
- Additional services as prescribed

Classes of D.C. Services

The D.C.A. had allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).

The Act (as proclaimed) repeals that provision and replaces the above with the four following subsections:

- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class, set out in the by-law.



- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A D.C. by-law may provide for a class consisting of studies in respect of any eligible service whose capital costs are described in paragraphs 5 and 6 of s. 5 of the D.C.A.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

10% Statutory Deduction

As well the removal of 10% deduction for soft services under Bill 108 has been maintained.

Statutory Exemptions

Statutory exemptions to the payment of D.C.s for the creation of secondary residential dwelling units in prescribed classes of existing residential buildings or structures ancillary to existing residential buildings. Furthermore, the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings.

Transition

Services, other than those described in paragraphs 1 to 10 of subsection 2 (4) of the D.C.A. (i.e. 'soft services') within an existing D.C. by-law can remain in effect, even if the by-law expires, until the earlier of the day the by-law is repealed, the day the municipality passes a C.B.C. by-law under subsection 37 (2) of the *Planning Act*, or the specified date (i.e. September 18, 2022).



Chapter 2

Current Township of Southwold D.C. Policy



2. Current Township of Southwold D.C. Policy

2.1 Previously Enacted By-laws

The Township had previously enacted the D.C. By-law 2003-16. However, this by-law was allowed to lapse upon expiry and was not replaced as the Township was not experiencing any growth at that time. The Township has continued to not impose D.C. since the expiry of By-law 2003-16.



Chapter 3

Anticipated Development in the Township of Southwold



3. Anticipated Development in the Township of Southwold

3.1 Requirement of the Act

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of Section 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of Southwold will be required to provide services, over a 10-year (mid-2020 to mid-2030), 20-year (mid-2020 to mid-2040), and buildout time horizon.

3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The D.C. growth forecast has been derived by Watson. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Township over the forecast period, including:

- Township of Southwold Official Plan Schedules (July 26, 2013);
- Official Plan for the County of Elgin (Consolidated February 15);
- Township of Southwold Official Plan Review, Policy Background Report (2019);
- 2006, 2011 and 2016 population, household, and employment Census data;
- Historical residential and non-residential building permit data over the 2010 to 2019 period;
- Residential supply opportunities as provided by the Township of Southwold; and
- Discussions with Township staff regarding anticipated residential and non-residential development in the Township of Southwold.

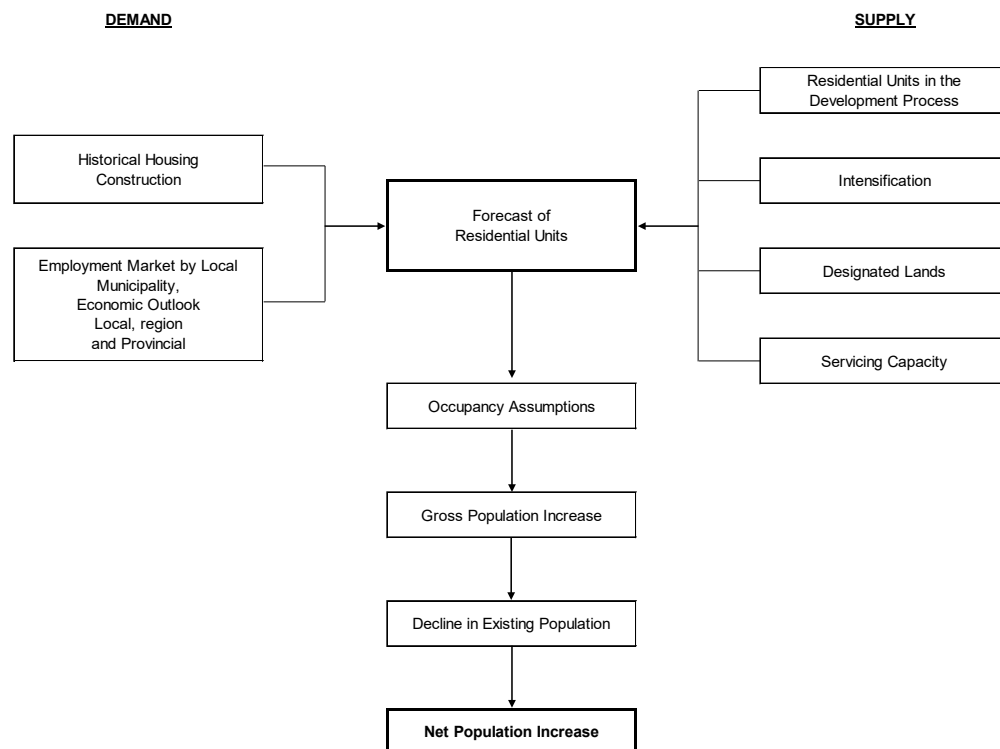


3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and *Schedule 1* in Appendix A.

As identified in Table 3-1 and Appendix A, *Schedule 1*, population in the Township is anticipated to reach approximately 6,170 by mid-2030, 6,850 by mid-2040 and 7,260 by buildout resulting in an increase of approximately 1,050, 1,730 and 2,140 persons, respectively.¹

Figure 3-1
Population and Household Forecast Model



¹ The population figures used in the calculation of the 2020 D.C. Background Study exclude the net Census undercount, which is estimated at approximately 2.7%.



**Table 3-1
Township of Southwold
Residential Growth Forecast Summary**

Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households	
		Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	Equivalent Institutional Households		
Historical	<i>Mid 2006</i>	4,850	4,724	164	4,560	1,585	10	10	0	1,605	149	2.943
	<i>Mid 2011</i>	4,610	4,494	104	4,390	1,579	7	6	0	1,592	95	2.823
	<i>Mid 2016</i>	4,540	4,421	91	4,330	1,590	5	5	5	1,605	83	2.755
Forecast	<i>Mid 2020</i>	5,260	5,120	103	5,017	1,719	5	5	5	1,734	94	2.953
	<i>Mid 2030</i>	6,330	6,169	128	6,041	2,189	9	11	5	2,214	116	2.786
	<i>Mid 2040</i>	7,030	6,850	158	6,692	2,647	28	35	5	2,714	144	2.524
	<i>Buildout</i>	7,458	7,262	175	7,087	3,061	35	44	5	3,145	159	2.309
Incremental	Mid 2006 - Mid 2011	-240	-230	-60	-170	-6	-3	-4	0	-13	-54	
	Mid 2011 - Mid 2016	-70	-73	-13	-60	11	-2	-1	5	13	-12	
	Mid 2016 - Mid 2020	720	699	12	687	129	0	0	0	129	11	
	Mid 2020 - Mid 2030	1,070	1,049	25	1,024	470	4	6	0	480	22	
	Mid 2020 - Mid 2040	1,770	1,730	55	1,675	928	23	30	0	980	50	
	Mid 2020 - Buildout	2,198	2,142	72	2,070	1,342	30	39	0	1,411	65	

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

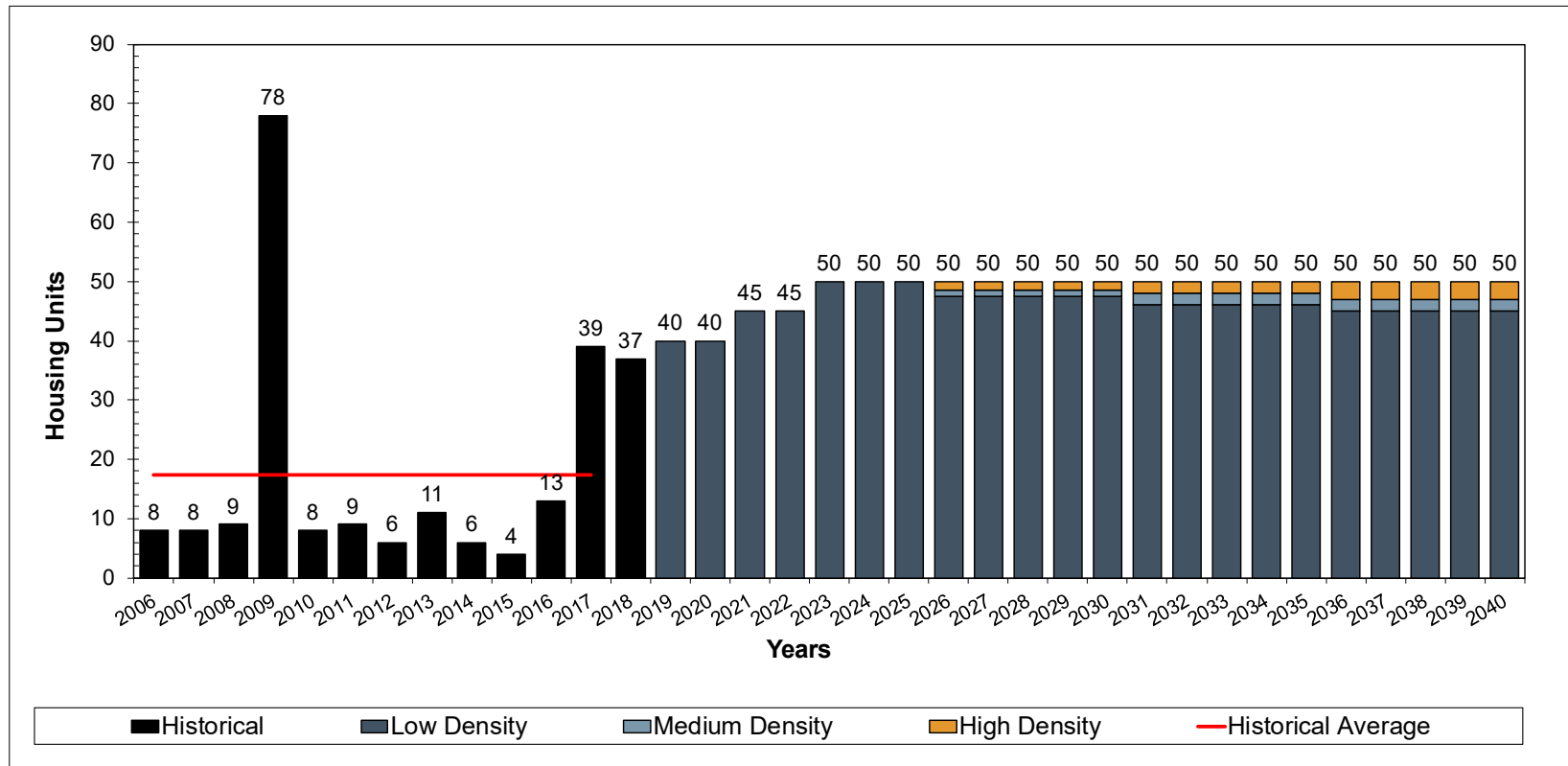
¹ Census undercount estimated at approximately 2.7%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

³ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure 3-2
Township of Southwold
Annual Housing Forecast



Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Southwold , 2007-2017.

¹ Growth forecast represents calendar year.



Provided below is a summary of the key assumptions and findings regarding the Township of Southwold D.C. growth forecast:

1. Housing Unit Mix (Appendix A – Schedules 1 and 6)

- The housing unit mix for the Township was derived from a detailed review of residential supply data for the Township (as per Schedule 6), and historical development activity (as per Schedule 7).
- Based on the above indicators, the 10-year household growth forecast for the Township is comprised of a unit mix of 95% low density units (single detached and semi-detached), 2% medium density (multiples except apartments) and 3% high density (bachelor, 1-bedroom and 2-bedroom apartments).

2. Geographic Location of Residential Development (Appendix A – Schedule 2)

- Schedule 2 summarizes the anticipated amount, type, and location of development by servicing area for the Township of Southwold.
- In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth between 2020 and 2030 by development type is summarized below.

Development Location	Approximate Amount of Housing Growth, 2020 to 2030	Percentage of Housing Growth, 2020 to 2030
Talbotville (Water & Wastewater Services)	440	94%
Water Serviced Areas	20	4%
Rural	10	2%
Township Total	470	100%



3. Planning Period

- Short and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services related to a highway, public works, fire, police, stormwater, water and wastewater services can utilize a longer planning period.

4. Population in New Housing Units (Appendix A - Schedules 3, 4 and 5)

- The number of housing units to be constructed by 2030 in the Township of Southwold over the forecast period is presented in Figure 3-2. Over the 2020 to 2030 forecast period, the Township is anticipated to average 48 new housing units per year.
- Institutional population¹ is anticipated to increase by 25 people between 2020 to 2030.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 8 summarizes the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data for Southwold (low density) and Essex County (medium- and high-density). The total calculated 20-year average P.P.U.s by dwelling type are as follows:
 - Low density: 3.127
 - Medium density: 2.176
 - High density²: 1.491

5. Existing Units and Population Change (Appendix A - Schedules 3, 4 and 5)

- Existing households for mid-2020 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and mid-2020 assuming a 6-month lag between construction and occupancy (see Schedule 3).

¹ Institutional includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2- or more bedroom units in these special care facilities.

² Includes bachelor, 1-bedroom and 2- or more bedroom apartments.



- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2020 to 2030 forecast period is approximately 460.

6. Employment (Appendix A, Schedules 10a, 10b, 10c, 11 and 12)

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in a Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data¹ (place of work) for the Township of Southwold is outlined in Schedule 10a. The 2016 employment base is comprised of the following sectors:
 - 165 primary (13%);
 - 230 work at home employment (18%);
 - 455 industrial (35%);
 - 200 commercial/population related (16%); and
 - 235 institutional (18%).
- The 2016 employment by usual place of work, including work at home, is 1,280. An additional 280 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).²
- Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 2,160 by mid-2030, 2,400 by mid-2040 and 2,560 by buildout. This represents an employment increase of approximately 370 for the 10-year forecast period, 610 for the 20-year forecast period and 770 for the buildout period.
- Schedule 10b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for

¹ 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

² No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.



the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and gross floor area (G.F.A.) generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation.

- Total employment for the Township of Southwold (excluding primary, work at home and N.F.P.O.W. employment) is anticipated to reach approximately 1,220 by mid-2030, 1,350 by mid-2040 and 1,430 by buildout. This represents an employment increase of approximately 210 for the 10-year forecast period, 340 for the 20-year forecast period and 420 for the buildout period.

7. Non-Residential Sq.ft. Estimates (G.F.A., Appendix A, Schedule 10b)

- Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
 - 1,300 sq.ft. per employee for industrial;
 - 550 sq.ft. per employee for commercial/population-related; and
 - 700 sq.ft. per employee for institutional employment.
- The Town-wide incremental G.F.A. is anticipated to increase by 193,600 sq.ft. over the 10-year forecast period, 317,300 sq.ft. over the 20-year forecast period and 393,400 sq.ft. by buildout.
- In terms of percentage growth, the 2020 to 2030 incremental G.F.A. forecast by sector is broken down as follows:
 - industrial – 64%;
 - commercial/population-related – 13%; and
 - institutional – 23%.

8. Geography of Non-Residential Development (Appendix A, Schedule 10c)

- Schedule 10c summarizes the anticipated amount, type and location of non-residential development by servicing area for Township of Southwold by area.
- In accordance with forecast demand and available land supply, the amount and percentage of forecast total non-residential growth between 2020 and 2030 by development type is summarized below.



Development Location	Amount of Non-Residential G.F.A., 2020 to 2030	Percentage of Non-Residential G.F.A., 2020 to 2030
Talbotville (Water & Wastewater Serviced)	184,900	96%
Water Serviced Areas	8,100	4%
Rural	600	0%
<i>Township Total</i>	193,600	100%



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

This chapter addresses the requirements of s.s.5(1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

s.s.2 (4) of the D.C.A. sets out the eligible services that can be included in a D.C. By-law as follows:

- Water supply services, including distribution and treatment services.
- Wastewater services, including sewers and treatment services.
- Storm water drainage and control services.
- Services related to a highway.
- Electrical power services.
- Toronto-York subway extension, as defined in subsection 5.1 (1).
- Transit services other than the Toronto-York subway extension.
- Waste diversion services.
- Policing services.
- Fire protection services.
- Ambulance services.
- Library Services.
- Long-term care services.
- Parks and recreation services (but not the acquisition of land for parks).
- Public health services.
- Childcare and early years services.
- Housing services.
- Provincial Offences Act Services.
- Services related to emergency preparedness.
- Services related to airports, but only in the Regional Municipality of Waterloo.



- Additional services as prescribed

In addition to the above eligible services, the D.C.A. also sets out in s.s.7 (3) that a development charge by-law may provide for a class consisting of studies.

Two ineligible costs defined in s.s.5(3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years...” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services).

Table 4-1 identifies the potential components within each service category, whether the Township provides the service, and whether the service has been included in the proposed D.C. by-law.

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, s.s.5(1)3, which requires that Township Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



Figure 4-1
The Process of Calculating a Development Charge under the Act
that must be followed

The Process of Calculating a Development Charge under the Act that must be followed

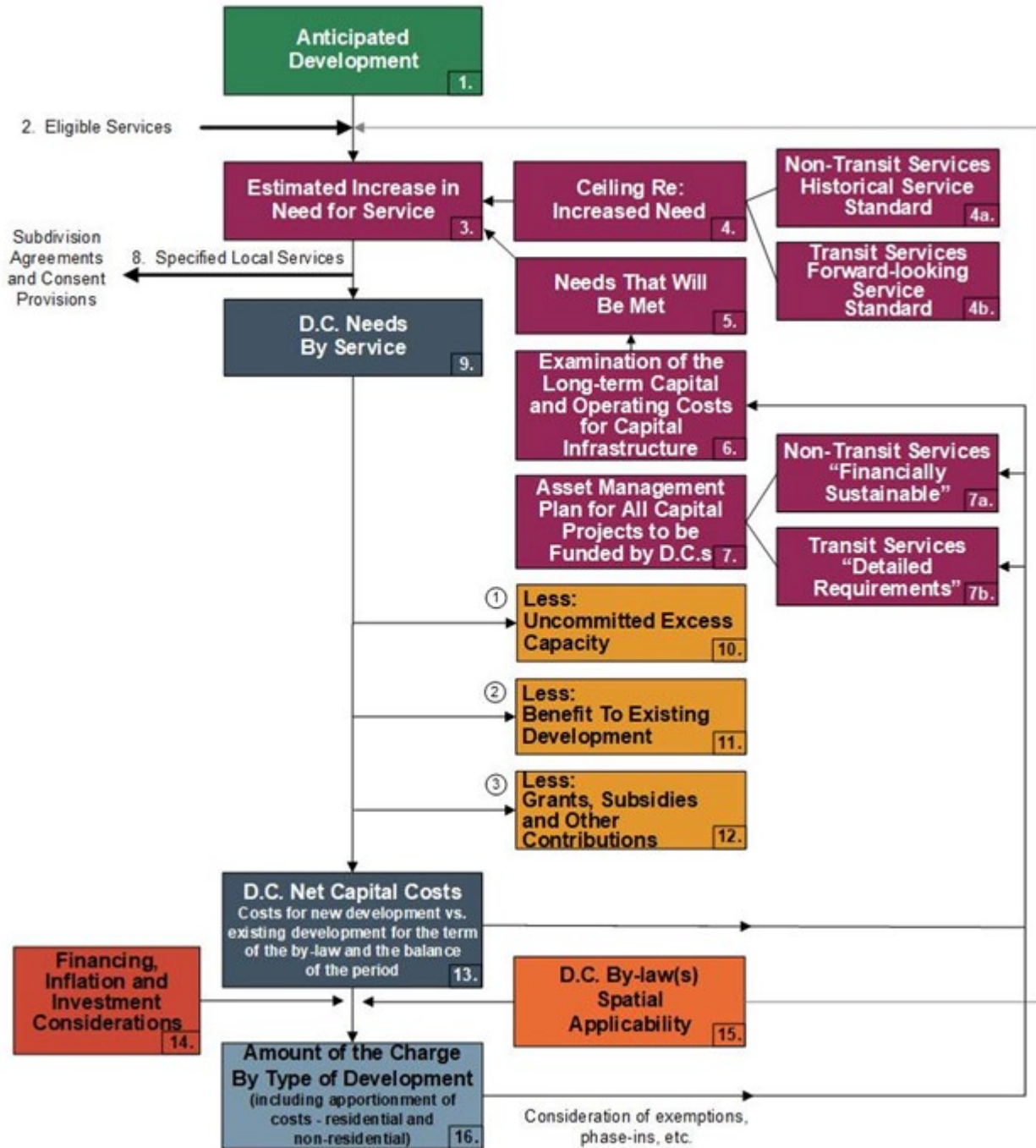




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
1. Services Related to a Highway	Yes	1.1 Arterial roads
	Yes	1.2 Collector roads
	Yes	1.3 Bridges, Culverts and Roundabouts
	No	1.4 Local municipal roads
	Yes	1.5 Traffic signals
	Yes	1.6 Sidewalks and streetlights
	Yes	1.7 Active Transportation
	Yes	1.8 Works Yard
	Yes	1.9 Rolling stock ¹
2. Transit Services	n/a	2.1 Transit vehicles ¹ & facilities
	n/a	2.2 Other transit infrastructure
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks
	No	3.2 Channel connections
	No	3.3 Retention/detention ponds
4. Fire Protection Services	Yes	4.1 Fire stations
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ¹
	Yes	4.3 Small equipment and gear

¹with 7+ year life time

*same percentage as service component to which it pertains
computer equipment excluded throughout



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
5. Parks and Recreation Services Outdoor Recreation Services (i.e. Parks and Open Space and Indoor Recreation)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s
	Yes	5.2 Development of area municipal parks
	Yes	5.3 Development of district parks
	Yes	5.4 Development of municipal-wide parks
	Yes	5.5 Development of special purpose parks
	Yes	5.6 Parks rolling stock ¹ and yards
	Yes	5.7 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)
	Yes	5.8 Recreation vehicles and equipment ¹
6. Library Services	Yes	6.1 Public library space (incl. furniture and equipment)
	Yes	6.2 Library vehicles ¹
	Yes	6.3 Library materials
7. Electrical Power Services	No	7.1 Electrical substations
	No	7.2 Electrical distribution system
	No	7.3 Electrical system rolling stock
9. Wastewater Services	No	9.1 Treatment plants
	No	9.2 Sewage trunks
	No	9.3 Local systems
	No	9.4 Vehicles and equipment ¹
10. Water Supply Services	No	10.1 Treatment plants
	No	10.2 Distribution systems
	No	10.3 Local systems
	No	10.4 Vehicles and equipment ¹
11. Waste Diversion Services	Ineligible	11.1 Landfill collection, transfer vehicles and equipment
	Ineligible	11.2 Landfills and other disposal facilities
	n/a	11.3 Waste diversion facilities
	n/a	11.4 Waste diversion vehicles and equipment ¹

¹with 7+ year life time



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
12. Policing Services	No No No	12.1 Police detachments 12.2 Police rolling stock ¹ 12.3 Small equipment and gear
13. Long-Term Care Services	No No	13.1 Long-Term Care space 13.2 Vehicles ¹
14. Child Care and early years services	No No	14.1 Childcare space 14.2 Vehicles ¹
15. Public Health	No No	15.1 Public Health department space 15.2 Public Health department vehicles ¹
16. Housing Services	No	16.1 Social Housing space
17. Provincial Offences Act (P.O.A.)	No	17.1 P.O.A. space
18. Social Services	No	18.1 Social service space
19. Ambulance Services	No No	19.1 Ambulance station space 19.2 Vehicles ¹
20. Emergency Preparedness Services	No No	20.1 Emergency Preparedness Space 20.2 Equipment
21. Hospital Provision	Ineligible	21.1 Hospital capital contributions
22. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	22.1 Office space 22.2 Office furniture 22.3 Computer equipment
23. Other Transportation Services	Ineligible n/a	23.1 Ferries 23.2 Airports (in the Regional Municipality of Waterloo). 23.2 (Other)
24. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible Ineligible	24.1 Cultural space (e.g. art galleries, museums and theatres) 24.2 Tourism facilities and convention centres

¹with 7+ year life time



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
25. Other Services	Yes	25.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost
	No	25.2 Interest on money borrowed to pay for growth-related capital

¹with a 7+ year lifetime

²same percentage as service component to which it pertains

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Municipality provides the service – service has been included in the D.C. calculation.
No	Municipality provides the service – service has not been included in the D.C. calculation.
n/a	Municipality does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Township’s Local Service Policy is included in Appendix D.

4.5 Capital Forecast

Paragraph 7 of s.s.5(1) of the D.C.A. requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two



potential cost reductions and the Regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;
- d) costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference or information purposes;
- e) interest on money borrowed to pay for the above-referenced costs;
- f) costs to undertake studies in connection with the above-referenced matters; and
- g) costs of the D.C. background study.

In order for an increase in need for service to be included in the D.C. calculation, Council must indicate "...that it intends to ensure that such an increase in need will be met" (s.s.5 (1)3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast or similar expression of the intention of Council (O.Reg. 82/98 s.3). The capital program contained herein reflects the Township's approved and proposed capital budgets and master servicing/needs studies.

4.6 Treatment of Credits

Section 8, paragraph 5, of O.Reg. 82/98 indicates that a D.C. background study must set out "the estimated value of credits that are being carried forward relating to the service." Subsection 17, paragraph 4, of the same Regulation indicates that "...the value of the credit cannot be recovered from future D.C.s," if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.



4.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible services. With respect to growth-related studies, Section 7(3) of the D.C.A. states that:

“For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2 (4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3).”

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and draft by-law provided herein include a class for growth studies. This class is comprised of the following services:

- Growth Studies
 - Fire Services;
 - Roads and Related Services;
 - Parks and Recreation Services; and
 - Library Services

4.8 Eligible and Committed Excess Capacity

Section 66 of the D.C.A., states that for the purposes of developing a D.C. by-law, a debt incurred with respect to an eligible service may be included as a capital cost, subject to any limitations or reductions in the Act. Similarly, s.18 of O.Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be “committed,” that is, either before or at the time it was created, Council must have expressed a clear



intention that it would be paid for by D.C.s or other similar charges. For example, this may have been done as part of previous D.C. processes.

4.9 Existing Reserve Funds

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 8 of subsection 5(1).”

There is no explicit requirement under the D.C.A. calculation method set out in s.s.5(1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, s.35 does restrict the way in which the funds are used in future.

As the Township does not currently impose D.C.s, there are no D.C. reserve funds to consider in the calculation.

4.10 Deductions

The D.C.A. potentially requires that four deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and
- anticipated grants, subsidies and other contributions;

The requirements behind each of these reductions are addressed as follows:

4.10.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.3 does “...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Township over the 10-year period immediately preceding the preparation of the background study...” O.Reg. 82.98 (s.4) goes further to indicate that “...both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”



In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area or road length per capita and a quality measure, in terms of the average cost of providing such units based on replacement costs, engineering standards or recognized performance measurement systems, depending on circumstances. When the quantity and quality factor are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e. cost per unit.

With respect to transit services, the changes to the Act as a result of Bill 73 have provided for an alternative method for calculating the services standard ceiling. Transit services must now utilize a forward-looking service standard analysis, described later in this section.

The average service level calculation sheets for each service component in the D.C. calculation are set out in Appendix B.

4.10.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of s.s.5(1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Township's "excess capacity," other than excess capacity which is "committed."

"Excess capacity" is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

4.10.3 Reduction for Benefit to Existing Development

Section 5(1)6 of the D.C.A. provides that, "The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development." The general guidelines used to consider benefit to existing development included the following:



- the repair or unexpanded replacement of existing assets that are in need of repair;
- an increase in average service level of quantity or quality (compare water as an example);
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in 4.10.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Township-wide system basis. For example, facilities of the same type may provide different services (i.e. leisure pool vs. competitive pool), different programs (i.e. hockey vs. figure skating) and different time availability for the same service (i.e. leisure skating available on Wednesday in one arena and Thursday in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.



4.10.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development (O.Reg. 82.98 s.6). That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes. Moreover, Gas Tax revenues are typically used to fund non-growth-related works or the non-growth share of D.C. projects, given that the contribution is not being made in respect of particular growth-related capital projects.

4.11 Municipal-Wide vs. Area Rating

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area-rating. Further discussion is provided in section 7.3.8.

4.12 Allocation of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.



Chapter 5

D.C.-Eligible Cost Analysis by Service



5. D.C.-Eligible Cost Analysis by Service

This chapter outlines the basis for calculating eligible costs for the D.C.s. The services outlined in Section 5.1 apply on a uniform-basis within the Township. In each case, the required calculation process set out in s.5(1) paragraphs 2 to 7 in the D.C.A. and described in Chapter 4, was followed in determining D.C. eligible costs.

The nature of the capital projects and timing identified in this Chapter reflects Council's current intention. However, over time, municipal projects and Council priorities change and accordingly, Council's intentions may be modified and different capital projects (and timing) may be required to meet the need for services required by new growth.

5.1 Service Levels and 10-Year Capital Costs for Township-Wide D.C. Calculation

This section evaluates the development-related capital requirements for all of the Township-wide services assessed over a 10-year planning period. Each service component is evaluated on two format sheets: the average historical 10-year level of service calculation (see Appendix B), which "caps" the D.C. amounts; and the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

5.1.1 Fire Services

The Township currently has two fire stations and one fire portable supplying 9,068 sq.ft. of facility space, providing a per capita average level of service of \$429. The fire department also has a current inventory of vehicles and equipment totaling 181 equipment items and 7 vehicles. The average capital investment per capita over the past 10-year period for vehicles and equipment is \$517. In aggregate, based on the average level of service provided, the maximum D.C. eligible amount that could be included in the calculation of the charge for fire services is \$979,100.

Based on the identified needs to meet growth within the Township over the next 10-years, gross capital costs of \$2.4 million have been identified. The costs relate primarily to the development of a new station in Talbotville and vehicle upgrades.

A deduction of \$1.1 million has been applied to reflect the benefit to existing constituents. Furthermore, \$533,700 has been deducted to reflect the benefit to growth beyond the 10-year period and \$20,000 has been deducted for other anticipated



contributions towards the capital program. In aggregate \$745,900 has been included in the calculation of the charge.

The allocation of net growth-related costs for fire services between residential and non-residential development is 83% residential and 17% non-residential based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 1,024 population and 205 employment).

5.1.2 Roads and Related Services

The Township has a current inventory of 224.7 kilometers of asphalt surface treatment/tar and chip gravel road surfaces. The Township also maintains 7 bridges, 12 culverts, 219 streetlights and 8.1 kilometers of sidewalks. This historical level of infrastructure investment equates to a \$4,662 per capita level of service.

In addition to the infrastructure described above, the Township's public works department utilizes 33 vehicle and equipment items and 21,637 sq.ft. of facility space. In this regard, an average level of service of \$1,542 per capita has been provided over the 10-year historical period. The resulting maximum D.C. eligible amount that could be included in the calculation of the charge for roads and related services is \$6.3 million.

Review of the Township's growth-related roads and related needs for the forecast period identified \$2.4 million in gross capital costs. These capital needs arise from the Townships 2020 Capital and Reserve forecasts, Asset Management Plan, and 2019 Roads Needs Study. The capital projects include gravel road surface upgrades, studies, additional vehicles (sidewalk plow), and public works facility space.

In total, \$496,800 million has been deducted for the benefit to existing development, resulting in approximately \$1.9 million in growth-related capital costs that have been included in the D.C. calculation.

The net growth-related costs for roads and related services have been allocated between future residential and non-residential development on the basis of incremental population to employment growth over the 10-year forecast period (i.e. 83% residential and 17% non-residential).



5.1.3 Parks and Recreation Services

The Township currently maintains 64.9 acres of developed parkland, 27 parkland amenity items, and 1 multipurpose trail, producing and invested level of service over the past 10-years of \$546 per capita. Furthermore, the Township operates 6,696 sq.ft. of indoor recreation facility space and maintains six vehicle and equipment items in the provision of the parks and recreation service, further adding \$219 to the historical average per capita level of service. In total, the average invested level of service over the 2010-2019 period was \$764 per capita. The maximum D.C. eligible amount for parks and recreation services over the 10-year forecast period that could be included in the D.C. calculation is \$783,500 based on the established level of service standard.

The 10-year capital needs for parks and recreation services to accommodate the increase in needs of development total \$2.1 million. These capital needs, which are based on the Townships capital budget and forecast are primarily related to the development of additional parkland. To reflect the benefit of these services to existing developments, \$6,250 has been deducted from the gross capital costs. Furthermore, \$150,000 has been deducted reflective of anticipated Trillium Funding towards the funding of these projects. After deducting \$1.1 million for the benefit to growth beyond the 10-year forecast period, a total of \$783,500 has been included in the calculation of the charge.

As the predominant users of parks and recreation services are residents, the D.C. recoverable capital costs have been allocated 95% to future residential development and 5% to non-residential development.

5.1.4 Library Services

Library services are provided to residents within the Township by the County of Elgin, while the Township is responsible for the maintenance of the Library facility space. The Township maintains the Keystone Complex Library comprising 5,000 sq.ft. of G.F.A.. Based on historical inventory of assets, the average historical 10-year level of service for library services is \$142 per capita. This translates into a maximum eligible D.C. amount of \$145,700 for library services over the 10-year forecast period.

There are no anticipated capital costs included in the D.C. calculation for library services.



5.1.5 Growth-Related Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program. As discussed in Section 4.7, these studies have been allocated as a class of services based on each service to which the study relates.

For planning related studies, a deduction of 10% has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. All studies have been allocated to the classes of services in the following manner:

- Roads and Related Services – 55.2%
- Fire Services – 21.7%
- Parks and Recreation Services – 22.8%
- Library Services – 0.0%

The following provides a list of the studies included in the calculations:

- D.C. Background Studies
- Asset Management Software/Services
- Zoning By-law Mapping Update
- Official Plan Update

The cost of these studies is \$215,000 of which \$85,500 is attributable to existing benefit. A deduction of \$12,900 has been made to recognize the portion of planning studies related to D.C.-ineligible services, as mentioned above. After applying the above deductions, the net D.C.-eligible cost of \$116,600 to be included in the calculations.

The allocation of the net growth-related costs for the growth-related class between residential and non-residential development is 83% residential and 17% non-residential based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 2020-2029).



Infrastructure Costs Covered in the D.C. Calculation – Fire Services

Prj .No	Increased Service Needs Attributable to Anticipated Development 2020-2029	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 83%	Non-Residential Share 17%
	Shedden									
1	Training Area Development and Soil Relocation	2020	65,000	-	65,000	-	20,000	45,000	37,350	7,650
	Talbotville									
2	Talbotville Station	2021	1,750,000	533,700	1,216,300	693,800		522,500	433,675	88,825
3	Talbotville Pumper Upgrade	2022	520,200	-	520,200	400,000		120,200	99,766	20,434
4	Additional Fire Fighters (10)	2021	39,500	-	39,500	-		39,500	32,785	6,715
5	Fire Master Plan	2020-2029	25,000	-	25,000	6,300		18,700	15,521	3,179
			-	-	-	-		-	-	-
			-	-	-	-		-	-	-
	Total		2,399,700	533,700	1,866,000	1,100,100	20,000	745,900	619,097	126,803



Infrastructure Costs Covered in the D.C. Calculation – Roads and Related Services

Prj .No	Increased Service Needs Attributable to Anticipated Development 2020-2029	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 83%	Non-Residential Share 17%
1	Sidewalk Strategy - Engineering Assistance	2020	10,000	-	10,000	5,000		5,000	4,150	850
2	Gravel to Surface Treatment Upgrades	2020-2029	1,556,000	-	1,556,000	466,800		1,089,200	904,036	185,164
3	Sidewalk Plow	2020-2029	240,000	-	240,000	-		240,000	199,200	40,800
4	Provision for Public Works Facility	2020-2029	550,000	-	550,000	-		550,000	456,500	93,500
5	Roads Needs Study	2024	25,000	-	25,000	12,500		12,500	10,375	2,125
6	Roads Needs Study	2029	25,000	-	25,000	12,500		12,500	10,375	2,125
	Total		2,406,000	-	2,406,000	496,800	-	1,909,200	1,584,636	324,564



Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non- Residential Share
2020-2029								95%	5%	
1	Shedden Open Space Upgrades	2020	194,000	-	194,000	-		194,000	184,300	9,700
2	Talbotville Park	2020	1,100,000	674,416	425,584	-	150,000	275,584	261,805	13,779
3	Talbotville Park	2021	763,000	467,799	295,201	-		295,201	280,441	14,760
			-	-	-	-		-	-	-
4	Parks Strategic Plan	2020-2029	25,000	-	25,000	6,250		18,750	17,813	938
			-	-	-	-		-	-	-
			-	-	-	-		-	-	-
	Total		2,082,000	1,142,215	939,785	6,250	150,000	783,535	744,358	39,177



Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development 2020-2029	Service to Which Project Relates	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to	Total	Residential Share 83%	Non-Residential Share 17%
1A	Zoning By-law Mapping Update	Roads and Related Services	2020	5,552	-	278	5,275	2,776		2,498	2,074	425
1B	Zoning By-law Mapping Update	Fire Services	2020	2,169	-	108	2,061	1,085		976	810	166
1C	Zoning By-law Mapping Update	Parks and Recreation Services	2020	2,279	-	114	2,165	1,139		1,025	851	174
1D	Zoning By-law Mapping Update	Library Services	2020	-	-	-	-	-		-	-	-
2A	Asset Management Software/Services	Roads and Related Services	2020	13,881	-	251	13,629	11,367		2,262	1,878	385
2B	Asset Management Software/Services	Fire Services	2020	5,423	-	98	5,325	4,441		884	734	150
2C	Asset Management Software/Services	Parks and Recreation Services	2020	5,697	-	103	5,593	4,665		928	771	158
2D	Asset Management Software/Services	Library Services	2020	-	-	-	-	-		-	-	-
3A	D.C. Background Study	Roads and Related Services	2020	16,657	-	1,666	14,991	-		14,991	12,442	2,548
3B	D.C. Background Study	Fire Services	2020	6,508	-	651	5,857	-		5,857	4,861	996
3C	D.C. Background Study	Parks and Recreation Services	2020	6,836	-	684	6,152	-		6,152	5,106	1,046
3D	D.C. Background Study	Library Services	2020	-	-	-	-	-		-	-	-
4A	D.C. Background Study	Roads and Related Services	2025	16,657	-	1,666	14,991	-		14,991	12,442	2,548
4B	D.C. Background Study	Fire Services	2025	6,508	-	651	5,857	-		5,857	4,861	996
4C	D.C. Background Study	Parks and Recreation Services	2025	6,836	-	684	6,152	-		6,152	5,106	1,046
4D	D.C. Background Study	Library Services	2025	-	-	-	-	-		-	-	-
5A	Official Plan Update	Roads and Related Services	2020	66,626	-	3,331	63,295	33,313		29,982	24,885	5,097
5B	Official Plan Update	Fire Services	2020	26,030	-	1,302	24,729	13,015		11,714	9,722	1,991
5C	Official Plan Update	Parks and Recreation Services	2020	27,343	-	1,367	25,976	13,672		12,305	10,213	2,092
5D	Official Plan Update	Library Services	2020	-	-	-	-	-		-	-	-
				-	-	-	-	-		-	-	-
	Total			215,000	-	12,953	202,047	85,473	-	116,575	96,757	19,818



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 presents the D.C. calculation for Township-wide services impose over the 2020-2029 forecast period.

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Township services and classes, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A) to calculate the charge based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartments bachelor and 1-bedroom, and other multiples).

The non-residential development charge has been calculated on a uniform per sq.ft of G.F.A. basis for industrial commercial, and institutional development.



Table 6-1
Township-Wide D.C. Calculation
2020-2029

SERVICE/CLASS	2020\$ D.C.-Eligible Cost		2020\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1. Roads and Related Services	\$ 1,584,636	\$ 324,564	\$ 3,334	\$ 1.68
2. Fire Services	619,097	126,803	1,303	0.66
3. Parks and Recreation Services	744,358	39,177	1,566	0.20
4. Library Services	-	-	-	-
5. Growth Studies				
5.1 Roads and Related Services	53,721	11,003	113	0.06
5.2 Fire Services	20,988	4,299	44	0.02
5.3 Parks and Recreation Services	22,047	4,516	46	0.02
5.4 Library Services	-	-	-	-
TOTAL	\$3,044,848	\$510,361	\$6,406	\$2.64
D.C.-Eligible Capital Cost	\$3,044,848	\$510,361		
10-Year Gross Population/GFA Growth (sq.ft.)	1,486	193,600		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,049.02	\$2.64		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.127	\$6,407		
Apartments - 2 Bedrooms +	1.700	\$3,483		
Apartments - Bachelor and 1 Bedroom	1.089	\$2,231		
Other Multiples	2.176	\$4,459		

Table 6-2 summarizes the calculated schedule of charges, reflecting the maximum D.C.s by residential dwelling type and per sq.ft. of non-residential G.F.A.

Table 6-2
Township of Southwold
Calculated Schedule of Township-Wide Development Charges

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	3,334	1,813	1,161	2,320	1.68
Fire Services	1,303	708	454	907	0.66
Parks and Recreation Services	1,566	851	545	1,090	0.20
Library Services	-	-	-	-	-
Growth Studies	203	110	71	141	0.10
Total Municipal Wide Services/Classes	6,406	3,482	2,231	4,458	2.64



Chapter 7

D.C. Policy Recommendations and D.C. By-law Rules



7. D.C. Policy Recommendations and D.C. By-law Rules

7.1 Introduction

This chapter outlines the D.C. policy recommendations and by-law rules.

s.s.5(1)9 states that rules must be developed:

“...to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection 6.”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

s.s.5(6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” Section 6 states that a D.C. by-law must expressly address the matters referred to above re s.s.5(1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

7.2 D.C. By-law Structure

It is recommended that:

- classes of services be established for growth studies;



- The Township impose a uniform D.C. for all Township-wide services and classes; and
- one municipal D.C. by-law be used for all Township services and classes.

7.3 D.C. By-law Rules

The following subsections set out the recommended rules governing the calculation, payment, and collection of D.C.s in accordance with Section 6 of the D.C.A.

It is recommended that the following sections provide the basis for the D.C.s:

7.3.1 *Payment in any Particular Case*

In accordance with the D.C.A., s.2(2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

1. the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
2. the approval of a minor variance under section 45 of the *Planning Act*;
3. a conveyance of land to which a by-law passed under section 50(7) of the *Planning Act* applies;
4. the approval of a plan of subdivision under section 51 of the *Planning Act*;
5. a consent under section 53 of the *Planning Act*;
6. the approval of a description under section 50 of the *Condominium Act*; or
7. the issuing of a building permit under the *Building Code Act* in relation to a building or structure.

7.3.2 *Determination of the Amount of the Charge*

The following conventions be adopted:

1. Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous 20 years. Costs allocated to non-residential uses will be assigned to industrial, commercial and institutional uses based on the G.F.A. G.F.A. is defined as:



- The total floor area measured from the exterior face of outside walls, or between the outside of exterior walls and the centre line of party walls dividing the building from another building, including basements, mezzanines, and upper floors.
2. Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance. These are summarized in Chapter 5 herein.
 3. Non-residential D.C.s are to be calculated and imposed on a uniform basis based on anticipated G.F.A. of the development.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If as a result of the redevelopment of land, a building or structure, or part thereof, existing on the same land was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use, in order to facilitate the redevelopment, the development charge otherwise payable with respect to such redevelopment shall be reduced by:

- in the case of residential development, the number of dwelling units demolished or converted multiplied by the applicable residential development charge in place at the time the development charge is payable.
- in the case of non-residential development, the amount of G.F.A. demolished or converted multiplied by the applicable development charge in place at the time the development charge is payable.

The demolition credit is allowed only if the land was improved by occupied structures and if the demolition permit related to the site was issued less than five years prior to the issuance of a building permit. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions (full or partial)

1. Statutory exemptions
 - industrial building additions of up to and including 50% of the existing gross floor area (defined in O.Reg. 82/98, section 1) of the building; for industrial building



additions which exceed 50% of the existing gross floor area, only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);

- buildings or structures owned by and used for the purposes of any municipality, local board or Board of Education (section 3); and
- residential development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98).
- The creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the prescribed restrictions based on prescribed limits set out in s.2 of O.Reg. 82/98.

2. Non-statutory exemptions

The following non-statutory exemptions are proposed to be included in the Township's D.C. by-law:

- Industrial Uses;
- Agricultura Uses;
- Places of Worship.
- Vacant properties created through Consent approval under Section 35 of the Planning Act before April 21, 2021 for which a complete building permit application is submitted within one-year of Consent approval;
- Lots of record that exist on the date of by-law passage for which a complete building permit application is submitted prior to April 1, 2021;
- Developments proceeding from plans of subdivision that are registered prior to passage of the D.C. by-law will be exempt from D.C.s. Notwithstanding the foregoing, Blocks within the registered plan of subdivision that will subject to further development agreements will not be exempt from the payment of D.C.s; and
- Development proceeding from Development Agreements entered into prior to the passage of this by-law that provide for a maximum capital charge for new development will be exempt from D.C.s



7.3.5 Phasing in

The Township is proposing the following phase-in provisions to gauge the impact of D.C.s on development activity and to recognize development in the development approvals process. D.C.s shall be phased-in over the period of the by-law as follows:

January 1, 2021 to December 31, 2021 (40% of Calculated Charge)

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	1,334	725	464	928	0.67
Fire Services	521	283	182	363	0.26
Parks and Recreation Services	626	340	218	436	0.08
Library Services	-	-	-	-	-
Growth Studies	81	44	28	56	0.04
Total Municipal Wide Services/Classes	2,562	1,393	892	1,783	1.06

January 1, 2022 to December 31, 2022 (50% of Calculated Charge)

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	1,667	907	581	1,160	0.84
Fire Services	652	354	227	454	0.33
Parks and Recreation Services	783	426	273	545	0.10
Library Services	-	-	-	-	-
Growth Studies	102	55	36	71	0.05
Total Municipal Wide Services/Classes	3,203	1,741	1,116	2,229	1.32

January 1, 2023 to December 31, 2023 (70% of Calculated Charge)

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	2,334	1,269	813	1,624	1.18
Fire Services	912	496	318	635	0.46
Parks and Recreation Services	1,096	596	382	763	0.14
Library Services	-	-	-	-	-
Growth Studies	142	77	50	99	0.07
Total Municipal Wide Services/Classes	4,484	2,437	1,562	3,121	1.85



January 1, 2024 to December 31, 2024 (85% of Calculated Charge)

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	2,834	1,541	987	1,972	1.43
Fire Services	1,108	602	386	771	0.56
Parks and Recreation Services	1,331	723	463	927	0.17
Library Services	-	-	-	-	-
Growth Studies	173	94	60	120	0.09
Total Municipal Wide Services/Classes	5,445	2,960	1,896	3,789	2.24

January 1, 2025 to December 31, 2025 (100% of Calculated Charge)

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	3,334	1,813	1,161	2,320	1.68
Fire Services	1,303	708	454	907	0.66
Parks and Recreation Services	1,566	851	545	1,090	0.20
Library Services	-	-	-	-	-
Growth Studies	203	110	71	141	0.10
Total Municipal Wide Services/Classes	6,406	3,482	2,231	4,458	2.64

7.3.6 Timing of Collection

The D.C.s for all Township services are payable upon issuance of a building permit for each dwelling unit, building or structure, subject to early or late payment agreements entered into by the Township and an owner under s.27 of the D.C.A., 1997.

Commencing January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Moreover, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after this section was proclaimed, i.e. January 1, 2020), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application.

Installment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges based on Bank of Canada prime lending rate at the time of building permit issuance

For the purposes of administering the By-law, the following definitions are provided as per O.Reg. 454-19:



“Rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.

“Institutional development” means development of a building or structure intended for use,

- a) as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;
- b) as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
- c) by any of the following post-secondary institutions for the objects of the institution:
 - i. a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
 - ii. a college or university federated or affiliated with a university described in subclause (i), or
 - iii. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;
- d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- e) as a hospice to provide end of life care.

“Non-profit housing development” means development of a building or structure intended for use as residential premises by,

- a) a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
- b) a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
- c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

7.3.7 Indexing

All D.C.s will be subject to mandatory indexing annually on January 1st, in accordance with provisions under the D.C.A., commencing on January 1, 2022.



7.3.8 D.C. Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. Amendments to the D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2)(c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas.

Most municipalities in Ontario have established uniform, municipal-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

The rationale for imposing a Township-wide D.C. approach is based, in part, on the following:

- The ten-year service level from all applicable services across the Township can be included to establish an upper ceiling on the amount of funds which can be collected. If a D.C. by-law applied to only a part of the municipality, the level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. As such, when applied to forecast growth within the specific area, it would establish an area specific level of service ceiling which could reduce the total revenue recoverable for the Township, potentially resulting in D.C. revenue shortfalls and impacts on property taxes and user rates.
- Township-wide D.C.s ensures a consistent approach to financing the entire cost associated with growth-related capital projects. For example, user rates and property taxes are required to finance the share of growth-related capital projects not recoverable by D.C.s and all associated operating costs. Therefore, the use of area specific D.C.s results in a share of growth-related capital costs being recovered from a specific area, with the remaining capital costs of the projects (i.e. non-D.C. recoverable share) and the associated operating costs with those new assets being recovered from uniform user rates and property taxes, applied to the entire Township.
- Services are generally available across the Township, used often by all residents and are not restricted to one specific geographic area. The use of a Township-wide D.C. approach reflects these system-wide benefits of service and more



closely aligns with the funding principles of service provision (e.g. uniform Township-wide property tax rates, etc.).

Based on the foregoing and discussions with Township staff, there is no apparent justification for the establishment of area-specific D.C.s at this time. The recommendation is to apply Township-wide D.C.s.

7.4 Other D.C. By-law Provisions

7.4.1 Categories of Services/Classes for Reserve Fund and Credit Purposes

It is recommended that the Township's D.C. collections be contributed into four separate reserve funds, including fire services, roads and related services, parks and recreation services, and a class for growth-related studies.

7.4.2 By-law In-force Date

The proposed by-laws under D.C.A., 1997 will come into force on the date of by-law passage.

7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day on which the by-laws comes into force (as per s.11 of O.Reg. 82/98).

7.5 Other Recommendations

It is recommended that Council:

“Approve the capital project listing set out in Chapter 5 of the 2020 D.C. Background Study, dated October 1, 2020, as amended, subject to further annual review during the capital budget process;”

“Approve the 2020 D.C. Background Study, dated October 1, 2020, as amended”

“Determine that no further public meeting is required;” and



“Approve the D.C. By-law as set out in Appendix E”



Chapter 8

Asset Management Plan



8. Asset Management Plan

8.1 Introduction

The changes to the D.C.A. (new section 10(c.2)) in 2016 require that the background study must include an Asset Management Plan (A.M.P) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

The A.M.P. shall,

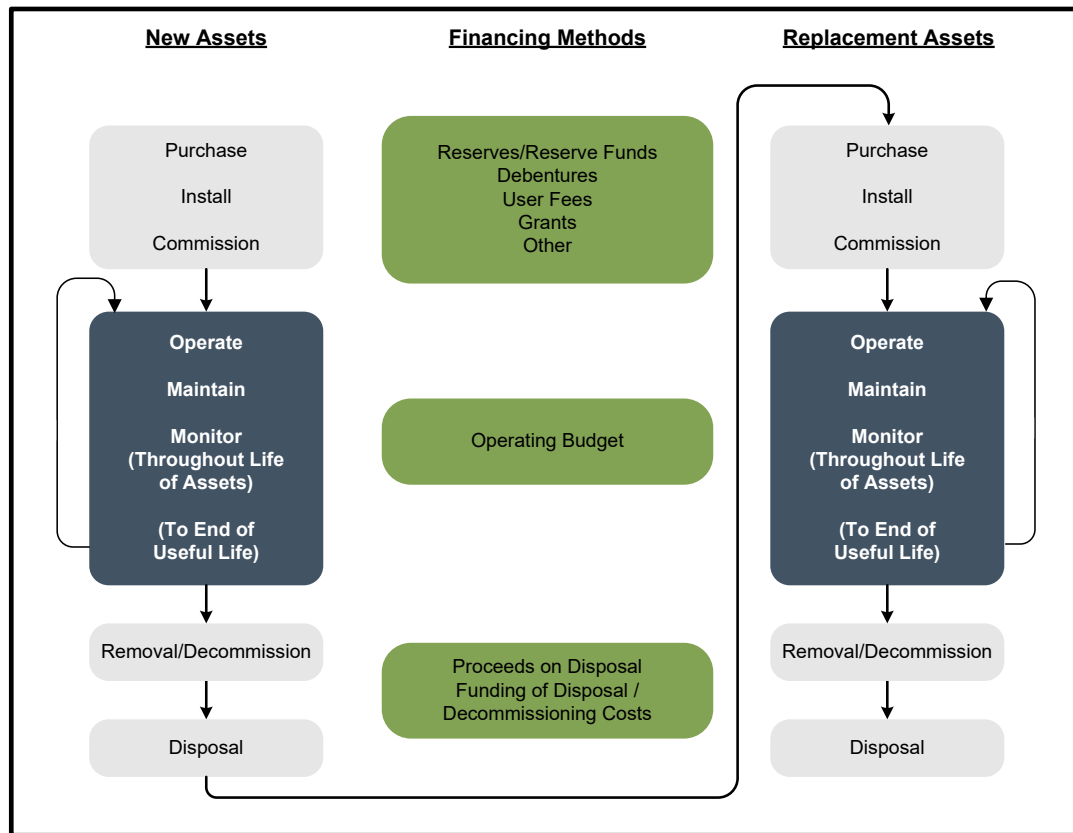
- a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;**
- b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;**
- c) contain any other information that is prescribed; and**
- d) be prepared in the prescribed manner.**

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

In 2011, the Province developed Building Together: Guide for Municipal Asset Management Plans which outlines the key elements for an A.M.P., as follows:

State of local infrastructure: asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.

Desired levels of service: defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).



Asset management strategy: the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting, and are making full use of all available infrastructure financing tools.

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities hence leaving discretion to individual municipalities as to how they plan for the long-term replacement of their assets. The Township recently completed its A.M.P. (2017), however, this A.M.P. did not include all the assets identified in this background study. As a result, the asset management requirement for this D.C. Background Study has been undertaken independently of the 2017 A.M.P.



In recognition to the schematic in Section 8.1, the following table (presented in 2020\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. Furthermore, as only the present infrastructure gap has been considered at this time within the A.M.P., the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from Township financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2020 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$627,300.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$533,900. This amount, totalled with the existing operating revenues of \$10.3 million, provides annual revenues of \$10.8 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table 8-1
Asset Management – Future Expenditures and Associated Revenues (2020\$)

	2029 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	114,832
Annual Debt Payment on Post Period Capital ²	123,317
Lifecycle:	
Annual Lifecycle - Township Wide Services	195,449
Sub-Total - Annual Lifecycle	195,449
Incremental Operating Costs (for D.C. Services)	317,034
Total Expenditures	627,315
Revenue (Annualized)	
Total Existing Revenue ³	10,281,263
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	533,887
Total Revenues	10,815,150

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Chapter 9

By-Law Implementation



9. By-law Implementation

9.1 Public Consultation Process

9.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (Section 9.1.2), as well as the optional, informal consultation process (Section 9.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 9.1.4 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

9.1.2 Public Meeting of Council

Section 11 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e. if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution). It is noted that Council's decision regarding additional public meetings, once made, is final and not subject to review by a Court or the Local Planning Appeal Tribunal (L.P.A.T.) (formerly the Ontario Municipal Board (O.M.B.)).

9.1.3 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with Township D.C. policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority



of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and Township policy with respect to development agreements, D.C. credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in Township D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

9.2 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, D.C.s or other Township capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment and wealth generation.



9.3 Implementation Requirements

9.3.1 Introduction

Once the Township has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters.

These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections which follow overview the requirements in each case.

9.3.2 Notice of Passage

In accordance with s.13 of the D.C.A., when a D.C. by-law is passed, the Township clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e. as of the day of newspaper publication or the mailing of the notice).

Section 10 of O.Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax or mail to every owner of land in the area to which the by-law relates;
- s.s.10(4) lists the persons/organizations who must be given notice; and
- s.s.10(5) lists the eight items which the notice must cover.

9.3.3 By-law Pamphlet

In addition to the "notice" information, the Township must prepare a "pamphlet" explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;



- the “rules” for determining if a charge is payable in a particular case and for determining the amount of the charge;
- the services to which the D.C.s relate; and
- a general description of the general purpose of the Treasurer’s statement and where it may be received by the public.

Where a by-law is not appealed to the L.P.A.T., the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The Township must give one copy of the most recent pamphlet without charge, to any person who requests one.

9.3.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and L.P.A.T. Hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the L.P.A.T. by filing a notice of appeal with the Township Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Township is carrying out a public consultation process, in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

9.3.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of Township Council to the L.P.A.T.



9.3.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates, unless the municipality agrees to expand the credit to other services for which a D.C. is payable.

9.3.7 Front-Ending Agreements

The Township and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the Township to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (Sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the D.C.A., 1989. Accordingly, the Municipality assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Municipality funds being available.

9.3.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. prevents a municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under s.51 or s.53 of the *Planning Act*, except for:

- “local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;” and
- “local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act.”

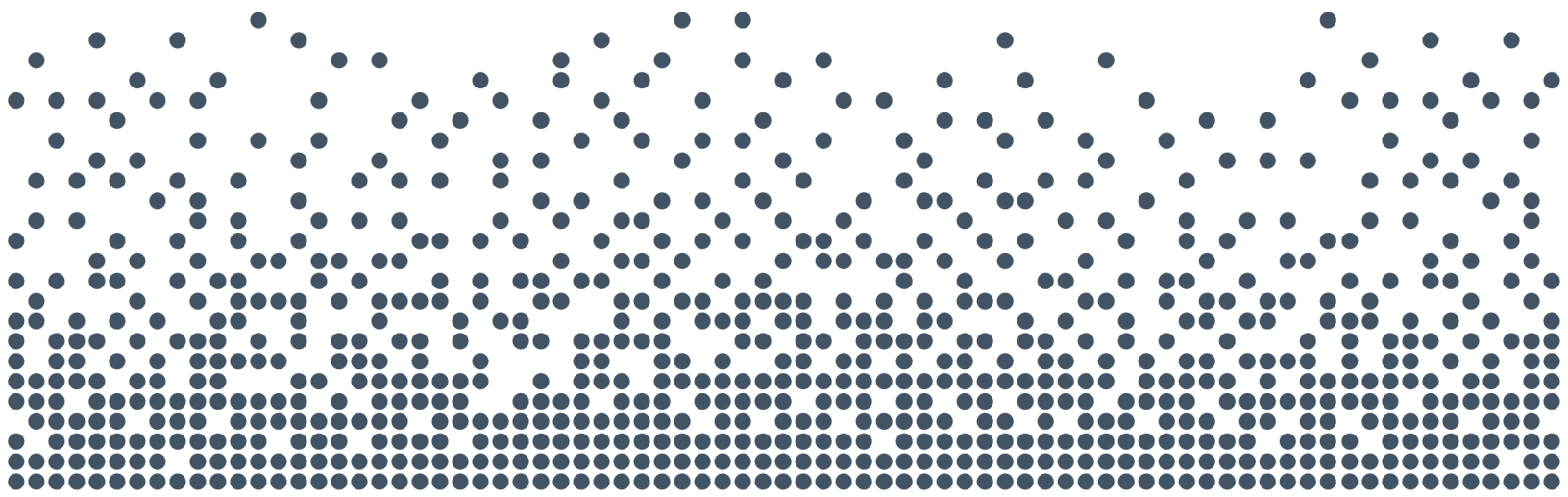


It is also noted that s.s.59(4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under s.s.51(31) of the Planning Act, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with subsection 59(4) of the D.C.A. it would need to provide to the approval authority, information regarding the applicable municipality D.C.s related to the site.

If the municipality is an approval authority for the purposes of section 51 of the Planning Act, it would be responsible to ensure that it collects information from all entities which can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



**Schedule 1
Township of Southwold
Residential Growth Forecast Summary**

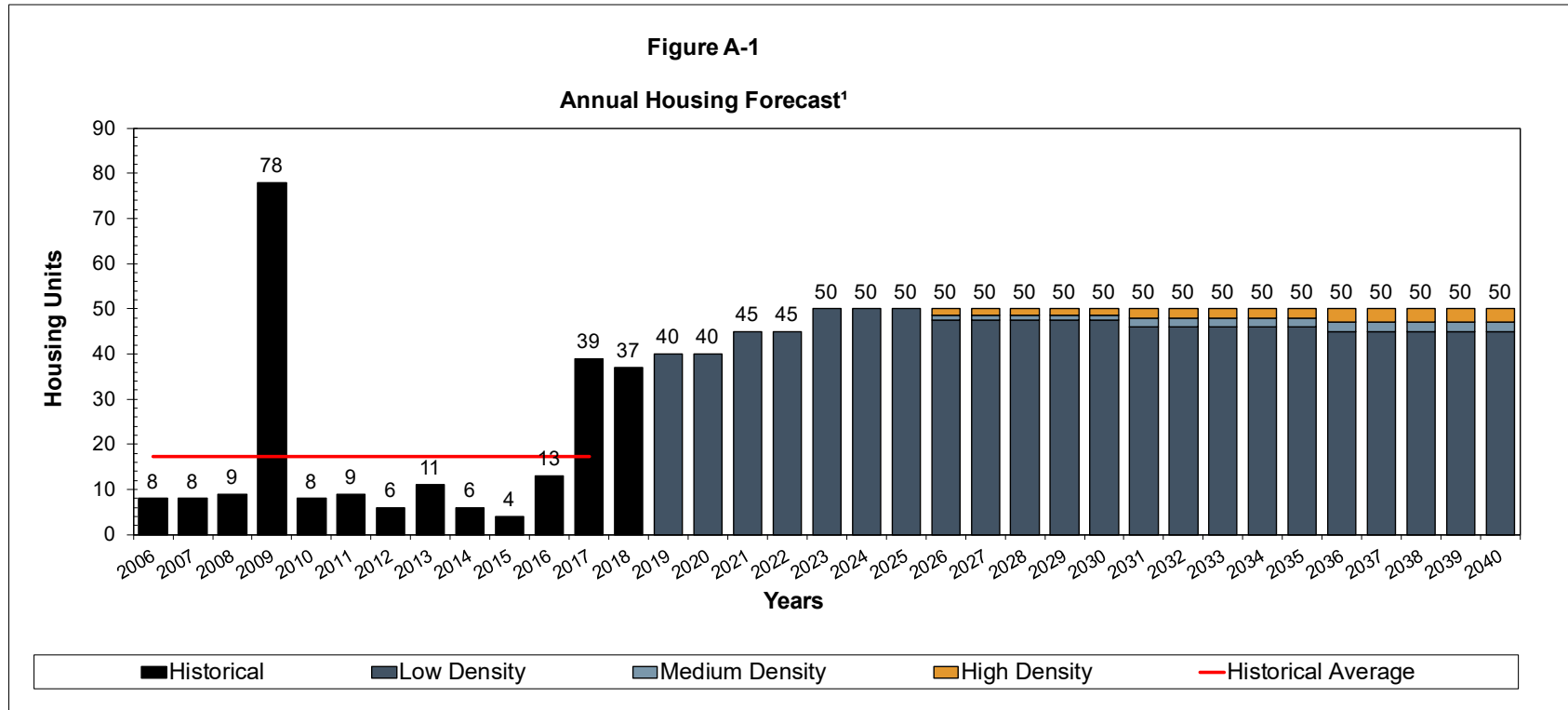
	Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2006	4,850	4,724	164	4,560	1,585	10	10	0	1,605	149	2.943
	Mid 2011	4,610	4,494	104	4,390	1,579	7	6	0	1,592	95	2.823
	Mid 2016	4,540	4,421	91	4,330	1,590	5	5	5	1,605	83	2.755
Forecast	Mid 2020	5,260	5,120	103	5,017	1,719	5	5	5	1,734	94	2.953
	Mid 2030	6,330	6,169	128	6,041	2,189	9	11	5	2,214	116	2.786
	Mid 2040	7,030	6,850	158	6,692	2,647	28	35	5	2,714	144	2.524
	Buildout	7,458	7,262	175	7,087	3,061	35	44	5	3,145	159	2.309
Incremental	Mid 2006 - Mid 2011	-240	-230	-60	-170	-6	-3	-4	0	-13	-54	
	Mid 2011 - Mid 2016	-70	-73	-13	-60	11	-2	-1	5	13	-12	
	Mid 2016 - Mid 2020	720	699	12	687	129	0	0	0	129	11	
	Mid 2020 - Mid 2030	1,070	1,049	25	1,024	470	4	6	0	480	22	
	Mid 2020 - Mid 2040	1,770	1,730	55	1,675	928	23	30	0	980	50	
	Mid 2020 - Buildout	2,198	2,142	72	2,070	1,342	30	39	0	1,411	65	

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

¹ Census undercount estimated at approximately 2.7%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

³ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Southwold, 2007-2017.

¹ Growth forecast represents calendar year.



Schedule 2
Township of Southwold
Estimate of the Anticipated Amount, Type and Location of
Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Single & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Talbotville (Water & Wastewater Serviced)	2020 - 2030	434	4	6	444	1,373	-56	1,317	25	1,342
	2020 - 2040	856	23	30	909	2,770	-161	2,609	52	2,661
	2020 - Buildout	1,130	30	39	1,199	3,657	-274	3,383	63	3,446
Water Serviced Areas	2020 - 2030	24	0	0	24	75	-167	-92	0	-92
	2020 - 2040	48	0	0	48	150	-477	-327	3	-324
	2020 - Buildout	177	0	0	177	554	-814	-260	9	-251
Rural	2020 - 2030	12	0	0	12	38	-239	-201	0	-201
	2020 - 2040	24	0	0	24	75	-682	-607	0	-607
	2020 - Buildout	35	0	0	35	109	-1,162	-1,053	0	-1,053
Township of Southwold Total	2020 - 2030	470	4	6	480	1,486	(462)	1,024	25	1,049
	2020 - 2040	928	23	30	981	2,995	(1,320)	1,675	55	1,730
	2020 - Buildout	1,342	30	39	1,411	4,320	(2,250)	2,070	72	2,142

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

¹ Includes townhouses and apartments in duplexes.

² Includes accessory apartments, bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 3
Township of Southwold
Current Year Growth Forecast
Mid 2016 to Mid 2020**

		Population
Mid 2016 Population		4,421
Occupants of New Housing Units, Mid 2016 to Mid 2020	<i>Units (2)</i>	129
	<i>multiplied by P.P.U. (3)</i>	2,929
	<i>gross population increase</i>	378
Occupants of New Equivalent Institutional Units, Mid 2016 to Mid 2020	<i>Units</i>	11
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	12
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2020	<i>Units (4)</i>	1,605
	<i>multiplied by P.P.U. decline rate (5)</i>	0.193
	<i>total decline in population</i>	309
Population Estimate to Mid 2020		5,120
<i>Net Population Increase, Mid 2016 to Mid 2020</i>		699

- (1) 2016 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2016 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.929	100%	2.929
<i>Multiples (6)</i>	2.038	0%	0.000
<i>Apartments (7)</i>	1.542	0%	0.000
Total		100%	2.929

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

- (4) 2016 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 4a
Township of Southwold
Ten Year Growth Forecast
Mid 2020 to Mid 2030**

		Population
Mid 2020 Population		5,120
Occupants of New Housing Units, Mid 2020 to Mid 2030	<i>Units (2)</i>	480
	<i>multiplied by P.P.U. (3)</i>	3,099
	<i>gross population increase</i>	1,487
Occupants of New Equivalent Institutional Units, Mid 2020 to Mid 2030	<i>Units</i>	22
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	24
Decline in Housing Unit Occupancy, Mid 2020 to Mid 2030	<i>Units (4)</i>	1,734
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.266
	<i>total decline in population</i>	-462
Population Estimate to Mid 2030		6,169
Net Population Increase, Mid 2020 to Mid 2030		1,049

(1) Mid 2020 Population based on:

2016 Population (4,421) + Mid 2016 to Mid 2020 estimated housing units to beginning of forecast period (129 x 2.929 = 378) + (11 x 1.1 = 12) + (1,605 x 0.193 = 309) = 5,120

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.127	98%	3.062
<i>Multiples (6)</i>	2.176	1%	0.018
<i>Apartments (7)</i>	1.491	1%	0.019
<i>one bedroom or less</i>	1.089		
<i>two bedrooms or more</i>	1.700		
Total		100%	3.099

¹ Persons per unit based on adjusted Statistics Canada Custom 2016 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2020 households based upon 2016 Census (1,605 units) + Mid 2016 to Mid 2020 unit estimate (129 units) = 1,734 units.

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 4b
Township of Southwold
Twenty Year Growth Forecast
Mid 2020 to Mid 2040**

		Population
Mid 2020 Population		5,120
Occupants of New Housing Units, Mid 2020 to Mid 2040	<i>Units (2)</i>	980
	<i>multiplied by P.P.U. (3)</i>	3,056
	<i>gross population increase</i>	2,995
Occupants of New Equivalent Institutional Units, Mid 2020 to Mid 2040	<i>Units</i>	50
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	55
Decline in Housing Unit Occupancy, Mid 2020 to Mid 2040	<i>Units (4)</i>	1,734
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.761
	<i>total decline in population</i>	-1,320
Population Estimate to Mid 2040		6,850
<i>Net Population Increase, Mid 2020 to Mid 2040</i>		1,730

(1) Mid 2020 Population based on:

2016 Population (4,421) + Mid 2016 to Mid 2020 estimated housing units to beginning of forecast period (129 x 2.929 = 378) + (11 x 1.1 = 12) + (1,605 x 0.193 = 309) = 5,120

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.127	95%	2.960
<i>Multiples (6)</i>	2.176	2%	0.051
<i>Apartments (7)</i>	1.491	3%	0.045
<i>one bedroom or less</i>	1.089		
<i>two bedrooms or more</i>	1.700		
Total		100%	3.056

¹ Persons per unit based on Statistics Canada Custom 2016 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2020 households based upon 2016 Census (1,605 units) + Mid 2016 to Mid 2020 unit estimate (129 units) = 1,734 units.

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 5
Township of Southwold
Mid 2020 to Buildout**

		Population
Mid 2020 Population		5,120
Occupants of New Housing Units, Mid 2020 to Buildout	<i>Units (2)</i>	1,411
	<i>multiplied by P.P.U. (3)</i>	3,062
	<i>gross population increase</i>	4,320
Occupants of New Equivalent Institutional Units, Mid 2020 to Buildout	<i>Units</i>	65
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	72
Decline in Housing Unit Occupancy, Mid 2020 to Buildout	<i>Units (4)</i>	1,411
	<i>multiplied by P.P.U. decline rate (5)</i>	-1,594
	<i>total decline in population</i>	-2,250
Population Estimate to Buildout		7,262
<i>Net Population Increase, Mid 2020 to Buildout</i>		2,142

(1) Mid 2020 Population based on:

2016 Population (4,421) + Mid 2016 to Mid 2020 estimated housing units to beginning of forecast period (129 x 378) + (1,605 x 0.2 = 321) = 5,120

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.127	95%	2.974
<i>Multiples (6)</i>	2.176	2%	0.046
<i>Apartments (7)</i>	1.491	3%	0.041
<i>one bedroom or less</i>	1.089		
<i>two bedrooms or more</i>	1.700		
Total		100%	3.062

¹ Persons per unit based on Statistics Canada Custom 2016 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2020 households based upon 1,605 (2016 Census) + 129 (Mid 2016 to Mid 2020 unit estimate) = 1,734

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



Schedule 6
Township of Southwold
Summary of Vacant Land Supply Housing Potential as of 2019
Talbotville (Water & Wastewater Serviced)

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	0	0	0	0
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
Draft Plans Approved				1,055
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Vacant lands designated for Residential				293
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Total	0	0	0	1,348
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>

Source: Data provided by Dillon Consulting, 2019.

¹ Includes townhomes and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 6
Township of Southwold
Summary of Vacant Land Supply Housing Potential as of 2019
Water Serviced Areas

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	0	0	0	0
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
Draft Plans Approved	0	0	0	0
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
Vacant lands designated for Residential				901
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Total	0	0	0	901
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>

Source: Data provided by Dillon Consulting, 2019.

¹ Includes townhomes and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 6
Township of Southwold
Summary of Vacant Land Supply Housing Potential as of 2019
Township of Southwold Total

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	0	0	0	0
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
Draft Plans Approved	0	0	0	1,055
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Vacant lands designated for Residential	0	0	0	1,193
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Total	0	0	0	2,248
<i>% Breakdown</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>

Source: Data provided by Dillon Consulting, 2019.

¹ Includes townhomes and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 7
Township of Southwold
Historical Residential Building Permits
Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	8	0	70	78
2010	8	0	0	8
2011	9	0	0	9
2012	6	0	0	6
2013	11	0	0	11
Sub-total	42	0	70	112
Average (2009 - 2013)	8	0	14	22
% Breakdown	37.5%	0.0%	62.5%	100.0%
2014	6	0	0	6
2015	4	0	0	4
2016	13	0	0	13
2017	39	0	0	39
2018	37	0	0	37
Sub-total	99	0	0	99
Average (2014 - 2018)	20	0	0	20
% Breakdown	100.0%	0.0%	0.0%	100.0%
2009 - 2018				
Total	141	0	70	211
Average	14	0	7	21
% Breakdown	66.8%	0.0%	33.2%	100.0%

Source: Statistics Canada Publication, 64-001XIB

¹ Includes townhouses and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



**Schedule 8a - 20 Year Average
Township of Southwold
Persons Per Unit By Age and Type of Dwelling
(2016 Census)**

Age of Dwelling	Singles and Semi-Detached						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	-	-	-	2.929	
6-10	-	-	-	3.083	-	3.071	
11-15	-	-	-	3.042	-	3.074	
16-20	-	-	-	3.400	-	3.435	3.127
20-25	-	-	-	-	-	-	
25-35	-	-	-	2.955	-	2.733	
35+	-	-	1.781	2.628	3.176	2.531	
Total	-	-	1.854	2.798	3.320	2.696	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	-	-	-
6-10	-	-	-	3.545	-	3.214
11-15	-	-	-	2.958	-	3.074
16-20	-	-	-	3.400	-	3.435
20-25	-	-	-	-	-	-
25-35	-	-	-	2.783	-	2.613
35+	-	-	1.844	2.658	3.438	2.519
Total	-	1.091	2.051	2.798	3.269	2.686

¹ Includes townhouses and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

³ Adjusted based on 2001-2016 historical trends.

Note: Does not include Statistics Canada data classified as 'Other'

P.P.U. Not calculated for samples less than or equal to 50 dwelling units, and does not include institutional population.



**Schedule 8b
Elgin County
Persons Per Unit By Age and Type of Dwelling
(2016 Census)**

Age of Dwelling	Multiples ¹					Total	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR		
1-5	-	-	-	-	-	-	
6-10	-	-	-	-	-	-	
11-15	-	-	-	-	-	-	
16-20	-	-	-	2.308	-	2.176	2.176
20-25	-	-	-	3.583	-	2.720	
25-35	-	-	1.962	3.071	-	2.597	
35+	-	1.282	2.072	2.916	-	2.286	
Total	-	1.292	2.008	2.955	-	2.393	

Age of Dwelling	Apartments ²					Total	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR		
1-5	-	-	1.583	-	-	1.542	
6-10	-	-	1.600	-	-	1.381	
11-15	-	-	-	-	-	-	
16-20	-	-	1.846	-	-	1.550	1.491
20-25	-	1.077	1.708	-	-	1.545	
25-35	-	1.193	1.645	-	-	1.448	
35+	-	1.133	1.723	2.833	-	1.480	
Total	1.250	1.144	1.705	2.833	-	1.487	

Age of Dwelling	All Density Types					Total
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	
1-5	-	1.273	1.957	2.962	5.000	2.779
6-10	-	-	1.857	3.006	5.057	2.928
11-15	-	-	1.864	2.839	3.971	2.753
16-20	-	1.167	1.780	2.920	4.556	2.838
20-25	-	1.286	1.800	2.647	3.581	2.468
25-35	-	1.242	1.801	2.923	4.034	2.630
35+	0.900	1.218	1.840	2.658	3.739	2.368
Total	0.857	1.231	1.840	2.752	4.021	2.503

¹ Includes townhouses and apartments in duplexes.

² Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

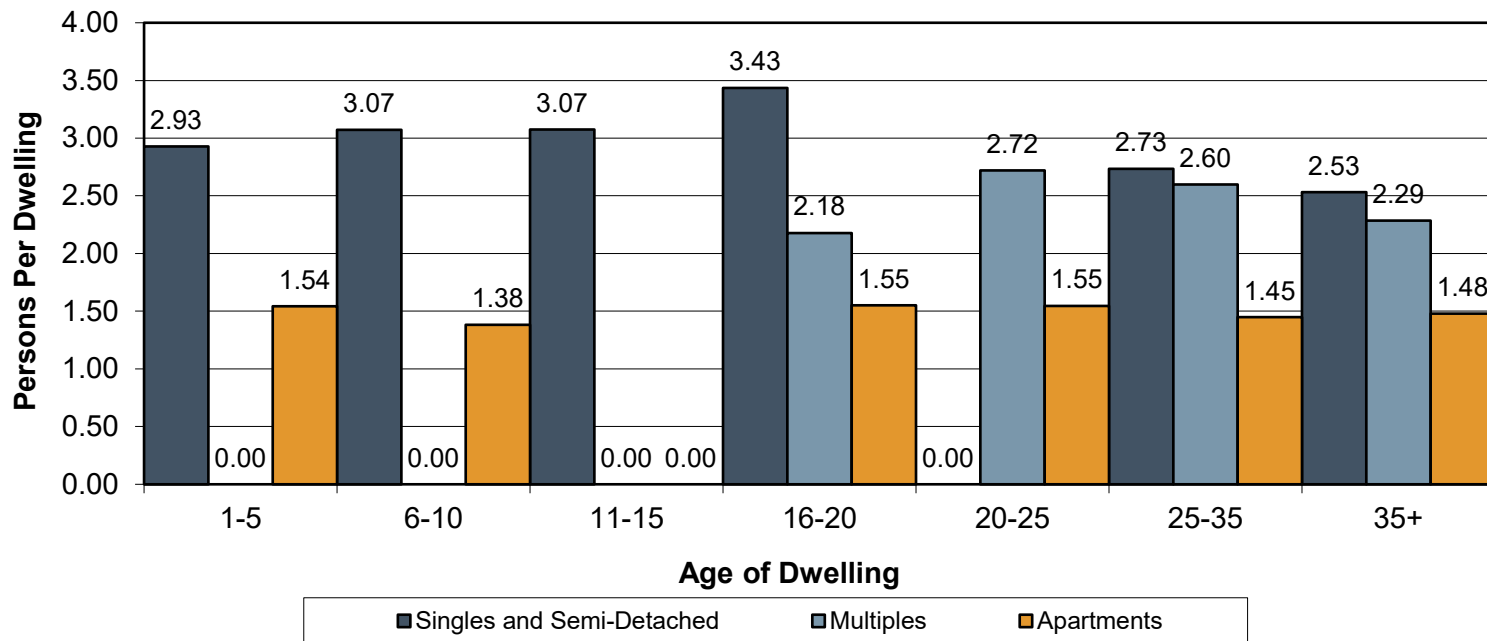
³ Adjusted based on 2001-2016 historical trends.

Note: Does not include Statistics Canada data classified as 'Other'

P.P.U. Not calculated for samples less than or equal to 50 dwelling units, and does not include institutional population.



**Schedule 9
Township of Southwold
Persons Per Unit By Structural Type and Age of Dwelling
(2016 Census)**



Multiple and Apartment P.P.U.s are based on Elgin County.



**Schedule 10a
Township of Southwold
2020 Employment Forecast**

Period	Population	Activity Rate							Employment								Total Employment (Including N.F.P.O.W.)	
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹		
Mid 2006	4,724	0.046	0.075	0.588	0.058	0.057	0.825	0.060	0.884	215	355	2,780	275	270	3,895	282	4,177	3,540
Mid 2011	4,494	0.012	0.070	0.345	0.060	0.029	0.516	0.052	0.569	55	315	1,550	270	130	2,320	236	2,556	2,005
Mid 2016	4,421	0.037	0.052	0.102	0.045	0.053	0.290	0.063	0.352	165	230	453	198	235	1,280	277	1,557	1,050
Mid 2020	5,120	0.036	0.052	0.101	0.045	0.051	0.286	0.063	0.349	187	267	517	232	262	1,465	322	1,787	1,198
Mid 2030	6,169	0.035	0.054	0.099	0.045	0.053	0.286	0.063	0.349	217	332	612	278	326	1,765	390	2,155	1,433
Mid 2040	6,850	0.035	0.056	0.098	0.044	0.055	0.287	0.064	0.351	236	382	671	301	375	1,965	436	2,401	1,583
Buildout	7,262	0.034	0.057	0.097	0.044	0.056	0.288	0.064	0.352	248	414	706	316	407	2,091	465	2,556	1,677
Incremental Change																		
Mid 2006 - Mid 2011	-230	-0.033	-0.005	-0.244	0.002	-0.028	-0.308	-0.007	-0.316	-160	-40	-1,230	-5	-140	-1,575	-47	-1,622	-1,535
Mid 2011 - Mid 2016	-73	0.0251	-0.0181	-0.2426	-0.0154	0.0242	-0.2267	0.0102	-0.2165	110	-85	-1,098	-73	105	-1,040	41	-999	-955
Mid 2016 - Mid 2020	699	-0.0009	0.0002	-0.0013	0.0006	-0.0020	-0.0034	0.0002	-0.0033	22	37	65	35	27	185	45	230	148
Mid 2020 - Mid 2030	1,049	-0.0013	0.0016	-0.0018	-0.0003	0.0017	-0.0002	0.0004	0.0002	30	65	95	46	64	300	68	368	235
Mid 2020 - Mid 2040	1,730	-0.0019	0.0036	-0.0030	-0.0013	0.0037	0.0010	0.0009	0.0019	49	115	154	69	113	500	114	614	385
Mid 2020 - Buildout	2,142	-0.0024	0.0049	-0.0038	-0.0018	0.0050	0.0019	0.0012	0.0031	61	147	189	84	145	626	143	769	479
Annual Average																		
Mid 2006 - Mid 2011	-46	-0.0067	-0.0010	-0.0487	0.0004	-0.0056	-0.0617	-0.0015	-0.0631	-32	-8	-246	-1	-28	-315	-9	-324	-307
Mid 2011 - Mid 2016	-15	0.0050	-0.0036	-0.0485	-0.0031	0.0048	-0.0453	0.0020	-0.0433	22	-17	-220	-15	21	-208	8	-200	-191
Mid 2016 - Mid 2020	175	-0.0002	0.0000	-0.0003	0.0002	-0.0005	-0.0009	0.0000	-0.0008	6	9	16	9	7	46	11	58	37
Mid 2020 - Mid 2030	105	-0.0001	0.0002	-0.0002	0.0000	0.0002	0.0000	0.0000	0.0000	3	7	10	5	6	30	7	37	24
Mid 2020 - Mid 2040	87	-0.0001	0.0002	-0.0002	-0.0001	0.0002	0.0000	0.0000	0.0001	2	6	8	3	6	25	6	31	19
Mid 2020 - Buildout	81	-0.0001	0.0002	-0.0001	-0.0001	0.0002	0.0001	0.0000	0.0001	2	6	7	3	5	24	5	29	18

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

¹ Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.



**Schedule 10b
Township of Southwold
Employment & Gross Floor Area (G.F.A) Forecast, 2020 to Buildout**

Period	Population	Employment				Gross Floor Area in Square Feet (Estimated) ¹			
		Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	4,724	2,780	275	270	3,325				
Mid 2011	4,494	1,550	270	130	1,950				
Mid 2016	4,421	453	198	235	885				
Mid 2020	5,120	517	232	262	1,011				
Mid 2030	6,169	612	278	326	1,216				
Mid 2040	6,850	671	301	375	1,347				
Buildout	7,262	706	316	407	1,429				
Incremental Change									
Mid 2006 - Mid 2011	-230	-1,230	-5	-140	-1,375				
Mid 2011 - Mid 2016	-73	-1,098	-73	105	-1,065				
Mid 2016 - Mid 2020	699	65	35	27	126	83,800	19,000	18,900	121,700
Mid 2020 - Mid 2030	1,049	95	46	64	205	123,500	25,300	44,800	193,600
Mid 2020 - Mid 2040	1,730	154	69	113	336	200,200	38,000	79,100	317,300
Mid 2020 - Buildout	2,142	189	84	145	418	245,700	46,200	101,500	393,400
Annual Average									
Mid 2006 - Mid 2011	-46	-246	-1	-28	-275				
Mid 2011 - Mid 2016	-15	-220	-15	21	-213				
Mid 2016 - Mid 2020	175	16	9	7	32	20,950	4,750	4,725	30,425
Mid 2020 - Mid 2030	105	10	5	6	21	12,350	2,530	4,480	19,360
Mid 2020 - Mid 2040	87	8	3	6	17	10,010	1,900	3,955	15,865
Mid 2020 - Buildout	81	7	3	5	16	9,307	1,750	3,845	14,902

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

¹ Square Foot Per Employee Assumptions

Industrial	1,300
Commercial/ Population Related	550
Institutional	700

* Reflects Early 2020 to Early 2040 Forecast Period

Note: Numbers may not add to totals due to rounding.



Schedule 10c
Estimate of the Anticipated Amount, Type and Location of
Non-Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Industrial G.F.A. S.F. ¹	Commercial G.F.A. S.F. ¹	Institutional G.F.A. S.F. ¹	Total Non-Residential G.F.A. S.F.	Employment Increase ²
Talbotville (Water & Wastewater Serviced)	2020 - 2030	123,500	20,800	40,600	184,900	191
	2020 - 2040	200,200	31,400	71,400	303,000	313
	2020 - Buildout	245,700	36,800	88,200	370,700	382
Water Serviced Areas	2020 - 2030	-	3,900	4,200	8,100	13
	2020 - 2040	-	5,500	7,700	13,200	21
	2020 - Buildout	-	8,300	13,300	21,600	34
Rural	2020 - 2030	-	600	-	600	1
	2020 - 2040	-	1,100	-	1,100	2
	2020 - Buildout	-	1,100	-	1,100	2
Township of Southwold	2020 - 2030	123,500	25,300	44,800	193,600	205
	2020 - 2040	200,200	38,000	79,100	317,300	336
	2020 - Buildout	245,700	46,200	101,500	393,400	418

Source: Township of Southwold Official Plan Review: High Scenario, by Watson & Associates Economists Ltd., 2020.

¹ Square feet per employee assumptions:

Industrial	1,300
Commercial	550
Institutional	700

² Employment Increase does not include No Fixed Place of Work.

* Reflects Early 2020 to Early 2040 Forecast Period



**Schedule 11
Township of Southwold
Non-Residential Construction Value
Years 2007 to 2016
(000's 2018 \$)**

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	187	329	826	1,343	12	62	0	73	0	23	0	23	199	414	826	1,440
2008	1,777	194	319	2,290	168	2	0	170	0	0	0	0	1,945	196	319	2,460
2009	429	113	0	542	593	2	0	596	18	0	0	18	1,041	115	0	1,156
2010	967	39	9,567	10,572	1,471	45	0	1,515	0	45	502	546	2,437	128	10,068	12,634
2012	605	2	2,144	2,751	671	32	0	703	0	16	0	16	1,276	50	2,144	3,470
2013	1,247	0	1,015	2,262	13	0	0	13	0	8	1,394	1,402	1,259	8	2,409	3,677
2014	1,363	216	6,192	7,771	795	165	0	960	21	0	0	21	2,179	381	6,192	8,751
2015	1,176	116	0	1,292	0	227	0	227	0	42	0	42	1,176	385	0	1,561
2016	1,790	0	221	2,010	409	82	0	490	651	0	0	651	2,850	82	221	3,152
Subtotal	10,450	1,011	20,556	32,017	4,726	724	0	5,450	690	134	1,896	2,720	15,866	1,869	22,452	40,187
Percent of Total	33%	3%	64%	100%	87%	13%	0%	100%	25%	5%	70%	100%	39%	5%	56%	100%
Average	1,045	126	2,570	3,202	525	80	#DIV/0!	545	230	27	948	340	1,587	187	2,806	4,019
2007 - 2011 Period Total				15,931				3,057				588				19,576
2007 - 2011 Average				3,186				611				118				3,915
% Breakdown				81.4%				15.6%				3.0%				100.0%
2012 - 2016 Period Total				16,086				2,393				2,132				20,611
2012 - 2016 Average				3,217				479				426				4,122
% Breakdown				78.0%				11.6%				10.3%				100.0%
2007 - 2016 Period Total				32,017				5,450				2,720				40,187
2007 - 2016 Average				3,202				545				272				4,019
% Breakdown				79.7%				13.6%				6.8%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

Note: Inflated to year-end 2017 (January, 2018) dollars using Reed Construction Cost Index



Schedule 12
Township of Southwold

Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year			Change	
		2006	2011	2016	06-11	11-16
Employment by industry						
	<u>Primary Industry Employment</u>					
11	<i>Agriculture, forestry, fishing and hunting</i>	405	305	290	-100	-15
21	<i>Mining and oil and gas extraction</i>	0	0	0	0	0
	Sub-total	405	305	290	-100	-15
	<u>Industrial and Other Employment</u>					
22	<i>Utilities</i>	0	0	0	0	0
23	<i>Construction</i>	60	35	85	-25	50
31-33	<i>Manufacturing</i>	2,570	1,465	280	-1,105	-1,185
41	<i>Wholesale trade</i>	85	25	65	-60	40
48-49	<i>Transportation and warehousing</i>	100	25	30	-75	5
56	<i>Administrative and support</i>	45	15	23	-30	8
	Sub-total	2,860	1,565	483	-1,295	-1,083
	<u>Population Related Employment</u>					
44-45	<i>Retail trade</i>	80	90	65	10	-25
51	<i>Information and cultural industries</i>	10	0	0	-10	0
52	<i>Finance and insurance</i>	0	0	20	0	20
53	<i>Real estate and rental and leasing</i>	0	15	0	15	-15
54	<i>Professional, scientific and technical services</i>	50	55	50	5	-5
55	<i>Management of companies and enterprises</i>	10	0	0	-10	0
56	<i>Administrative and support</i>	45	15	23	-30	8
71	<i>Arts, entertainment and recreation</i>	20	0	30	-20	30
72	<i>Accommodation and food services</i>	75	50	20	-25	-30
81	<i>Other services (except public administration)</i>	60	95	55	35	-40
	Sub-total	350	320	263	-30	-58
	<u>Institutional</u>					
61	<i>Educational services</i>	115	60	95	-55	35
62	<i>Health care and social assistance</i>	140	40	110	-100	70
91	<i>Public administration</i>	25	30	40	5	10
	Sub-total	280	130	245	-150	115
	Total Employment	3,895	2,320	1,280	-1,575	-1,040
	Population	4,724	4,494	4,421	-230	-73
	<u>Employment to Population Ratio</u>					
	Industrial and Other Employment	0.61	0.35	0.11	-0.26	-0.24
	Population Related Employment	0.07	0.07	0.06	0.00	-0.01
	Institutional Employment	0.06	0.03	0.06	-0.03	0.03
	Primary Industry Employment	0.09	0.07	0.07	-0.02	0.00
	Total	0.82	0.52	0.29	-0.31	-0.23

Source: Statistics Canada Employment by Place of Work

Note: 2006-2016 employment figures are classified by North American Industry Classification System (NAICS) Code



Appendix B

Level of Service



Service: Fire Facilities
 Unit Measure: sq.ft. of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fire Hall - Station No. 1 (Shedden)	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	\$305	\$356
Fire Hall - Station No. 2 (Talbotville)	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	\$305	\$356
Fire Portable - Talbotville							750	750	750	750	\$16	\$22
Total	8,318	8,318	8,318	8,318	8,318	8,318	9,068	9,068	9,068	9,068		

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	1.8802	1.8948	1.9013	1.9078	1.9144	1.9210	2.0942	1.9985	1.9619	1.9583

10 Year Average	2010-2019
Quantity Standard	1.9432
Quality Standard	\$345
Service Standard	\$670

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$670
Eligible Amount	\$685,732



Service: Fire Facilities
 Unit Measure: sq.ft. of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fire Hall - Station No. 1 (Shedden)	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	\$194	\$228
Fire Hall - Station No. 2 (Talbotville)	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	2,818	\$194	\$228
Fire Portable - Talbotville							750	750	750	750	\$16	\$22
Total	8,318	8,318	8,318	8,318	8,318	8,318	9,068	9,068	9,068	9,068		

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	1.8802	1.8948	1.9013	1.9078	1.9144	1.9210	2.0942	1.9985	1.9619	1.9583

10 Year Average	2010-2019
Quantity Standard	1.9432
Quality Standard	\$221
Service Standard	\$429

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$429
Eligible Amount	\$439,716



Service: Fire Small Equipment and Gear
 Unit Measure: No. of equipment and gear

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/item)
Thermal Imager	1	1	1	1	1	1	1	2	2	2	\$11,100
SCBA Packs	19	21	22	22	22	27	27	27	29	29	\$760
SCBA Cylinders	19	21	22	22	22	27	27	27	29	72	\$1,440
Hoses and Nozzles		1	2	3	3	3	3	3	3	3	\$14,100
Alarm System Units	14	14	14	14	14	14	14	14	14	14	\$3,500
Bunker Suits	32	36	39	45	52	57	61	46	50	50	\$3,950
County Wide Communication System						1	1	1	1	1	\$106,800
TNT Hydraulic Tools	2	2	2	2	2	2	2	2	2	2	\$18,200
Air Bags	1	1	1	1	1	1	1	1	1	1	\$17,400
Extrication Equipment											
Combi-Tool			1	1	1	1	1	1	1	1	\$10,400
Cutter					1	1	1	1	1	1	\$6,500
Spreader						1	1	1	1	1	\$7,800
Generators	2	2	2	2	2	2	2	2	2	2	\$13,900
Radio Repeater Tower	2	2	2	2	2	2	2	2	2	2	\$8,400
Total	91	101	108	115	123	140	144	130	138	181	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0206	0.0230	0.0248	0.0264	0.0282	0.0324	0.0334	0.0286	0.0299	0.0391

10 Year Average	2010-2019
Quantity Standard	0.0286
Quality Standard	\$4,017
Service Standard	\$115

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$115
Eligible Amount	\$117,647



Service: Roads
 Unit Measure: km of roadways

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/km)
Roads											
Asphalt	22.8	23.7	24.6	25.5	26.3	27.2	28.1	29.2	30.3	31.4	\$135,000
Surface Treatment/Tar and Chip	41.9	44.3	46.7	49.2	51.6	54.0	56.4	55.3	54.1	53.0	\$100,000
Gravel	150.3	148.6	147.0	145.3	143.6	142.0	140.3	140.3	140.3	140.3	\$30,000
Total	215.0	216.6	218.3	219.9	221.5	223.2	224.8	224.8	224.7	224.7	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0486	0.0493	0.0499	0.0504	0.0510	0.0515	0.0519	0.0495	0.0486	0.0485

10 Year Average	2010-2019
Quantity Standard	0.0499
Quality Standard	\$58,802
Service Standard	\$2,934

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$2,934
Eligible Amount	\$3,004,621



Service: Bridges, Culverts & Structures
 Unit Measure: Number of Bridges, Culverts & Structures

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/item)
Bridges	7	7	7	7	7	7	7	7	7	7	\$510,400
Culverts	12	12	12	12	12	12	12	12	12	12	\$259,400
Total	19	19	19	19	19	19	19	19	19	19	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0043	0.0043	0.0043	0.0044	0.0044	0.0044	0.0044	0.0042	0.0041	0.0041

10 Year Average	2010-2019
Quantity Standard	0.0043
Quality Standard	\$350,814
Service Standard	\$1,509

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$1,509



Service: Traffic Signals & Streetlights
 Unit Measure: No. of Traffic Signals

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/item)
Streetlights											
Talbotville	31	31	31	31	31	31	31	31	31	31	\$1,700
Ferndale	38	38	38	38	38	38	38	38	38	38	\$1,700
Lynhurst	1	1	1	1	1	1	1	1	1	1	\$1,700
Lawrence Station	5	5	5	5	5	5	5	5	5	5	\$1,700
Iona Station	6	6	6	6	6	6	6	6	6	6	\$1,700
Iona (Talbot Line)	2	2	2	2	2	2	2	2	2	2	\$1,700
Fingal	37	37	37	37	37	37	37	37	37	37	\$1,700
Shedden	49	49	49	49	49	49	49	49	49	49	\$1,700
Talbotville Meadows	37	37	37	37	37	37	37	37	37	37	\$1,700
Lynhurst	13	13	13	13	13	13	13	13	13	13	\$1,700
Total	219	219	219	219	219	219	219	219	219	219	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0495	0.0499	0.0501	0.0502	0.0504	0.0506	0.0506	0.0483	0.0474	0.0473

10 Year Average	2010-2019
Quantity Standard	0.0494
Quality Standard	\$1,700
Service Standard	\$84

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$84
Eligible Amount	\$86,016



Service: Roads and Related Vehicles
 Unit Measure: No. of vehicles and equipment

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/Vehicle)
Line Painter (ID T135)	1	1	1	1	1	1	1	1	1	1	\$512,400
Backhoe (ID BH-)	1	1	1	1	1	1	1	1	1	1	\$168,700
Loader (ID LD1)	1	1	1	1	1	1	1	1	1	1	\$152,900
Chipper (ID W2)						1	1	1	1	1	\$43,600
Roller (R-1)				1	1	1	1	1	1	1	\$26,500
Pick-up Trucks											
ID P03-5	1	1	1	1	1	1	1				\$68,600
ID 50	1	1	1	1	1	1	1	1	1	1	\$63,800
ID 58	1	1	1	1	1	1	1	1	1	1	\$42,500
ID 51	1	1	1	1	1	1	1	1	1	1	\$48,700
ID 52		1	1	1	1	1	1	1	1	1	\$38,600
ID 56							1	1	1	1	\$50,900
ID 53			1	1	1	1	1	1	1	1	\$40,100
ID 54					1	1	1	1	1	1	\$31,600
ID 55							1	1	1	1	\$48,700
ID T12						1	1	1	1	1	\$33,400
ID T57								1	1	1	\$33,400
Tandem/Snow Plow											
ID T2	1	1	1	1	1	1	1	1			\$98,100
ID T6	1	1	1	1	1	1					\$321,400
ID T7	1	1	1	1	1	1	1	1	1	1	\$288,000
Dump Truck/Snow Plow											
ID T8	1	1	1	1	1	1	1	1	1	1	\$279,000
ID T9	1	1	1	1	1	1	1	1	1	1	\$247,400
ID T10		1	1	1	1	1	1	1	1	1	\$238,800
ID T							1	1	1	1	\$257,900
ID T14									1	1	\$273,100
Tractor											
Kabota Zero Turn	1	1	1	1	1	1	1	1	1	1	\$50,000
M5 Trackless	1	1	1	1	1	1	1	1	1	1	\$300,000
Rear swing flail mower	1	1	1	1	1	1	1	1	1	1	\$18,800



Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/Vehicle)
Grader											
ID GR02-5	1	1	1	1	1	1	1	1	1	1	\$525,100
ID GR2-6	1	1	1	1	1	1	1	1	1	1	\$365,800
ID GR12-7 Grader 26			1	1	1	1	1	1	1	1	\$418,700
Trailers											
F-1	3	3	3	3	3	3	3	3	3	3	\$38,400
F-2				1	1	1	1	1	1	1	\$6,100
Emergency Road Closed				1	1	1	1	1	1	1	\$9,800
Trailer Vac					1	1	1	1	1	1	\$79,000
Total	20	22	24	27	29	31	33	33	33	33	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0045	0.0050	0.0055	0.0062	0.0067	0.0072	0.0076	0.0073	0.0071	0.0071

10 Year Average	2010-2019
Quantity Standard	0.0064
Quality Standard	\$157,023
Service Standard	\$1,005

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$1,005
Eligible Amount	\$1,029,069



Service: Sidewalks
 Unit Measure: km of roadways

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/km)
Shedden	1.9	1.9	2.5	2.5	2.5	2.5	2.5	2.5	2.8	2.8	\$83,400
Lawrence Station	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$68,200
Fingal	1.0	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	\$80,600
Ferndale	1.2	1.2	1.2	1.3	1.3	1.3	1.3	1.3	1.3	1.3	\$82,500
Talbotville	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.4	\$84,700
Total	5.5	6.8	7.4	7.5	7.5	7.5	7.5	7.5	7.8	8.1	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0012	0.0016	0.0017	0.0017	0.0017	0.0017	0.0017	0.0016	0.0017	0.0017

10 Year Average	2010-2019
Quantity Standard	0.0016
Quality Standard	\$84,438
Service Standard	\$135

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$135
Eligible Amount	\$138,342



Service: Depots and Domes
 Unit Measure: ft² of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Equipment Garage	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	\$126	\$143
Office/Garage Building	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	\$109	\$124
Salt & Sand Storage Shed	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	\$54	\$63
Shop Teetzel							4,900	4,900	4,900	4,900	\$4	\$8
Public Works Garage	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	\$282	\$315
Total	16,737	16,737	16,737	16,737	16,737	16,737	21,637	21,637	21,637	21,637		

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	3.7832	3.8125	3.8256	3.8388	3.8520	3.8654	4.9970	4.7686	4.6813	4.6727

10 Year Average	2010-2019
Quantity Standard	4.2097
Quality Standard	\$128
Service Standard	\$537

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$537
Eligible Amount	\$550,113



Service: Parkland Development
 Unit Measure: Acres of Parkland

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/Acre)
Fingal Children's Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	\$25,000
Fingal Ball Park	15.8	15.8	15.8	15.8	15.8	15.8	15.8	15.8	15.8	15.8	\$25,000
Shedden Park	20.1	20.1	20.1	20.1	20.1	20.1	20.1	20.1	20.1	33.1	\$25,000
Parkland and Baseball Diamond (Shedden)	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	\$25,000
Talbotville Optimist Park	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	\$25,000
Ferndale Community Park					2.3	2.3	2.3	2.3	2.3	2.3	\$25,000
Total	49.5	49.5	49.5	49.5	51.9	51.9	51.9	51.9	51.9	64.9	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0112	0.0113	0.0113	0.0114	0.0119	0.0120	0.0120	0.0114	0.0112	0.0140

10 Year Average	2010-2019
Quantity Standard	0.0118
Quality Standard	\$24,945
Service Standard	\$294

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$294
Eligible Amount	\$301,414



Service: Parkland Amenities
 Unit Measure: No. of parkland amenities

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/item)
Recreation Equipment											
Play Equipment	2	2	2	3	3	3	4	4	4	4	\$106,000
Basketball Courts	2	2	2	2	2	2	2	2	2	2	\$11,900
Goal Posts	3	3	3	3	3	3	3	3	3	3	\$3,400
Electronic Scoreboard	1	1	1	1	1	1	1	1	1	1	\$7,700
Bleachers	1	1	1	1	1	1	1	1	1	1	\$34,200
Fencing	1	1	1	1	1	1	1	1	1	1	\$95,300
Ball Diamond Fencing Fingal 2								1	1	1	\$39,400
Lighting Ball Diamond Fingal 1								1	1	1	\$9,600
Lighting Ball Diamond Fingal 2								1	1	1	\$107,000
Floodlights	1	1	1	1	1	1	1	1	1	1	\$106,400
Park Buildings											
Concession Booth Fingal Ball Park	1	1	1	1	1	1	1	1	1	1	\$27,700
Washrooms/Storage/Lime Shed Fingal Ball Park	1	1	1	1	1	1	1	1	1	1	\$52,900
Fingal Pavilion						1	1	1	1	1	\$79,400
Washrooms Fingal Ball Park									1	1	\$234,800
Washrooms/Lime Shed Shedden Ball Park	1	1	1	1	1	1	1	1	1	1	\$54,300
Livestock Shelter (Fairgrounds)	1	1	1	1	1	1	1	1	1	1	\$54,300
Picnic Shelter/Concession Booth	1	1	1	1	1	1	1	1	1	1	\$55,400
Keystone Complex Pergola									1	1	\$10,500
Concession Booth Talbotville Ball Park	1	1	1	1	1	1	1	1	1	1	\$21,100
Picnic Shelter Talbotville Ball Park	1	1	1	1	1	1	1	1	1	1	\$48,800
Washrooms/Storage	1	1	1	1	1	1	1	1	1	1	\$52,900
Total	19	19	19	20	20	21	22	25	27	27	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0043	0.0043	0.0043	0.0046	0.0046	0.0048	0.0051	0.0055	0.0058	0.0058

10 Year Average	2010-2019
Quantity Standard	0.0049
Quality Standard	\$50,831
Service Standard	\$249

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$249
Eligible Amount	\$255,048



Service: Parkland Trails
 Unit Measure: Number of Paths and Trails

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/ item)
Ferndale Park Path					1	1	1	1	1	1	\$21,800
Total	-	-	-	-	1	1	1	1	1	1	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	-	-	-	-	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002

10 Year Average	2010-2019
Quantity Standard	0.00014
Quality Standard	\$20,936
Service Standard	\$3

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$3
Eligible Amount	\$3,001



Service: Parks Vehicles and Equipment
 Unit Measure: No. of vehicles and equipment

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Value (\$/Vehicle)
Ball Diamond Groomer		1	1	1	1	1	1	1	1	1	\$5,800
Mower/Tractor											
M-1	1	1	1	1	1	1	1	1	1	1	\$9,300
M-2			1	1	1	1	1	1	1	1	\$31,500
TR-1						1	1	1	1	1	\$89,500
72" Landscaper				1	1	1	1	1	1	1	\$6,000
Rear swing flail mower					1	1	1	1	1	1	\$18,800
Total	1	2	3	4	5	6	6	6	6	6	

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.0002	0.0005	0.0007	0.0009	0.0012	0.0014	0.0014	0.0013	0.0013	0.0013

10 Year Average	2010-2019
Quantity Standard	0.0010
Quality Standard	\$22,400
Service Standard	\$22

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$22
Eligible Amount	\$22,938



Service: Indoor Recreation Facilities
 Unit Measure: ft² of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Keystone Complex & Floodlighting	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	\$115	\$130
Total	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696		

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	1.51356	1.52528	1.53051	1.53578	1.54108	1.54642	1.54642	1.47573	1.44872	1.44606

10 Year Average	2010-2019
Quantity Standard	1.51096
Quality Standard	\$130
Service Standard	\$196

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$196
Eligible Amount	\$201,134



Service: Library Facilities
 Unit Measure: ft² of building area

Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Library & Strip Mall	2,197	2,197	2,197	2,197	2,197	2,197	2,197				\$152	\$187
Library Keystone Complex								5,000	5,000	5,000	\$191	\$234
Total	2,197	2,197	2,197	2,197	2,197	2,197	2,197	5,000	5,000	5,000		

Population	4,424	4,390	4,375	4,360	4,345	4,330	4,330	4,537	4,622	4,631
Per Capita Standard	0.4966	0.5005	0.5022	0.5039	0.5056	0.5074	0.5074	1.1019	1.0818	1.0798

10 Year Average	2010-2019
Quantity Standard	0.6787
Quality Standard	\$210
Service Standard	\$142

D.C. Amount (before deductions)	10 Year
Forecast Population	1,024
\$ per Capita	\$142
Eligible Amount	\$145,674



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A. under subsection 10(2)(c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost saving attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2018 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for lifecycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement.

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Township program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e. facilities) would be delayed until the time these works are in place. No additional operating impact is anticipated for costs associated with Growth-Related Studies and as such, the Growth-Related Studies Class has not been included in Table C-1.



Table C-1
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Roads and Related Services	100,807	157,920	258,728
Fire Services	28,765	99,117	127,882
Parks and Recreation Services	65,878	59,996	125,874
Library Services	-	-	-
TOTAL	195,449	317,034	512,483



Appendix D

Local Service Policy



Appendix D: Local Service Policy

This Appendix sets out the Township's General Policy Guidelines on D.C. and local service funding for Services Related to a Highway, Stormwater Management, and Parkland Development. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a D.C., versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

The following policy guidelines are general principles by which staff will be guided in considering development applications. However, each application will be considered, in the context of these policy guidelines as subsection 59(2) of the Development Charges Act, 1997, on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

1. Services Related to a Highway

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, transit vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to safely and comfortably be moved, thereby allowing for the efficient movement of persons and goods.

The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g. sidewalks, bike lanes, multi-use trails which interconnect the transportation network, etc.); roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.);



street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

1.1. Local and Collector Roads (including land)

- a. Collector Roads Internal to Development, inclusive of all land and associated infrastructure – direct developer responsibility under s.59 of the D.C.A. as a local service.
- b. Collector Roads External to Development, inclusive of all land and associated infrastructure – if needed to support a specific development or required to link with the area to which the plan relates, direct developer responsibility under s.59 of the D.C.A.; otherwise, included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- c. All local roads are considered to be the developer's responsibility.

1.2. Arterial Roads

- a. New, widened, extended or upgraded arterial roads, inclusive of all associated infrastructure: Included as part of road costing funded through D.C.A., s.5(1).
- b. Land acquisition for arterial roads on existing rights-of-way to achieve a complete street: dedication under the Planning Act provisions (s. 41, 51 and s. 53) through development lands; in area with limited development: included in D.C.'s.
- c. Land acquisition for arterial roads on new rights-of-way to achieve a complete street: dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the ROW specified in the Official Plan.
- d. Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles: included in D.C.'s.



1.3. Traffic Control Systems, Signals and Intersection Improvements

- a. On new arterial roads and arterial road improvements unrelated to a specific development: included as part of road costing funded through D.C.'s.
- b. On non-arterial roads, or for any private site entrances or entrances to specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c. On arterial or collector road intersections with Regional/County roads: include in D.C.'s or in certain circumstances, may be a direct developer responsibility
- d. Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development: included in D.C. calculation as permitted under s.5(1) of the D.C.A.

1.4. Streetlights

- a. Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.'s or in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b. Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c. Streetlights on non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).

1.5. Transportation Related Pedestrian and Cycling Facilities

- a. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, Regional/County roads and provincial highway corridors: considered part of the complete street and included in D.C.'s, or,



in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).

- b. Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: considered part of the complete street; direct developer responsibility under s.59 of D.C.A. (as a local service).
- c. Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s.59 of D.C.A. (as a local service).
- d. Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the municipality's active transportation network for cycling and/or walking: included in D.C.'s

1.6. Noise Abatement Measures

- a. Noise abatement measures external and internal to development where it is related to, or a requirement of a specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b. Noise abatement measures on new arterial roads and arterial road improvements abutting an existing community and unrelated to a specific development: included as part of road costing funded through D.C.'s .

2. Stormwater Management

- a. Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b. Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded municipal arterial roads that are



funded as a development charges project: included as part of road costing funded through D.C.'s.

- c. Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- d. Monitoring works: included in D.C.'s consistent with the D.C.A., s.5(1).
- e. Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- f. Note: for stormwater minimum pipe sizes, refer to section E.

3. Parkland Development

3.1. Recreational Trails

- a. Recreational trails (Multi-use trails) that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area municipal parkland D.C.'s.

3.2. Parkland

- a. Parkland Development for Community Parks, District Parks, Neighbourhood Parks and Village Squares: direct developer responsibility to provide at base condition, as follows:
 - Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
 - Topsoil Stripping, screening, and stockpiling.
 - Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Township.
 - Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).



- Seeding of site with Municipality-approved seed mix. Maintenance of seed until acceptance by Municipality.
- Parks shall be free of any contaminated soil or subsoil.
- Parks shall not be mined for fill.
- Parks shall be conveyed free and clear of all encumbrances.
- 100% of 1.5m chain link perimeter fencing to the Municipal standards to separate the development lands from the Municipal lands or lands to be dedicated to the Municipality, unless the perimeter fencing is on land that will be dedicated to the Municipality to fulfil the requirement of parkland dedication under the Planning Act, in which case the cost shall be shared 50/50.
- When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
- The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
- Required heritage features within the Park as set out within the Planning approval conditions.
- Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

3.3. Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Arterial Roads, Open Space, Etc.

- a. The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service. Such costs include but are not limited to:
 - pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Municipality's required depth), landscape features, perimeter fencing and amenities and all planting.



- Perimeter fencing to the Municipal standard located on the public property side of the property line adjacent land uses (such as but limited to arterial roads) as directed by the Municipality.



Appendix E

Proposed D.C. By-law



Appendix E: Proposed D.C. By-law

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD BY-LAW NUMBER XX-2020

A by-law to establish development charges for the Corporation of the Township of Southwold

WHEREAS subsection 2(1) of the Development Charges Act, 1997 c. 27 (hereinafter called "the Act") provides that the Council of a municipality may pass By-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies;

AND WHEREAS the Council of The Corporation of the Township of Southwold ("Township of Southwold") gave Notice in accordance with Section 12 of the Development Charges Act, 1997, of its intention to pass a bylaw under Section 2 of the said Act;

AND WHEREAS the Council of the Township of Southwold has heard all persons who applied to be heard no matter whether in objection to, or in support of, the development charge proposal at a public meeting held on November 16, 2020;

AND WHEREAS by resolution adopted by the Council of the Township of Southwold on December 14, 2020, determined that no additional public meeting was required under Section 12 of the Act;

AND WHEREAS the Council of the Township of Southwold had before it a report entitled Development Charges Background Study dated October 1, 2020, as amended, wherein It is indicated that the development of any land within the Township of Southwold will increase the need for services as defined herein;

AND WHEREAS the Council of the Township of Southwold on December 14, 2020, approved the applicable Development Charges Background Study, in which certain recommendations were made relating to the establishment of a development charge policy for the Township of Southwold pursuant to the Development Charges Act, 1997;



**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF SOUTHWOLD ENACTS
AS FOLLOWS: DEFINITIONS**

1. In this by-law,

- (1) "Accessory Use" means that the use, building or structure or part thereof is naturally and normally incidental to or subordinate in purpose or both, and exclusively devoted to a principal use, building or structure;
- (2) "Act" means the Development Charges Act, 1997, c. 27;
- (3) "Agricultural use" means use or intended use for bona fide farming purposes where the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs or be assessed in the Farmland Realty Tax Class by the Municipal Property Assessment Corporation, but excluding
 - a) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities and gift shops;
 - b) services related to grooming, boarding or breeding of household pets; and
 - c) marijuana processing or production facilities.
- (4) "Apartment dwelling" means any dwelling unit within a building containing more than four dwelling units where the units are connected by an interior corridor. Despite the foregoing, an apartment includes stacked townhouse dwellings;
- (5) "Bedroom" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- (6) "Board of education" means a board defined in s.s. 1(1) of the Education Act, R.S.O. 1990, c.E.2;
- (7) "Building Code Act" means the Building Code Act, R.S.O. 1992, c.23;
- (8) "Capital cost" means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of, and as authorized by, the municipality or local board,



- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings or structures
 - (d) to acquire, lease, construct or improve facilities including,
 - i. rolling stock with an estimated useful life of seven years or more,
 - ii. furniture and equipment, other than computer equipment, and
 - iii. material acquired for circulation, reference or information purposes by a board within the meaning of the *Public Libraries Act*, R.S.O. 1990, c.P.44, as amended or any successor thereof; and
 - (e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
 - (f) to complete the development charge background study under Section 10 of the Act;
 - (g) interest on money borrowed to pay for costs in (a) to (d); required for provision of services designated in this by-law within or outside the municipality;
- (9) "Council" means the Council of The Corporation of the Township of Southwold;
- (10) "Commercial" means a building used for any use other than for residential, institutional, or industrial uses, and includes self-storage facilities;
- (11) "Development" means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 6 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing building or structure which do not change or intensify the use of land;
- (12) "Development charge" means a charge imposed pursuant to this By-law;



- (13) "Dwelling unit" means a room or suite of rooms used, or designed or intended for use by, one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, including time share units;
- (14) "Farm building" means that part of a bona fide farm operation encompassing barns, silos, and other ancillary development to an agricultural use, but excluding a residential use;
- (15) "Gross floor area" means the total floor area measured from the exterior face of outside walls, or between the outside of exterior walls and the centre line of party walls dividing the building from another building, including basements, mezzanines, and upper floors;
- (16) "Industrial Use" means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, excluding self-storage facilities and including office uses and the sale of commodities to the general public where such uses are accessory to an industrial use;
- (17) "Institutional" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain. For the purposes of s.s.11.(3) herein, means development of a building or structure intended for use,
- (a) as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;
 - (b) as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
 - (c) by any of the following post-secondary institutions for the objects of the institution:
 - i. a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
 - ii. a college or university federated or affiliated with a university described in subclause (i), or



- iii. an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;
 - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - (e) as a hospice to provide end of life care;
- (18) "Local board" means a public utility commission, public library board, local board of health, or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of the municipality or any part or parts thereof;
- (19) "Local services" means those services or facilities which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the Planning Act, or as a condition of approval under s.53 of the Planning Act;
- (20) "Multiple dwelling" means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment dwellings;
- (21) "Municipality" means The Corporation of the Township of Southwold;
- (22) "Non-residential uses" means a building or structure used for other than a residential use;
- (23) "Owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;
- (24) "Planning Act" means the Planning Act, 1990, R.S.O. 1990, c.P.13 as amended;
- (25) "Regulation" means any regulation made pursuant to the Act;



- (26) "Rental housing" means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises;
- (27) "Residential uses" means lands, buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include a single detached dwelling, a semi-detached dwelling, a multiple dwelling, an apartment dwelling, and the residential portion of a mixed-use building or structure;
- (28) "Semi-detached dwelling" means a building that is divided vertically into two dwelling units each of which has an independent entrance or an entrance through a common vestibule and which building has no access directly between the two units;
- (29) "Single detached dwelling" means a completely detached building containing only one dwelling unit; and
- (30) "Stacked townhouse dwelling" means two townhouse dwellings, one on top of each other;
- (31) "Townhouse dwelling" means building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit

2. Calculation of Development Charges

- (1) Subject to the provisions of the By-law, development charges against land shall be imposed calculated and collected in accordance with the base rates set out in Schedule "B", which relate to the services/classes of service set out in Schedule "A"
- (2) The development charge with respect to the uses of any land, building or structure shall be calculated as follows:
 - (a) in the case of residential development or redevelopment, or the residential portion of a mixed use development or redevelopment, as the sum of the product of the number of dwelling units of each type



multiplied by the corresponding total amount for such dwelling unit type, as set out in Schedule "B";

- (b) in the case of non-residential development or redevelopment, or the non-residential portion of a mixed use development or redevelopment, as the sum of the product of the gross floor area multiplied by the corresponding total amount for such gross floor area as set out in Schedule "B".
- (3) Council hereby determines that the development or redevelopment of land, buildings, or structures for residential and non-residential uses will require the provision, enlargement or expansion of the services/classes of service referenced in Schedule "A".

3. Phasing of Development Charges

- (1) Development Charges shall be phased-in over the period of the by-law in accordance with the schedule of charges identified in Schedule "B";

4. Applicable Lands

- (1) Subject to Section 5, this by-law applies to all lands in the municipality, whether or not the land or use is exempt from taxation under Section 3 of the Assessment Act, R.S.O.1990, c.A.31.
- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
 - (a) a board of education;
 - (b) any municipality or local board thereof;
 - (c) an industrial use
 - (d) a place of worship;
 - (e) an agricultural use



- (f) vacant properties created through Consent approval under Section 35 of the *Planning Act* before April 21, 2021 for which a complete building permit application is submitted within one-year of Consent approval;
- (g) lots of record that exist on the date of by-law passage for which a complete building permit application is submitted prior to April 1, 2021;
- (h) Developments proceeding from plans of subdivision that are registered prior to passage of this by-law will be exempt from development charges. Notwithstanding the foregoing, Blocks within the registered plan of subdivision that will subject to further development agreements will not be exempt from the payment of development charges;
- (i) Development proceeding from Development Agreements entered into prior to the passage of this by-law that provide for a maximum capital charge for new development will be exempt from development charges;

5. Rules with Respect to Exemptions for Intensification of Housing

- (1) Notwithstanding Section 4 above, no development charge shall be imposed with respect to developments or portions of developments as follows:
 - (a) the enlargement of an existing residential dwelling unit;
 - (b) one or two additional dwelling units in an existing single detached dwelling or ancillary structure thereto;
 - (c) greater of one additional dwelling unit or 1% of the existing dwelling units in an existing rental residential building or ancillary structure thereto; and
 - (d) one additional dwelling unit in any other existing residential building or ancillary structure thereto;

subject to the following restrictions



Item	Name of Class of Existing Residential Building	Description of Class of Existing Residential Buildings	Maximum Number of Additional Dwelling Units	Restrictions
1.	Existing single detached dwellings	Existing residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
2.	Existing semi-detached dwellings or row dwellings	Existing residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
3.	Existing rental residential buildings	Existing residential rental buildings, each of which contains four or more dwelling units.	Greater of one and 1% of the existing units in the building	None
4.	Other existing residential buildings	An existing residential building not in another class of residential building described in this table.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

(2) Notwithstanding Section 4 of this By-law, development charges shall not be imposed with respect to the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions:

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1.	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the	The proposed new detached dwelling must only contain two dwelling units. The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.



		two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	
2.	Proposed new semi-detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	<p>The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units.</p> <p>The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.</p>
3.	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	<p>The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit.</p> <p>The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.</p>

6. Development Charges Imposed

- (1) Subject to subsection (2), development charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for residential and non-residential uses, where, the development requires,
- (a) the passing of a zoning by-law or an amendment thereto under Section 34 of the Planning Act;
 - (b) the approval of a minor variance under Section 45 of the Planning Act;
 - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;



- (d) the approval of a plan of subdivision under Section 51 of the Planning Act;
 - (e) a consent under Section 53 of the Planning Act;
 - (f) the approval of a description under Section 9 of the Condominium Act, R.S.O. 1998, S.O.1998, c.19; or
 - (g) the issuing of a permit under the Building Code Act, in relation to a building or structure.
- (2) Subsection (1) shall not apply in respect to
- (a) local services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under Section 51 of the Planning Act;
 - (b) local services installed or paid for by the owner as a condition of approval under Section 53 of the Planning Act.

Local Service Installation

7. Nothing in this by-law prevents Council from requiring, as a condition of an agreement under Section 51 or 53 of the Planning Act that the owner, at his or her own expense, shall install or pay for such local services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

8. Multiple Charges

- (1) Where two or more of the actions described in subsection 6(1) are required before land to which a development charge applies can be developed, only one development charge shall be calculated and collected in accordance with the provisions of this by-law.
- (2) Notwithstanding subsection (1), if two or more of the actions described in subsection 6(1) occur at different times, and if the subsequent action has the effect of Increasing the need for municipal services as set out in Schedule "A", an additional development charge on the additional residential units and



additional gross floor area shall be calculated and collected In accordance with the provisions of this by-law.

9. Services in Lieu

- (1) Council may authorize an owner, through an agreement under Section 38 of the Act, to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give to the owner a credit against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the municipality in respect of the development to which the agreement relates.
- (2) In any agreement under subsection (1), Council may also give a further credit to the owner equal to the reasonable cost of providing the services in addition to, or of a greater size of capacity, than would be required under this by-law.
- (3) The credit provided for in subsection (2) shall not be charged to any development charge reserve fund.

Rules with Respect to Redevelopment

10. In the case of the demolition or conversion of all or part of a residential or non-residential building or structure:

- (1) a credit shall be allowed, provided that the land was improved by occupied structures (or structures capable of occupancy) within the five years prior to the issuance of the building permit, and the building permit has been issued for the development or redevelopment within five years from the date the demolition or change of use permit has been issued; and
- (2) if a development or redevelopment involves the demolition of and replacement of a building or structure or conversion of a building or structure, a credit shall be allowed equivalent to:



- (a) in the case of residential redevelopment, the number of dwelling units demolished or converted multiplied by the applicable residential development charge in place at the time the development charge is payable,
 - (b) in the case of non-residential, the amount of gross floor area demolished or converted multiplied by the applicable development charge in place at the time the development charge is payable.
- (3) A credit can, in no case, exceed the amount of the development charge that would otherwise be payable, and

11. Timing and Calculation of Payment

- (1) Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- (2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- (3) Notwithstanding Subsections 11 (1) and 11 (2), Development Charges for rental housing and institutional developments are due and payable in 6 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (4) Notwithstanding Subsection 11 (1) and 11 (2), Development Charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter;
- (5) Where the development of land results from the approval of a Site Plan or Zoning By-law Amendment received on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance,



the Development Charges under Subsections 11 (1), 11 (2), 11 (3), and 11 (4) shall be calculated on the rates set out in Schedule “A” on the date of the planning application, including interest. Where both planning applications apply Development Charges under Subsections 11 (1), 11 (2), 11 (3), and 11.(4) shall be calculated on the rates, including interest, set out in Schedule “B” on the date of the later planning application, including interest.

- (6) Interest for the purposes of Subsections 11 (3), 11 (4), and 11 (5), interest shall be determined as the Bank of Canada prime lending rate. prime lending rate. Notwithstanding the foregoing, the interest rate shall not be less than 0%.

12. Reserve Funds

- (1) Monies received from payment of development charges under this by-law shall be maintained in separate reserve funds as per the listing of services/classes of service in Schedule “A”.
- (2) Where more than one capital project underlying the service category referred to in subsection (1) has been sufficiently completed, whether at the same time or at a later date, reimbursement to the involved parties will be provided on the proportionate basis of the costs of the works completed. In order for capital projects to be deemed sufficiently complete, the works will be subject to review and approval of Township.
- (3) Monies received for the payment of development charges shall be used only in accordance with the provisions of Section 35 of the Act.
- (4) Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (5) Where any unpaid development charges are collected as taxes under subsection (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection (1).
- (6) The Treasurer of the Municipality shall, in each year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in Section 12 of O.Reg. 82198.



13. By-Law Amendment or Appeal

- (1) Where this by-law or any development charge prescribed hereunder is amended or repealed either by order of the Ontario Municipal Board or by resolution of the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection (1) shall be paid with interest to be calculated as follows:
 - (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
 - (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection (1) shall include the interest owed under this section.

By-Law Indexing

14. The development charges set out in Schedule "B" to this by-law shall be adjusted annually on January 1st, commencing on January 1, 2022, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Non-Residential Building Construction Price Index for Toronto”

Severability

15. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

Headings for Reference Only

16. The headings inserted in this by-law are for convenience of reference only and shall not affect the construction of interpretation of this by-law.



By-Law Registration

17. A certified copy of this by-law may be registered on title to any land to which this by-law applies.

By-Law Administration

18. This by-law shall be administered by the Municipal Treasurer.

Schedules to the By-Law

19. The following Schedules to this by-law form an integral part of this by-law:

Schedule "A" – Designated Municipal Services/Classes

Schedule "B" – Schedule of Development Charges

Date By-law Effective

20. This By-law shall come into force and effect on January 1, 2021.

Date By-Law Expires

21. This by-law will expire five years after the effective date of this by-law unless it is repealed by Council at an earlier date.

Short Title

22. This by-law may be cited as the "Township of Southwold Development Charge By-law, 2020."

Passed by the Council this 14th day of December 2020.

Mayor

Township Clerk



SCHEDULE "A"
TO BY-LAW XX-2020
DESIGNATED TOWNSHIP-WIDE SERVICES/CLASSES OF SERVICE UNDER THIS
BY-LAW

- Roads and Related Services
- Fire Services;
- Parks and Recreation Services;
- Library Services; and
- Class for Growth Studies



**SCHEDULE "B"
TO BY-LAW XX-2020
SCHEDULE OF DEVELOPMENT CHARGES
January 1, 2021 to December 31, 2021**

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	1,334	725	464	928	0.67
Fire Services	521	283	182	363	0.26
Parks and Recreation Services	626	340	218	436	0.08
Library Services	-	-	-	-	-
Growth Studies	81	44	28	56	0.04
Total Municipal Wide Services/Classes	2,562	1,393	892	1,783	1.06

January 1, 2022 to December 31, 2022

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	1,667	907	581	1,160	0.84
Fire Services	652	354	227	454	0.33
Parks and Recreation Services	783	426	273	545	0.10
Library Services	-	-	-	-	-
Growth Studies	102	55	36	71	0.05
Total Municipal Wide Services/Classes	3,203	1,741	1,116	2,229	1.32

January 1, 2023 to December 31, 2023

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	2,334	1,269	813	1,624	1.18
Fire Services	912	496	318	635	0.46
Parks and Recreation Services	1,096	596	382	763	0.14
Library Services	-	-	-	-	-
Growth Studies	142	77	50	99	0.07
Total Municipal Wide Services/Classes	4,484	2,437	1,562	3,121	1.85

January 1, 2024 to December 31, 2024

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	2,834	1,541	987	1,972	1.43
Fire Services	1,108	602	386	771	0.56
Parks and Recreation Services	1,331	723	463	927	0.17
Library Services	-	-	-	-	-
Growth Studies	173	94	60	120	0.09
Total Municipal Wide Services/Classes	5,445	2,960	1,896	3,789	2.24



January 1, 2025 to December 31, 2025

Service/Class	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Classes:					
Roads and Related Services	3,334	1,813	1,161	2,320	1.68
Fire Services	1,303	708	454	907	0.66
Parks and Recreation Services	1,566	851	545	1,090	0.20
Library Services	-	-	-	-	-
Growth Studies	203	110	71	141	0.10
Total Municipal Wide Services/Classes	6,406	3,482	2,231	4,458	2.64