



# Development Charges Background Study

Township of Puslinch

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For Public Circulation and Comment

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Watson & Associates Economists Ltd.  
905-272-3600  
info@watsonecon.ca



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## List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
G.F.A.	Gross floor area
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.P.A.	Official Plan Amendment
O.Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
s.s.	Subsection
sq.ft.	square foot



# Report



# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Purpose of this Document

---

This background study has been prepared pursuant to the requirements of the D.C.A. (s.10) and, accordingly, recommends new D.C.s and policies for the Township of Puslinch (Township).

Watson & Associates Economists Ltd. (Watson) was retained by the Township to undertake the D.C. study process in October 2018. Watson worked with the Township's senior staff 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. It also addresses the requirement for "rules" (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 is designed to set out the Township's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved. 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. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



## 1.2 Summary of the Process

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The public meeting required under Section 12 of the D.C.A., has been scheduled for June 19, 2019. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications 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 on 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	October 31, 2018
2. Data collection, staff interviews, preparation of D.C. calculations	July – April, 2019
3. Council Information Session	May 15, 2019
4. Preparation of draft D.C. background study and review of draft findings with staff	April – May, 2019
5. D.C. background study and proposed D.C. by-law available to public	May 17, 2019



Process Steps	Dates
6. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting
7. Public Meeting of Council	June 19, 2019
8. Council considers adoption of D.C. background study and passage of by-law	July 17, 2019
9. Newspaper notice given of by-law passage	By 20 days after passage
10. Last day for by-law appeal	40 days after passage
11. Township makes available D.C. pamphlet	by 60 days after in force date



# Chapter 2

## Township of Puslinch Current D.C. Policy



## 2. Township of Puslinch Current D.C. Policy

### 2.1 By-law Enactment

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The Township passed By-law 054/14 on August 13, 2014 under the D.C.A, 1997. The by-law came into effect on September 3, 2014 and will expire on September 2, 2019. By-law 054/14 imposes uniform municipal-wide D.C.s for all services in the by-law.

### 2.2 Services Covered

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The following services are covered under By-law 054/14:

- Roads and Related;
- Fire Protection;
- Parks and Recreation; and
- Administration - Studies.

### 2.3 Timing of D.C. Calculation and Payment

---

D.C.s are payable at the time of building permit issuance except those for roads and related services which may, at the discretion of Council, be payable upon entering into a subdivision agreement or consent agreement. D.C.s are collected by the Township's Building Department.

### 2.4 Indexing

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The rates contained in the by-law are indexed on January 1<sup>st</sup> of each year by the percentage change recorded in the most recent Non-Residential Building Construction Price Index produced by Statistics Canada.

Table 2-1 provides the charges currently in effect, as well as a breakdown of the charges by service component.



Table 2-1  
Current Schedule of D.C.s

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per ft <sup>2</sup> of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Roads and Related	\$ 3,184	\$ 1,929	\$ 1,305	\$ 2,419	\$ 1.83
Fire Protection Services	\$ 1,661	\$ 1,007	\$ 681	\$ 1,262	\$ 0.53
Parks and Recreation	\$ 361	\$ 219	\$ 148	\$ 274	\$ 0.04
Administration - Studies	\$ 277	\$ 167	\$ 114	\$ 210	\$ 0.16
<b>Total Municipal Wide Services</b>	<b>\$ 5,483</b>	<b>\$ 3,322</b>	<b>\$ 2,248</b>	<b>\$ 4,165</b>	<b>\$ 2.56</b>

## 2.5 Redevelopment Allowance

The by-law provides D.C. credits where as a result of redevelopment of land, a building or structure existed on the same land within 12 months prior to the date of payment of D.C.s. The amount of the credit provided cannot exceed the total D.C.s that would otherwise be payable.

## 2.6 Exemptions

The following non-statutory exemptions are provided under By-law 054/14:

- Temporary uses permitted under a zoning by-law under section 39 of the *Planning Act*,
- Accessory Use;
- A home occupation;
- Non-residential farm buildings used for agricultural purposes; and
- Institutional use.



# Chapter 3

## Anticipated Development in the Township of Puslinch



## 3. Anticipated Development in the Township of Puslinch

### 3.1 Requirement of the Act

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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 Puslinch will be required to provide services, over a 10-year (mid-2019 to mid-2029) and a longer term (mid-2019 to mid-2039) time horizon.

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

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The D.C. growth forecast has been derived from the Wellington County Official Plan, June 1, 2018. In preparing the growth forecast, the following additional information sources were consulted to further assess the residential and non-residential development potential for the Township of Puslinch over the forecast period, including:

- The Township of Puslinch 2014 Development Charges Background Study, Watson & Associates Economists Ltd., June 5, 2014 (Including Addendum dated July 10, 2014);
- Wellington County Population, Household and Employment Forecast Update, Final, 2011-2041, Watson & Associates Economists Ltd., May 5, 2015 (as amended January 8, 2016);
- 2006, 2011 and 2016 population, household and employment Census data;
- Historical residential and non-residential building permit data; and
- Discussions with Wellington County staff regarding anticipated residential and non-residential development in the Township of Puslinch.



### 3.3 Summary of Growth Forecast

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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*, the Township's population is anticipated to reach approximately 8,970 by mid-2029 and 9,240 by mid-2039, resulting in an increase of 1,200 and 1,480 persons, respectively, over the 10-year and longer-term forecast periods.<sup>1</sup>

Provided below is a summary of the key assumptions and findings regarding the Township of Puslinch 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 historical development activity (as per Schedule 6) and discussions with Township staff regarding anticipated development trends for Puslinch.
  - Based on the above indicators, the 2019 to 2041 household growth forecast is comprised of a unit mix of 100% low density (single detached and semi-detached), 0% medium density (multiples except apartments) and 0% 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 for the Township of Puslinch by urban area and the rural area.

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<sup>1</sup> The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 4.1%.



Figure 3-1  
Population and Household Forecast Model

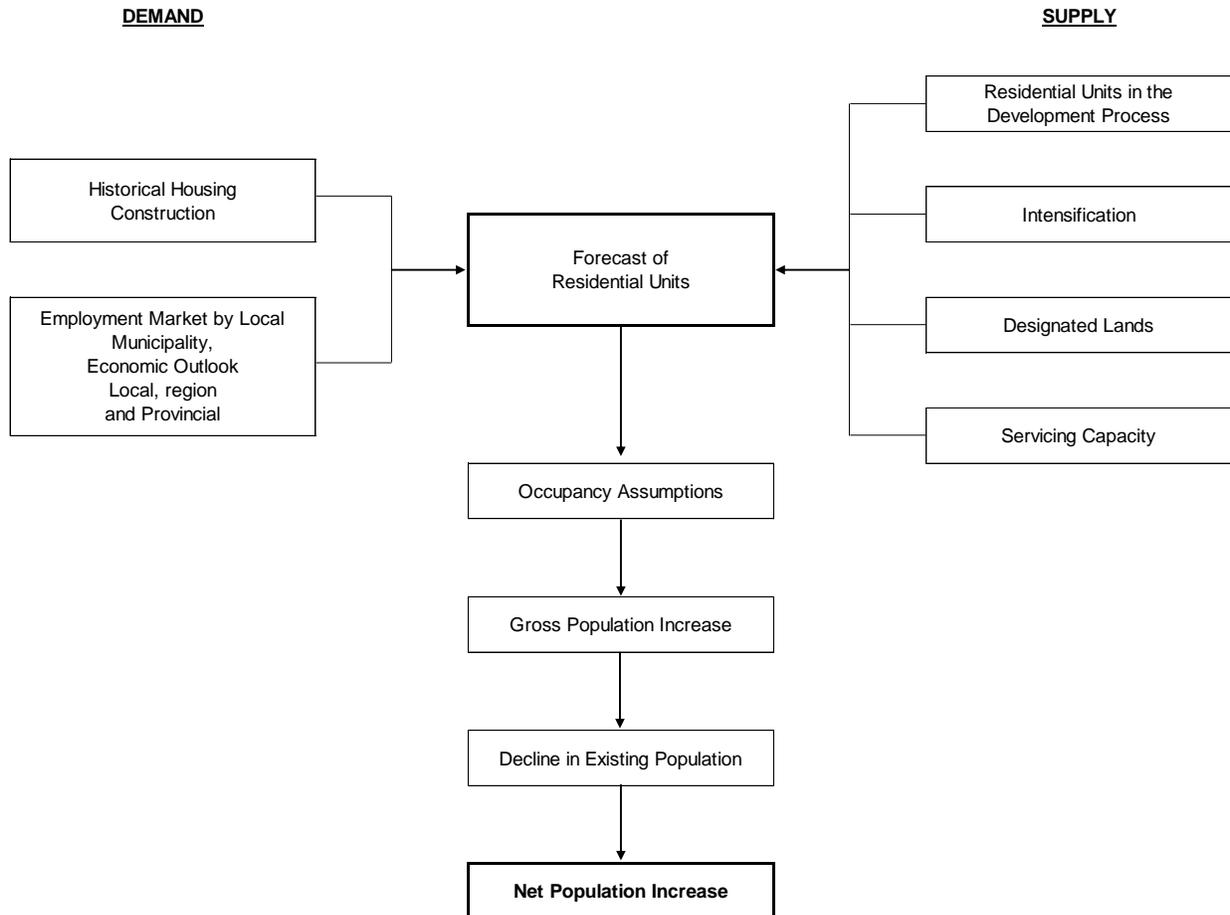




Table 3-1  
Township of Puslinch  
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) <sup>1</sup>	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 <sup>2</sup>	Apartments <sup>3</sup>	Other		Total Households
Historical	<i>Mid 2006</i>	6,960	6,689	124	6,565	2,270	30	20	20	2,340	2.859
	<i>Mid 2011</i>	7,320	7,029	99	6,930	2,158	15	31	330	2,534	2.774
	<i>Mid 2016</i>	7,640	7,336	46	7,290	2,555	35	20	85	2,695	2.722
Forecast	<i>Mid 2019</i>	8,080	7,763	49	7,714	2,714	35	20	85	2,854	2.720
	<i>Mid 2029</i>	9,335	8,965	56	8,909	3,145	35	20	85	3,285	2.729
	<i>Mid 2039</i>	9,615	9,238	58	9,180	3,269	35	20	85	3,409	2.710
	<i>Mid 2041</i>	9,655	9,272	58	9,214	3,285	35	20	85	3,425	2.707
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>360</b>	<b>340</b>	<b>-25</b>	<b>365</b>	<b>-112</b>	<b>-15</b>	<b>11</b>	<b>310</b>	<b>194</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>320</b>	<b>307</b>	<b>-53</b>	<b>360</b>	<b>397</b>	<b>20</b>	<b>-11</b>	<b>-245</b>	<b>161</b>	
	<b>Mid 2016 - Mid 2019</b>	<b>440</b>	<b>427</b>	<b>3</b>	<b>424</b>	<b>159</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159</b>	
	<b>Mid 2019 - Mid 2029</b>	<b>1,255</b>	<b>1,202</b>	<b>7</b>	<b>1,195</b>	<b>431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>431</b>	
	<b>Mid 2019 - Mid 2039</b>	<b>1,535</b>	<b>1,475</b>	<b>9</b>	<b>1,466</b>	<b>555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>555</b>	
	<b>Mid 2019 - Mid 2041</b>	<b>1,575</b>	<b>1,509</b>	<b>9</b>	<b>1,500</b>	<b>571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>571</b>	

Derived from Wellington County Official Plan (Updated June 1, 2018) forecast for the Township of Puslinch by Watson & Associates Economists Ltd., 2019. Housing forecast has been updated to reflect recent P.P.U. trends.

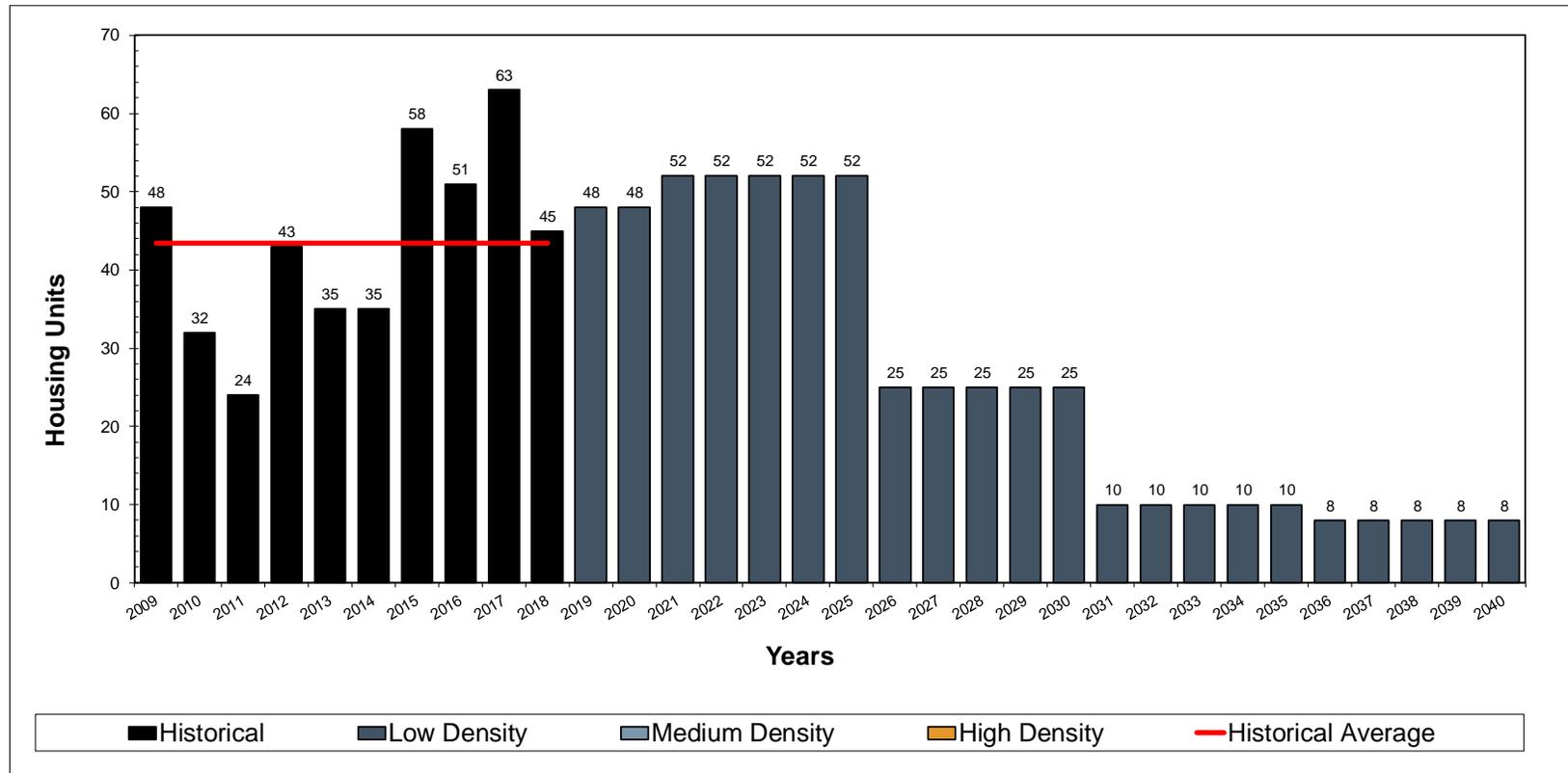
<sup>1</sup> Census undercount estimated at approximately 4.1%. Note: Population including the undercount has been rounded.

<sup>2</sup> Includes townhouses and apartments in duplexes.

<sup>3</sup> Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure 3-2  
Township of Puslinch  
Annual Housing Forecast



Source: Historical housing activity derived from 2009, 2010 and 2018 Statistics Canada building permit data, 2011 to 2017 based on Wellington County building permit data for the Township of Puslinch.

1. Growth forecast represents calendar year.



- In accordance with forecast demand and available land supply, the percentage of forecast housing growth between 2019 and 2039 by development location is summarized below.

<b>Development Location</b>	<b>Percentage of Housing Growth, 2019 to 2039</b>
Aberfoyle	2%
Morrison	8%
Rural	90%
<b><i>Township Total</i></b>	<b><i>100%</i></b>

### 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 in the Township of Puslinch during the short- and long-term periods is presented on Figure 3-2. Over the 2019 to 2039 forecast period, the Township is anticipated to average approximately 28 new housing units per year.
- Institutional population<sup>1</sup> is anticipated to grow modestly by 9 persons between 2019 to 2039.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix

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<sup>1</sup> 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.



discussion) and average persons per unit (P.P.U.) by dwelling type for new units.

- Schedules 7a and 7b summarize the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which has been recently experienced in both new and older units. Forecasted 25-year average P.P.U.s by dwelling type are as follows:
  - Low density: 2.967
  - Medium density: 2.220
  - High density<sup>1</sup>: 1.537

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

- Existing households for early-2019 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and 2019 assuming a 6-month lag between construction and occupancy (see Schedule 3).
- 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 2019 to 2039 forecast period is approximately 180.

#### 6. Employment (Appendix A, Schedules 9a, 9b, 9c, 10 and 11)

- Employment projections are largely based on the activity rate method, which is defined as the number of jobs in a municipality 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.

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<sup>1</sup> Includes bachelor, 1-bedroom and 2 or more bedroom apartments



- 2016 employment data<sup>1</sup> (place of work) for the Township of Puslinch is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
  - 110 primary (2%);
  - 515 work at home employment (11%);
  - 2,513 industrial (53%);
  - 1,388 commercial/population related (30%); and
  - 205 institutional (4%).
- The 2016 employment by usual place of work, including work at home, is estimated at 4,730. An additional 878 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).<sup>2</sup> The 2016 employment base, including N.F.P.O.W., totals approximately 5,610.
- Total employment, including work at home and N.F.P.O.W., for the Township of Puslinch is anticipated to reach approximately 6,530 by mid-2029 and 7,020 by mid-2039. This represents an employment increase of 1,080 for the 10-year forecast period and 1,270 for the 20-year forecast period.
- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for 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 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 gross floor area (G.F.A.) calculation.

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

<sup>2</sup> 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."



- Total employment for the Township of Puslinch (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 4,790 by mid-2029 and 5,150 by mid-2039. This represents an employment increase of 690 and 860 over the 10-year and 20-year forecast periods, respectively.

#### 7. Non-Residential Sq.ft. Estimates (Gross Floor Area (G.F.A.), Appendix A, Schedule 9b)

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
  - 1,400 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 Township-wide incremental Gross Floor Area (G.F.A.) increase is anticipated to be 354,000 sq.ft. over the 10-year forecast period and 734,000 sq.ft. over the 20-year forecast period.
- In terms of percentage growth, the 2019 to 2039 incremental G.F.A. forecast by sector is broken down as follows:
  - industrial – 80%;
  - commercial/population-related – 16%; and
  - institutional – 4%.

#### 8. Geographic Location of Non-Residential Development (Appendix A, Schedule 9c)

- Schedule 9c summarizes the anticipated amount, type and location of non-residential development for Township of Puslinch by area.
- In accordance with forecast demand and available land supply, the percentage of forecast total non-residential growth between 2019 and 2039 by development location is summarized below.



<b>Development Location</b>	<b>Percentage of Non-Residential G.F.A., 2019 to 2039</b>
Aberfoyle	1%
Morrison	1%
Rural	98%
<b><i>Township Total</i></b>	<b><i>100%</i></b>



# 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

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Table 4-1 lists the full range of municipal service categories which are provided within the Township.

A number of these services are defined in s.s.2(4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1. 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). Services which are potentially eligible for inclusion in the Township’s D.C. are indicated with a “Yes.”

### 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

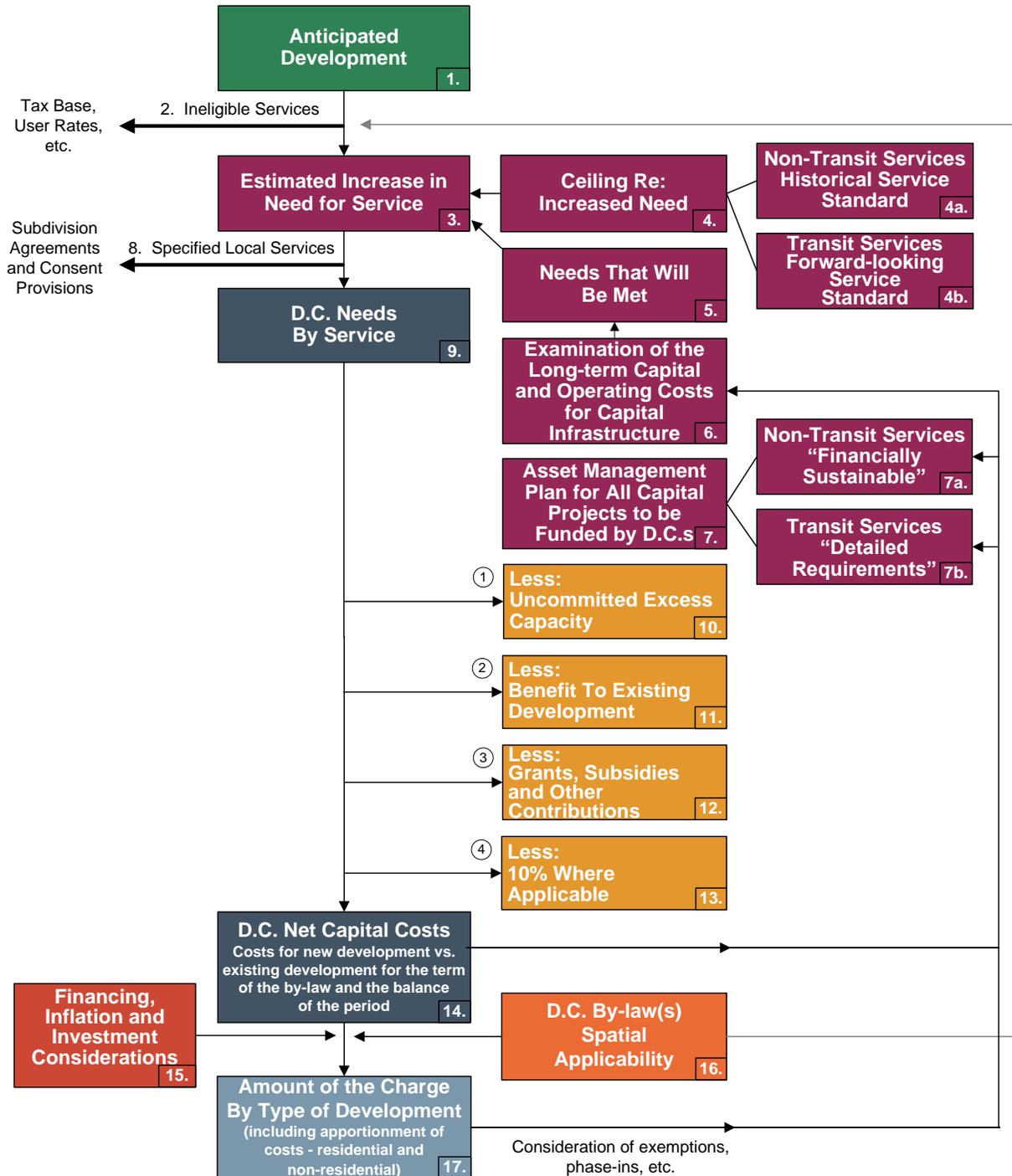




Table 4-1  
Categories of Municipal Services to be Addressed as Part of the Calculation

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, Culverts and Roundabouts	100
	Ineligible	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active Transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles <sup>1</sup> & facilities	100
	n/a	2.2 Other transit infrastructure	100
	n/a	2.3 Municipal parking spaces - indoor	90
	No	2.4 Municipal parking spaces - outdoor	90
	Yes	2.5 Works Yards	100
	Yes	2.6 Rolling stock <sup>1</sup>	100
	n/a	2.7 Ferries	90
	n/a	2.8 Airport	90
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles <sup>1</sup>	100
	Yes	4.3 Small equipment and gear	100

<sup>1</sup>with 7+ year life time

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



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	90
	Yes	5.3 Development of district parks	90
	Yes	5.4 Development of municipal-wide parks	90
	Yes	5.5 Development of special purpose parks	90
	Yes	5.6 Parks rolling stock <sup>1</sup> and yards	90
6. Indoor Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	90
	Yes	6.2 Recreation vehicles and equipment <sup>1</sup>	90
7. Library Services	n/a	7.1 Public library space (incl. furniture and equipment)	90
	n/a	7.2 Library vehicles <sup>1</sup>	90
	n/a	7.3 Library materials	90
8. Electrical Power Services	Ineligible	8.1 Electrical substations	0
	Ineligible	8.2 Electrical distribution system	0
	Ineligible	8.3 Electrical system rolling stock	0
9. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	9.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	9.2 Tourism facilities and convention centres	0
10. Wastewater Services	n/a	10.1 Treatment plants	100
	n/a	10.2 Sewage trunks	100
	Ineligible	10.3 Local systems	0
	n/a	10.4 Vehicles and equipment <sup>1</sup>	100

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<sup>1</sup>with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
11. Water Supply Services	n/a	11.1 Treatment plants	100
	n/a	11.2 Distribution systems	100
	Ineligible	11.3 Local systems	0
	n/a	11.4 Vehicles and equipment <sup>1</sup>	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	12.2 Landfills and other disposal facilities	0
	n/a	12.3 Waste diversion facilities	90
	n/a	12.4 Waste diversion vehicles and equipment <sup>1</sup>	90
13. Police Services	n/a	13.1 Police detachments	100
	n/a	13.2 Police rolling stock <sup>1</sup>	100
	n/a	13.3 Small equipment and gear	100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	90
	n/a	14.2 Vehicles <sup>1</sup>	90
15. Child Care	n/a	15.1 Child care space	90
	n/a	15.2 Vehicles <sup>1</sup>	90
16. Health	n/a	16.1 Health department space	90
	n/a	16.2 Health department vehicles <sup>1</sup>	90
17. Social Housing	n/a	17.1 Social Housing space	90
18. Provincial Offences Act (P.O.A.)	n/a	18.1 P.O.A. space	90
19. Social Services	n/a	19.1 Social service space	90
20. Ambulance	n/a	20.1 Ambulance station space	90
	n/a	20.2 Vehicles <sup>1</sup>	90
21. Hospital Provision	Ineligible	21.1 Hospital capital contributions	0

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<sup>1</sup>with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
22. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	22.1 Office space	0
	Ineligible	22.2 Office furniture	0
	Ineligible	22.3 Computer equipment	0
23. Other Services	Yes	23.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land <sup>2</sup> and facilities, including the D.C. background study cost 23.2 Interest on money borrowed to pay for growth-related capital	0-100
	Yes		0-100

<sup>1</sup>with a 7+ year life time

<sup>2</sup>same percentage as service component to which it pertains

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Township provides the service – service has been included in the D.C. calculation.
No	Township provides the service – service has not been included in the D.C. calculation.
n/a	Township 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

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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, Township 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

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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. The Township has no outstanding credit obligations.

## 4.7 Existing Reserve Funds

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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.

For services which are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e. the needs of recent growth). This cost component is distinct from the development-related costs for the next 10-year period, which underlie the D.C. calculation herein.

The alternative would involve the Township spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Township will use these reserve funds for the Township’s cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development which contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).



The Township's D.C. Reserve Fund balances, by service, as at December 31, 2018 are presented in Table 4-1 below. The adjustments shown below reflect a reconciliation of reserve fund draws for D.C. eligible actual project expenditures.

Table 4-1  
December 31, 2018 Adjusted Reserve Fund Balances

Service	2018 Year-End Reserve Fund Balance	Adjustments	Adjusted Balance
Fire	\$ 342,918	\$ (143,420)	\$ 199,498
Roads and Related	\$ 143,617	\$ (173,524)	\$ (29,907)
Parks and Recreation	\$ 63,157	\$ (11,238)	\$ 51,919
Administration	\$ 25,574	\$ (56,966)	\$ (31,392)
<b>Total</b>	<b>\$ 575,266</b>	<b>\$ (385,148)</b>	<b>\$ 190,118</b>

## 4.8 Deductions

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The D.C.A. potentially requires that five 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;
- anticipated grants, subsidies and other contributions; and
- 10% reduction for certain services.

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

### 4.8.1 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.

#### ***4.8.2 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.

#### ***4.8.3 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 services cap in 4.4 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.



#### **4.8.4 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.

#### **4.8.5 The 10% Reduction**

Paragraph 8 of s.s. (1) of the D.C.A. requires that, “the capital costs must be reduced by 10 percent.” This paragraph does not apply to water supply services, waste water services, storm water drainage and control services, services related to a highway, police and fire protection services. The primary services to which the 10% reduction does apply include services such as parks and recreation, libraries, childcare/social services, the Provincial Offences Act, ambulance, homes for the aged, and health.

The 10% is to be netted from the capital costs necessary to provide the increased services, once the other deductions have been made, as per the infrastructure costs sheets in Chapter 5.

### **4.9 Municipal-wide vs. Area Rating**

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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.



## 4.10 Allocation of Development

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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

### 5.1 Introduction

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This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in s.5(1) paragraphs 2 to 8 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 the Chapter reflects Council's current intention. However, over time, municipal projects and Council priorities change and accordingly, Council's intentions may alter and different capital projects (and timing) may be required to meet the need for services required by new growth.

### 5.2 Service Levels and 10-Year Capital Costs for D.C. Calculation

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This section evaluates the development-related capital requirements for all services 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.

#### 5.2.1 Roads and Related Services

The Township has a current inventory of 183 kilometres of roads, excluding local roads. In addition to roadways, the Township provides and maintains, 23 bridges and culverts, 3.4 kilometres of sidewalks, and 275 traffic signals and streetlights. Furthermore, the Township operates 12,870 sq.ft. of depots and domes and 15 vehicles and equipment items in the provision of this service.

The total historical level of infrastructure investment equates to a \$8,704 per capita level of service. When applied to the forecast population growth to 2028 (i.e. 1,195 population), a maximum D.C. eligible cost of \$10.4 million could be expected to meet the future increase in needs for service.



Review of the Township's Asset Management Plan, capital budget, and discussion with staff have identified future needs required to service new development in the Township over the 10-year forecast period. These capital needs include roads resurfacing projects, bridge and culvert upgrades, and a new gravel packer to maintain the infrastructure. In total, \$11.1 million in gross capital costs have been identified in the roads and related services program. A total of \$9.6 million has been deducted from the growth-related capital needs, recognizing the benefit to existing development. The net growth-related capital costs total \$1.6 million including the reserve fund deficit.

Net growth-related capital costs for roads and related services have been allocated between future residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 78% residential and 22% non-residential).

### **5.2.2 Fire Services**

The Township currently provides fire protection services from 7,700 sq.ft. of facility spaces. In addition to facility space, the Township also provides fire protection services through the operation of 7 vehicles and 253 items of fire equipment and gear, including equipment for 42 firefighters. In total, the per capita average level of service provided through the capital infrastructure has been \$862. In aggregate the maximum D.C. eligible amount that could be included in the calculation of the charge for fire protection services is \$1.0 million.

The Township anticipates the need to provide additional fire facility space for servicing the west-end of the municipality, additional firefighters, a motorized water vessel and a cargo trailer. In total, \$1.3 million in gross capital costs have been identified for the fire services capital program.

The gross capital costs for the capital program discussed above have been reduced by \$307,635 to reflect the benefit to existing development of the replacement of existing infrastructure. After deducting the existing D.C. reserve fund balances of \$199,498 to reflect funds already having been collected towards these needs, a total of \$761,408 in growth-related fire services needs have been included in the calculation of the D.C.



The net growth-related costs for Fire Services have been allocated between residential and non-residential development, 78% residential and 22% non-residential, based on forecast incremental population and employment growth over the period.

### **5.2.3 Parks and Recreation Services**

With respect to Parks and Recreation Services, the Township currently maintains 50 acres of developed parkland within its jurisdiction. In addition, the Township provides 15 major amenities (e.g. baseball diamonds, horse paddock, picnic pavilion etc.), 720 metres of trails, and 33,895 sq.ft. of indoor recreation space. The Township uses 10 vehicles and equipment to maintain these assets.

The Township's total level of service over the historical 10-year period averaged \$1,337 per capita. In total, the maximum D.C. eligible amount for parks and recreation services over the 10-year forecast period is \$1.3 million based on the established level of service.

Over the 10-year forecast period the Township will begin implementing the recommendations from the Parks and Recreation Master Plan. The Township has also identified soccer fields at Puslinch Community Centre Park, a playground at Boreham Park, as well as the Fox Run Park Trail as part of its parks and recreation services capital program.

The gross capital cost of these projects is \$2.5 million. Of this cost \$704,783 has been deducted as a post period benefit reflecting the express oversizing for future development beyond the 2028 for which the Parks and Recreation Master Plan needs were projected. Approximately, \$686,251 has been deducted from the capital costs, to reflect the benefit to existing development, as well as \$683,251 being deducted for the growth-related portion of anticipated third-party funding towards these projects. The statutory 10% deduction for soft services required under the D.C.A., totals \$39,384 for parks and recreation services. After deducting a further \$51,919 reflective of existing D.C. reserve fund balances collected towards these needs, a net capital costs of \$302,538 has been included in the collection of the charge.

While parks and recreation services usage is predominately residential-based, there is some use of the services by non-residential users. To acknowledge this use, the



growth-related capital costs have been allocated 95% residential and 5% non-residential.

#### **5.2.4 Administration**

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program and to support the preparation of future D.C. background studies. The Township has made provision for the inclusion of new studies undertaken to facilitate this D.C. process, as well as other studies which benefit growth (in whole or in part). The list of studies includes future D.C. Background Studies, as well as other planning studies and servicing studies.

The total cost of these studies is \$274,500, of which \$114,503 is attributable to the benefit to existing development. After deducting \$9,360 for the mandatory 10% deduction, and including the D.C. reserve fund deficit balance, a net capital cost of \$182,029 and has been included in the D.C. calculation.

These costs have been allocated 78% residential and 22% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



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

Prj .No	Increased Service Needs Attributable to Anticipated Development  2019-2028	Asset Number	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 78%	Non-Residential Share 22%
	<b>Roads</b>										
1	Victoria Road South: County Road 36 (Badenoch Street) to Gilmour Road	124	2019	382,500	-	382,500	330,475		52,025	40,579	11,445
2	Victoria Road South: Gilmour Road to entrance to Aberfoyle Pit #2	125A	2019	127,500	-	127,500	110,158		17,342	13,526	3,815
3	Concession 7: Concesion 2A to Mason Road	115	2021	156,675	-	156,675	135,365		21,310	16,622	4,688
4	Concession 7: Mason Road to McLean Road West	116	2021	52,225	-	52,225	45,122		7,103	5,541	1,563
5	Concession 2: Side Road 20 South to Sideroad 25 South (Truck Route)	35	2021	346,200	-	346,200	299,113		47,087	36,728	10,359
6	Concession 2: Sideroad 25 South to Concession 7 (Truck Route)	36	2021	173,100	-	173,100	149,556		23,544	18,364	5,180
7	Watson Road South: bridge to Leslie Road West	134	2023	86,000	-	86,000	74,303		11,697	9,124	2,573
8	Watson Road South: County Road 36 (Badenoch Street) to Bridge	136	2023	129,000	-	129,000	111,454		17,546	13,686	3,860
9	Watson Road South: Leslie Road West to McRae Station Road	133	2023	127,400	-	127,400	110,072		17,328	13,516	3,812
10	Morrison Traffic Calming		2028	100,000	-	100,000	86,399		13,601	10,609	2,992
11	Concession 1- Sideroad 10 to Wellington Rd 35	14	2027	255,000	-	255,000	220,317		34,683	27,053	7,630
12	Concession 11 railway crossing - County Road 34 to Sideroad 17	144	2019	50,000	-	50,000	43,199		6,801	5,304	1,496
13	Concession 1 - Sideroad 20 South to Concession 7	16, 17	2020	520,000	-	520,000	449,274		70,726	55,166	15,560
14	Concession 4- Sideroad 10 to 32	56	2024	450,000	-	450,000	388,795		61,205	47,740	13,465
15	McLean Rd E and Winer Rd	212A, 158	2024	365,000	-	365,000	315,356		49,644	38,723	10,922
16	Mason Crt Concession 7 to dead end	38	2024	38,100	-	38,100	32,918		5,182	4,042	1,140
17	Maple Leaf Lane County Road 46 to dead end	52	2024	45,800	-	45,800	39,571		6,229	4,859	1,370
18	Concession 4- Hwy 6 to 35	160, 161	2025	390,000	-	390,000	336,955		53,045	41,375	11,670
19	Watson Road South: Maltby Road East to County Road 34	139, 140	2026	480,000	-	480,000	414,714		65,286	50,923	14,363
20	Watson Rd - Wellington Road 34 to Wellington Road 36	137	2026	500,000	-	500,000	431,994		68,006	53,045	14,961



## Infrastructure Costs Covered in the D.C. Calculation – Roads and Related Services (Cont'd)

Prj. No	Increased Service Needs Attributable to Anticipated Development  2019-2028	Asset Number	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 78%	Non-Residential Share 22%
	<b>Roads</b>										
21	Gore Road - Valens Road to Concession 7	5	2026	270,000	-	270,000	233,277		36,723	28,644	8,079
22	Church and Victoria Street	28_Surface	2026	50,000	-	50,000	43,199		6,801	5,304	1,496
23	Leslie Rd West- Victoria Rd South to East limit	21, 22, 23, 25	2027	645,000	-	645,000	557,272		87,728	68,428	19,300
24	Gore Rd-Sideroad 20 to Valens Rd	4	2027	365,000	-	365,000	315,356		49,644	38,723	10,922
25	Sideroad 20 North - Wellington Road 34 to Forestell Road	166	2028	375,000	-	375,000	323,996		51,004	39,783	11,221
26	Roszell Road - Townline Road to Forestell Road	90, 54a	2028	287,500	-	287,500	248,397		39,103	30,501	8,603
27	Maltby Road - Victoria Road to Watson Road	63A, 63B	2028	262,500	-	262,500	226,797		35,703	27,848	7,855
28	Concession 4- Sideroad 10 North to Sideroad 12 North	57	2019	112,000	-	112,000	96,767		15,233	11,882	3,351
29	Concession 1 -County Road 35 to Sideroad 20 South	15	2019	303,000	-	303,000	261,788		41,212	32,145	9,067
30	Brock Road Sidewalk - 304	304	2019-2020	235,000	-	235,000	203,037		31,963	24,931	7,032
31	Leslie Road West - Watson Road South to Bridge 5 (Mountsberg)	22	2021-2022	620,000	-	620,000	535,673		84,327	65,775	18,552
32	Fox Run Drive - transition to curb to County Road 46	205, 206	2022	63,000	-	63,000	54,431		8,569	6,684	1,885
33	Concession 4 - County Road 35 to Sideroad 20 North	59	2025	282,739	-	282,739	244,283		38,456	29,996	8,460
	<b>Bridges and Culverts</b>										
34	Galt Creek Bridge Gore Road Lot 2	1008	2021	170,000	-	170,000	146,878		23,122	18,035	5,087
35	Little's Bridge	1003	2022-2023	525,000	-	525,000	453,594		71,406	55,697	15,709
36	Moyer's Bridge - 0004	1004	2024	25,000	-	25,000	21,600		3,400	2,652	748
37	Moyer's Bridge - 0004	1004	2025	500,000	-	500,000	431,994		68,006	53,045	14,961
38	Gilmour Culvert	2009	2023-2025	600,000	-	600,000	518,393		81,607	63,654	17,954
39	Victoria Road Culvert Over Galt Creek	2006	2024	105,000	-	105,000	90,719		14,281	11,139	3,142
40	Victoria Road Culvert North of Leslie	2013	2024	105,000	-	105,000	90,719		14,281	11,139	3,142
41	Ellis Road Culvert Over Puslinch Lake Irish Creek	2010	2026	250,000	-	250,000	215,997		34,003	26,522	7,481
42	Irish Creek Culvert on Townline Road	2007	2026	180,000	-	180,000	155,518		24,482	19,096	5,386
	<b>Roads &amp; Related Vehicles</b>										
43	Gravel Packer - New Equipment for Grader	8002	2019	26,000	-	26,000	-		26,000	20,280	5,720
	Reserve Fund Adjustment/Unfunded Balance					29,907			29,907	23,328	6,580
	<b>Total</b>			<b>11,131,239</b>	<b>-</b>	<b>11,161,146</b>	<b>9,594,795</b>	<b>-</b>	<b>1,566,351</b>	<b>1,221,754</b>	<b>344,597</b>



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

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	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
	2019-2028								78%	22%
	<b><u>Fire Stations</u></b>									
1	Provision for Additional Facility Space	2019-2021	1,151,750	-	1,151,750	287,938		863,813	673,774	190,039
2	Design a Fully Services Station	2019	10,000	-	10,000	2,500		7,500	5,850	1,650
3	Provision for Equipment for New Firefighters (9)	2019-2028	48,792	-	48,792	12,198		36,594	28,543	8,051
4	Motorized Water Vessel	2022-2024	50,000	-	50,000	5,000		45,000	35,100	9,900
5	Cargo Trailer	2022-2024	8,000	-	8,000	-		8,000	6,240	1,760
	Reserve Fund Adjustment/Unfunded Balance				(199,498)			(199,498)	(155,609)	(43,890)
	<b>Total</b>		<b>1,268,542</b>	<b>-</b>	<b>1,069,044</b>	<b>307,635</b>	<b>-</b>	<b>761,408</b>	<b>593,898</b>	<b>167,510</b>





## Infrastructure Costs Covered in the D.C. Calculation – Administration Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
2019-2028										78%	22%	
1	Master Fire Plan	2025	44,000	-	44,000	17,600		26,400	-	26,400	20,592	5,808
2	Development Charges Study	2019	21,000	-	21,000	-		21,000	2,100	18,900	14,742	4,158
3	Recreation Master Plan	2025	50,000	-	50,000	20,000		30,000	3,000	27,000	21,060	5,940
4	Traffic Count Study	2020	25,000	-	25,000	10,000		15,000	-	15,000	11,700	3,300
5	Transportation Master Plan including PCI Updates	2021	25,000	-	25,000	10,000		15,000	-	15,000	11,700	3,300
6	Development Charges Study	2024	21,000	-	21,000	-		21,000	2,100	18,900	14,742	4,158
7	Asset Management Plan	2019	48,500	-	48,500	41,903		6,597	660	5,937	4,631	1,306
8	Community Based Strategic Plan	2025	30,000	-	30,000	15,000		15,000	1,500	13,500	10,530	2,970
9	Municipal Servicing Standards	2019	10,000	-	10,000	-		10,000	-	10,000	7,800	2,200
	Reserve Fund Adjustment/Unfunded Balance							31,392		31,392	24,486	6,906
	<b>Total</b>		<b>274,500</b>	<b>-</b>	<b>274,500</b>	<b>114,503</b>	<b>-</b>	<b>191,388</b>	<b>9,360</b>	<b>182,029</b>	<b>141,982</b>	<b>40,046</b>



# Chapter 6

## D.C. Calculation



## 6. D.C. Calculation

Table 6-1 presents the Township-wide D.C. calculation for all Township-wide services over the 10-year planning horizon (i.e. 2019-2028).

The calculation for residential development is generated on a per capital basis and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartment's bachelor and 1 bedroom, and all other multiples). The non-residential D.C. has been calculated uniformly on a per sq.ft. of G.F.A. basis.

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

Table 6-3 compares the Township's existing charges to the charges proposed herein (Table 6-2), for a single detached residential dwelling unit and per sq.ft. of G.F.A. for non-residential development. The calculated charges are \$5,208 for a single detached residential dwelling unit, and \$1.60 per sq.ft. of non-residential G.F.A. The residential charges for a single detached dwelling unit represent an 11% decrease (-\$275) over the current charges of \$5,483. The non-residential charges per sq.ft. of G.F.A. represent a 46% decrease (-\$0.96) over the current charges of \$2.56 per sq.ft. of G.F.A.

Table 6-1  
Municipal-Wide Services D.C. Calculation  
2019-2028

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. Roads and Related	1,221,754	344,597	2,834	0.98
2. Fire Protection Services	593,898	167,510	1,378	0.47
3. Parks and Recreation Services	287,411	15,127	667	0.04
4. Administration - Studies	141,982	40,046	329	0.11
<b>TOTAL</b>	<b>2,245,045</b>	<b>\$567,280</b>	<b>\$5,208</b>	<b>\$1.60</b>
D.C.-Eligible Capital Cost	2,245,045	\$567,280		
10-Year Gross Population/GFA Growth (sq.ft.)	1,279	354,300		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$1,755</b>	<b>\$1.60</b>		
<b><u>By Residential Unit Type</u></b>	<b><u>P.P.U.</u></b>			
Single and Semi-Detached Dwelling	2.967	\$5,208		
Apartments - 2 Bedrooms +	1.613	\$2,831		
Apartments - Bachelor and 1 Bedroom	1.371	\$2,407		
Other Multiples	2.220	\$3,897		



Table 6-2  
Schedule of Calculated D.C.s

Service	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)
<b>Municipal Wide Services:</b>					
Roads and Related	\$ 2,834	\$ 1,541	\$ 1,310	\$ 2,120	\$ 0.98
Fire Protection Services	\$ 1,378	\$ 749	\$ 637	\$ 1,031	\$ 0.47
Parks and Recreation Services	\$ 667	\$ 363	\$ 308	\$ 499	\$ 0.04
Administration - Studies	\$ 329	\$ 179	\$ 152	\$ 246	\$ 0.11
<b>Total Municipal Wide Services</b>	<b>\$ 5,208</b>	<b>\$ 2,832</b>	<b>\$ 2,407</b>	<b>\$ 3,896</b>	<b>\$ 1.60</b>

Table 6-3  
Comparison of Current and Calculated D.C.s

Residential (Single Detached) Comparison			Non-Residential (per sq.ft.) Comparison		
Service	Current	Calculated	Service	Current	Calculated
<b>Municipal Wide Services:</b>			<b>Municipal Wide Services:</b>		
Roads and Related	\$ 3,184	\$ 2,834	Roads and Related	\$ 1.83	\$ 0.98
Fire Protection Services	\$ 1,661	\$ 1,378	Fire Protection Services	\$ 0.53	\$ 0.47
Parks and Recreation Services	\$ 361	\$ 667	Parks and Recreation Services	\$ 0.04	\$ 0.04
Administration - Studies	\$ 277	\$ 329	Administration - Studies	\$ 0.16	\$ 0.11
<b>Total Municipal Wide Services</b>	<b>\$ 5,483</b>	<b>\$ 5,208</b>	<b>Total Municipal Wide Services</b>	<b>\$ 2.56</b>	<b>\$ 1.60</b>



# 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

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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;
- 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; and

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.

The rules provided are based on the Township’s existing policies and recommendations based on best practices.



## 7.2 D.C. By-law Structure

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**It is recommended that:**

- the Township uses a uniform Township-wide D.C. calculation for all municipal services; and
- one municipal D.C. by-law be used for all services.

## 7.3 D.C. By-law Rules

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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 decade. Costs allocated to non-residential uses will be assigned to industrial, commercial and institutional uses based on the G.F.A. constructed.

- 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.

### **7.3.3 Application to Redevelopment of Land (Demolition and Conversion)**

If a development involves the demolition of and replacement of a building or structure on the same site, or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to:

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable; and/or
- 2) the gross floor area of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. 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 5 years prior to the issuance of a building permit. This is a proposed revision to the Township's current practice of providing a 1-year period between demolition and building permit for witnessing redevelopment credits. This proposal reflects industry best practices, and the need to reassess the increase in needs of new development at least every five years under the D.C.A.

No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the active by-law. 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)

#### a) Statutory exemptions

- industrial building additions of up to and including 50% of the existing gross floor area (defined in O.Reg. 82/98, s.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 (s.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 (s.3);
- 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 s.2 of O.Reg. 82/98).

For clarity in applying the exemption for industrial building expansions described in section 4 of the D.C.A., the D.C. by-law will include provisions to reflect the following:

"Existing Industrial Building" means a building or buildings existing on a site on the day this by-law is passed, or the first building or buildings constructed on a vacant site pursuant to site plan approval, under Section 41 of the *Planning Act*, subsequent to the passage of this by-law for which full development charges were paid, that is used for or in conjunction with:

- the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the building or buildings on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the building or buildings;
- research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the building or building on the site;
- retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the building or buildings on the site; or



- office or administration purposes if they are:
  - carried out as an accessory use to the manufacturing or warehousing, and
  - in or attached to the building or structure used for such manufacturing or warehousing.

#### b) Non-statutory exemptions

- Temporary uses permitted under a zoning by-law under section 39 of the *Planning Act*,
- Accessory Use;
- A home occupation;
- Non-residential farm buildings used for agricultural purposes. For the purpose of this exemption the following definition is proposed.
  - “Farm Building” means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:
    - a residential use, with the exception of a bunk house for seasonal farm workers required for that farm operation; and
    - any building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors’ shops; services related to grooming, boarding, or breeding of household pets; and alcohol and marijuana production facilities.
- Institutional use.

### **7.3.5 Phasing in**

No provisions for phasing in the D.C. are provided in the D.C. by-law.



### **7.3.6 Timing of Collection**

A D.C. that is applicable under Section 5 of the D.C.A. shall be calculated and payable:

- where a permit is required under the *Building Code Act* in relation to a building or structure, the owner shall pay the D.C. prior to the issuance of a permit or prior to the commencement of development or redevelopment as the case may be; and
- despite the above, Council, from time to time and at any time, may enter into agreements providing for all or any part of a D.C. to be paid before or after it would otherwise be payable.

### **7.3.7 Indexing**

All D.C.s will be subject to mandatory indexing annually on January 1<sup>st</sup> of each year, in accordance with provisions under the D.C.A.

### **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. This has been the Township's approach in prior D.C. by-laws. 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 maintaining a municipal-wide D.C. approach is based, in part, on the following:

- The ten-year service level from all applicable services across the municipality 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 municipality, potentially resulting in D.C. revenue shortfalls and impacts on property taxes and user rates.

- Municipal-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 municipality.
- Attempting to impose an area-specific D.C. potentially causes equity issues in transitioning from a municipal-wide approach to an area-specific approach. An area of a municipality that is less developed and becomes subject to an area specific D.C., could face a significant increase in D.C. rates, as the municipality will not benefit from drawing on the pool of D.C. funding and may have contributed regional D.C.s to fund capital required to support development in other communities of the municipality. Whereas, another part of the municipality that has experienced significant growth which required substantial capital investments, benefitted from the capital investments being financed by municipal-wide D.C.s. The implementation of area specific development charges could result in varying D.C.s across the municipality, which may impact the ability to attract investment into parts of the community.
- 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 municipal-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 municipal-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 continue to apply municipal-wide D.C.s for all services.



## 7.4 Other D.C. By-law Provisions

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### ***7.4.1 Categories of Services for Reserve Fund and Credit Purposes***

It is recommended that the Township's D.C. collections be contributed into four (4) separate reserve funds, including: Roads and Related Services, Fire Protection Services, Parks and Recreation Services, and Administration Studies.

### ***7.4.2 By-law In-force Date***

The proposed by-law under D.C.A., 1997 will come into force on the day it is passed.

### ***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-law comes into force (as per s.11 of O.Reg. 82/98).

## 7.5 Other Recommendations

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**It is recommended that Council:**

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated May 17, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated May 17, 2019”

“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

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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,**

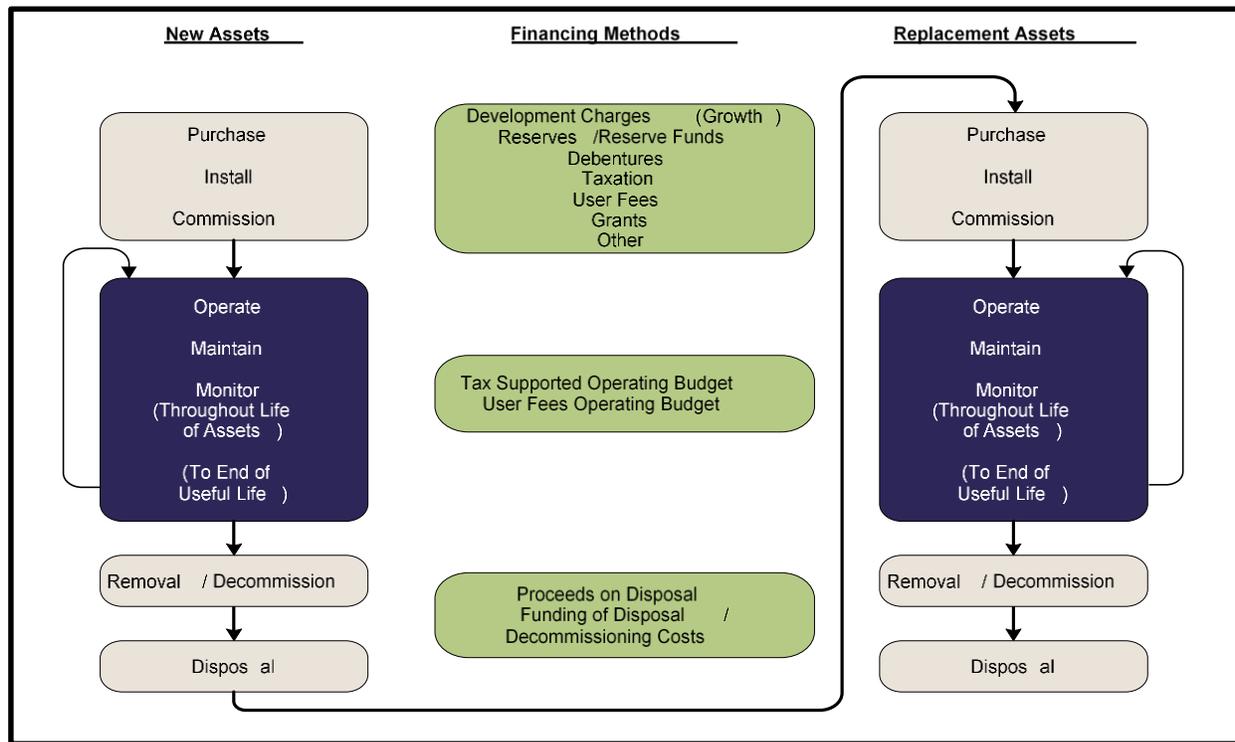
- a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;**
- b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;**
- c) contain any other information that is prescribed; and**
- d) be prepared 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 2012, 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 has recently completed its A.M.P. in 2019, however, the A.M.P. did not address all growth-related assets. As a result, the asset management requirement for this D.C. Background Study must be undertaken in the absence of this complete information.

In recognition to the schematic in Section 8.1, the following table (presented in 2019\$) 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 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 2019 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 \$393,824.
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 \$644,006. This amount, totalled with the existing operating revenues of \$6.4 million, provides annual revenues of \$7.1 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  
Township of Puslinch  
Asset Management – Future Expenditures and Associated Revenues (2019\$)

Description	2029 (Total)
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	\$204,840
Annual Debt Payment on Post Period Capital <sup>2</sup>	\$51,859
<b>Lifecycle:</b>	
Annual Lifecycle - Town Wide Services	\$87,560
<b>Incremental Operating Costs (for D.C. Services)</b>	\$47,944
<b>Total Expenditures</b>	<b>\$392,203</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>4</sup>	\$6,437,270
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$644,006
<b>Total Revenues</b>	<b>\$7,081,276</b>

<sup>1</sup> Non-Growth Related component of Projects including 10% mandatory deduction on soft services

<sup>2</sup> Interim Debt Financing for Post Period Benefit

<sup>3</sup> All infrastructure costs included in Area Specific by-laws have been included

<sup>4</sup> As per Sch. 10 of FIR



# Chapter 9

## By-law Implementation



## 9. By-law Implementation

### 9.1 Public Consultation Process

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#### 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 12 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, 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 municipal 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 municipal 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 municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, gross floor area 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

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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

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### 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 has carried 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 Township 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 Township 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 Township 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 Township assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Township 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 municipal 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 Puslinch  
Residential Growth Forecast Summary**

Year	Population (Including Census Undercount) <sup>1</sup>	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 <sup>2</sup>	Apartments <sup>3</sup>	Other	Total Households		
Historical	<i>Mid 2006</i>	6,960	6,689	124	6,565	2,270	30	20	20	2,340	2.859
	<i>Mid 2011</i>	7,320	7,029	99	6,930	2,158	15	31	330	2,534	2.774
	<i>Mid 2016</i>	7,640	7,336	46	7,290	2,555	35	20	85	2,695	2.722
Forecast	<i>Mid 2019</i>	8,080	7,763	49	7,714	2,714	35	20	85	2,854	2.720
	<i>Mid 2029</i>	9,335	8,965	56	8,909	3,145	35	20	85	3,285	2.729
	<i>Mid 2039</i>	9,615	9,238	58	9,180	3,269	35	20	85	3,409	2.710
	<i>Mid 2041</i>	9,655	9,272	58	9,214	3,285	35	20	85	3,425	2.707
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>360</b>	<b>340</b>	<b>-25</b>	<b>365</b>	<b>-112</b>	<b>-15</b>	<b>11</b>	<b>310</b>	<b>194</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>320</b>	<b>307</b>	<b>-53</b>	<b>360</b>	<b>397</b>	<b>20</b>	<b>-11</b>	<b>-245</b>	<b>161</b>	
	<b>Mid 2016 - Mid 2019</b>	<b>440</b>	<b>427</b>	<b>3</b>	<b>424</b>	<b>159</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159</b>	
	<b>Mid 2019 - Mid 2029</b>	<b>1,255</b>	<b>1,202</b>	<b>7</b>	<b>1,195</b>	<b>431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>431</b>	
	<b>Mid 2019 - Mid 2039</b>	<b>1,535</b>	<b>1,475</b>	<b>9</b>	<b>1,466</b>	<b>555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>555</b>	
	<b>Mid 2019 - Mid 2041</b>	<b>1,575</b>	<b>1,509</b>	<b>9</b>	<b>1,500</b>	<b>571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>571</b>	

Derived from Wellington County Official Plan (Updated June 1, 2018) forecast for the Township of Puslinch by Watson & Associates Economists Ltd., 2019. Housing forecast has been updated to reflect recent P.P.U. trends.

<sup>1</sup> Census undercount estimated at approximately 4.1%. Note: Population including the undercount has been rounded.

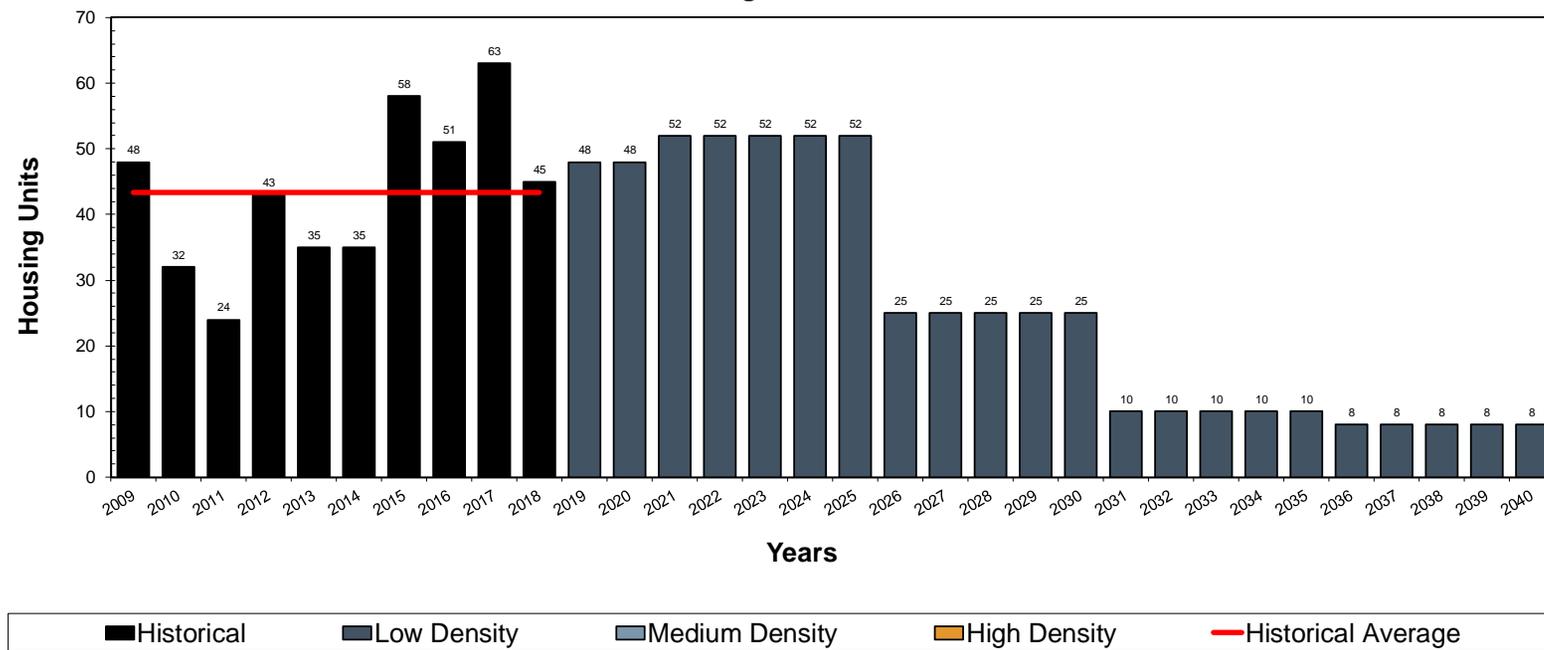
<sup>2</sup> Includes townhouses and apartments in duplexes.

<sup>3</sup> Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure A-1

Annual Housing Forecast<sup>1</sup>



Source: Historical housing activity derived from 2009, 2010 and 2018 Statistics Canada building permit data, 2011 to 2017 based on Wellington County building permit data for the Township of Puslinch by Watson & Associates Economists Ltd., 2019.

1. Growth forecast represents calendar year.



**Schedule 2**  
**Township of Puslinch**  
**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 <sup>1</sup>	Apartments <sup>2</sup>	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Aberfoyle	2019 - 2029	7	0	0	7	21	(8)	12	0	12
	2019 - 2039	10	0	0	10	30	(18)	12	0	12
Morriston	2019 - 2029	35	0	0	35	104	(4)	100	0	100
	2019 - 2039	46	0	0	46	136	(9)	127	0	128
Rural	2019 - 2029	389	0	0	389	1,154	(71)	1,083	7	1,090
	2019 - 2039	499	0	0	499	1,481	(154)	1,327	9	1,336
Township of Puslinch	2019 - 2029	431	0	0	431	1,279	(84)	1,195	7	1,202
	2019 - 2039	555	0	0	555	1,647	(181)	1,466	9	1,475

Derived from Wellington County Official Plan (Updated June 1, 2018) forecast for the Township of Puslinch by Watson & Associates Economists Ltd., 2019. Housing forecast has been updated to reflect recent P.P.U. trends.

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes accessory apartments, bachelor, 1-bedroom and 2-bedroom+ apartments.

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



**Schedule 3  
Township of Puslinch  
Current Year Growth Forecast  
Mid 2016 to Mid 2019**

		Population
Mid 2016 Population		7,336
Occupants of New Housing Units, Mid 2016 to Mid 2019	<i>Units (2)</i>	159
	<i>multiplied by P.P.U. (3)</i>	3,485
	<i>gross population increase</i>	554
		554
Occupants of New Equivalent Institutional Units, Mid 2016 to Mid 2019	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	3
		3
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2019	<i>Units (4)</i>	2,695
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.048
	<i>total decline in population</i>	-130
		-130
Population Estimate to Mid 2019		7,763
<i>Net Population Increase, Mid 2016 to Mid 2019</i>		427

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.485	100%	3.485
<i>Multiples (6)</i>	2.000	0%	0.000
<i>Apartments (7)</i>	1.477	0%	0.000
<b>Total</b>		100%	3.485

<sup>1</sup> Based on 2016 Census custom database

<sup>2</sup> 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 Puslinch  
Ten Year Growth Forecast  
Mid 2019 to Mid 2029**

		Population
Mid 2019 Population		7,763
Occupants of New Housing Units, Mid 2019 to Mid 2029	<i>Units (2)</i>	431
	<i>multiplied by P.P.U. (3)</i>	2,967
<i>gross population increase</i>		1,279
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2029	<i>Units</i>	6
	<i>multiplied by P.P.U. (3)</i>	1,100
<i>gross population increase</i>		7
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2029	<i>Units (4)</i>	2,854
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.029
<i>total decline in population</i>		-84
Population Estimate to Mid 2029		8,965
<i>Net Population Increase, Mid 2019 to Mid 2029</i>		1,202

(1) Mid 2019 Population based on:

2016 Population (7,336) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (159 x 3.485 = 554) + (3 x 1.100 = 3) + (2,695 x -0.048 = -130) = 7,763

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.967	100%	2.967
<i>Multiples (6)</i>	2.220	0%	0.000
<i>Apartments (7)</i>	1.537	0%	0.000
<i>one bedroom or less</i>	1.371		
<i>two bedrooms or more</i>	1.613		
<b>Total</b>		100%	2.967

<sup>1</sup> Persons per unit based on adjusted Statistics Canada Custom 2016 Census database.

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

(4) Mid 2019 households based upon 2,695 (2016 Census) + 159 (Mid 2016 to Mid 2019 unit estimate) = 2,854

(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 Puslinch  
Twenty Year Growth Forecast  
Mid 2019 to Mid 2039**

		Population
Mid 2019 Population		7,763
Occupants of New Housing Units, Mid 2019 to Mid 2039	<i>Units (2)</i>	555
	<i>multiplied by P.P.U. (3)</i>	2,967
	<i>gross population increase</i>	1,647
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2039	<i>Units</i>	8
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	9
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2039	<i>Units (4)</i>	2,854
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.063
	<i>total decline in population</i>	-181
Population Estimate to Mid 2039		9,238
<i>Net Population Increase, Mid 2019 to Mid 2039</i>		1,475

(1) Mid 2019 Population based on:

2016 Population (7,336) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (159 x 3.485 = 554) + (3 x 1.100 = 3) + (2,695 x -0.048 = -130) = 7,763

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.967	100%	2.967
<i>Multiples (6)</i>	2.220	0%	0.000
<i>Apartments (7)</i>	1.537	0%	0.000
<i>one bedroom or less</i>	1.371		
<i>two bedrooms or more</i>	1.613		
<b>Total</b>		100%	2.967

<sup>1</sup> Persons per unit based on Statistics Canada Custom 2016 Census database.

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

(4) Mid 2019 households based upon 2,695 (2016 Census) + 159 (Mid 2016 to Mid 2019 unit estimate) = 2,854

(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 Puslinch  
2041 Growth Forecast  
Mid 2019 to Mid 2041**

		Population
Mid 2019 Population		7,763
Occupants of New Housing Units, Mid 2019 to Mid 2041	<i>Units (2)</i>	571
	<i>multiplied by P.P.U. (3)</i>	2,967
	<i>gross population increase</i>	1,694
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2041	<i>Units</i>	8
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	9
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2041	<i>Units (4)</i>	2,854
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.068
	<i>total decline in population</i>	-194
Population Estimate to Mid 2041		9,272
<i>Net Population Increase, Mid 2019 to Mid 2041</i>		<i>1,509</i>

(1) Mid 2019 Population based on:

2016 Population (7,336) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (159 x 3.485 = 554) + (3 x 1,100 = 3) + (2,695 x -0.048 = -130) = 7,763

(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 <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	2.967	100%	2.967
<i>Multiples (6)</i>	2.220	0%	0.000
<i>Apartments (7)</i>	1.537	0%	0.000
<i>one bedroom or less</i>	1.371		
<i>two bedrooms or more</i>	1.613		
<b>Total</b>		100%	2.967

<sup>1</sup> Persons per unit based on Statistics Canada Custom 2016 Census database.

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

(4) Mid 2019 households based upon 2,695 (2016 Census) + 159 (Mid 2016 to Mid 2019 unit estimate) = 2,854

(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 Puslinch  
 Historical Residential Building Permits  
 Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>1</sup>	Apartments <sup>2</sup>	Total
2009	48	0	0	48
2010	32	0	0	32
2011	24	0	0	24
2012	43	0	0	43
2013	35	0	0	35
<b>Average (2009 - 2013)</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>36</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2014	35	0	0	35
2015	58	0	0	58
2016	51	0	0	51
2017	63	0	0	63
2018	45	0	0	45
Sub-total	252	0	0	252
<b>Average (2014 - 2018)</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2009 - 2018				
Total	287	0	0	287
<b>Average</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>43</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%

Source: Historical housing activity derived from 2009, 2010 and 2018 Statistics Canada building permit data, 2011 to 2017 based on Wellington County building permit data for the Township of Puslinch by Watson & Associates Economists Ltd., 2019.

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



**Schedule 7a**  
**Township of Puslinch**  
**Persons Per Unit By Age and Type of Dwelling**  
**(2016 Census)**

Age of Dwelling	Singles and Semi-Detached						25 Year Average	25 Year Forecast <sup>1</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.750	-	<b>3.485</b>		
6-10	-	-	1.579	2.879	-	<b>2.627</b>		
11-15	-	-	1.619	2.629	4.077	<b>2.586</b>		
16-20	-	-	-	2.829	-	<b>2.537</b>		
20-25	-	-	-	2.818	-	<b>3.086</b>	2.864	2.967
25-35	-	-	-	2.833	3.769	<b>2.979</b>		
35+	-	-	2.000	2.744	3.200	<b>2.673</b>		
<b>Total</b>	-	1.929	1.827	2.767	4.013	2.750		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	2.810	-	<b>3.211</b>
6-10	-	-	1.737	2.969	-	<b>2.623</b>
11-15	-	-	1.565	2.706	4.308	<b>2.554</b>
16-20	-	-	1.769	2.833	-	<b>2.569</b>
20-25	-	-	-	2.783	-	<b>2.850</b>
25-35	-	-	-	2.806	3.769	<b>2.843</b>
35+	-	-	2.125	2.768	3.000	<b>2.644</b>
<b>Total</b>	-	1.370	1.785	2.795	3.922	2.695

<sup>1</sup> PPU has been forecasted based on 2001 to 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 7b  
Wellington County  
Persons Per Unit By Age and Type of Dwelling  
(2016 Census)**

Age of Dwelling	Multiples <sup>1</sup>						25 Year Average	25 Year Forecast <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.722	2.000	-	<b>2.000</b>		
6-10	-	-	1.667	2.600	-	<b>2.156</b>		
11-15	-	-	1.632	2.583	-	<b>2.064</b>		
16-20	-	-	-	2.889	-	<b>2.632</b>		
20-25	-	-	-	2.533	-	<b>2.364</b>	2.243	2.220
25-35	-	-	-	2.667	-	<b>2.273</b>		
35+	-	1.071	2.227	2.565	-	<b>2.230</b>		
<b>Total</b>	-	<b>1.500</b>	<b>1.811</b>	<b>2.575</b>	-	<b>2.228</b>		

Age of Dwelling	Apartments <sup>2</sup>						25 Year Average	25 Year Forecast <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.438	1.386	-	-	<b>1.477</b>		
6-10	-	-	1.750	-	-	<b>1.650</b>		
11-15	-	-	1.412	-	-	<b>1.385</b>		
16-20	-	-	1.692	-	-	<b>1.600</b>		
20-25	-	-	1.609	-	-	<b>1.471</b>	1.516	1.537
25-35	-	1.162	1.735	-	-	<b>1.542</b>		
35+	-	1.126	1.597	2.320	-	<b>1.494</b>		
<b>Total</b>	<b>0.900</b>	<b>1.191</b>	<b>1.590</b>	<b>2.225</b>	-	<b>1.503</b>		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.435	1.611	3.069	4.681	<b>2.734</b>
6-10	-	1.261	1.765	3.015	4.643	<b>2.822</b>
11-15	-	1.316	1.726	2.953	4.322	<b>2.781</b>
16-20	-	1.542	1.656	2.995	4.321	<b>2.838</b>
20-25	-	1.545	1.618	2.935	4.478	<b>2.800</b>
25-35	-	1.317	1.816	2.819	3.875	<b>2.695</b>
35+	-	1.267	1.828	2.776	4.077	<b>2.618</b>
<b>Total</b>	-	<b>1.320</b>	<b>1.768</b>	<b>2.852</b>	<b>4.198</b>	<b>2.690</b>

<sup>1</sup> Includes townhouses and apartments in duplexes.

<sup>2</sup> Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

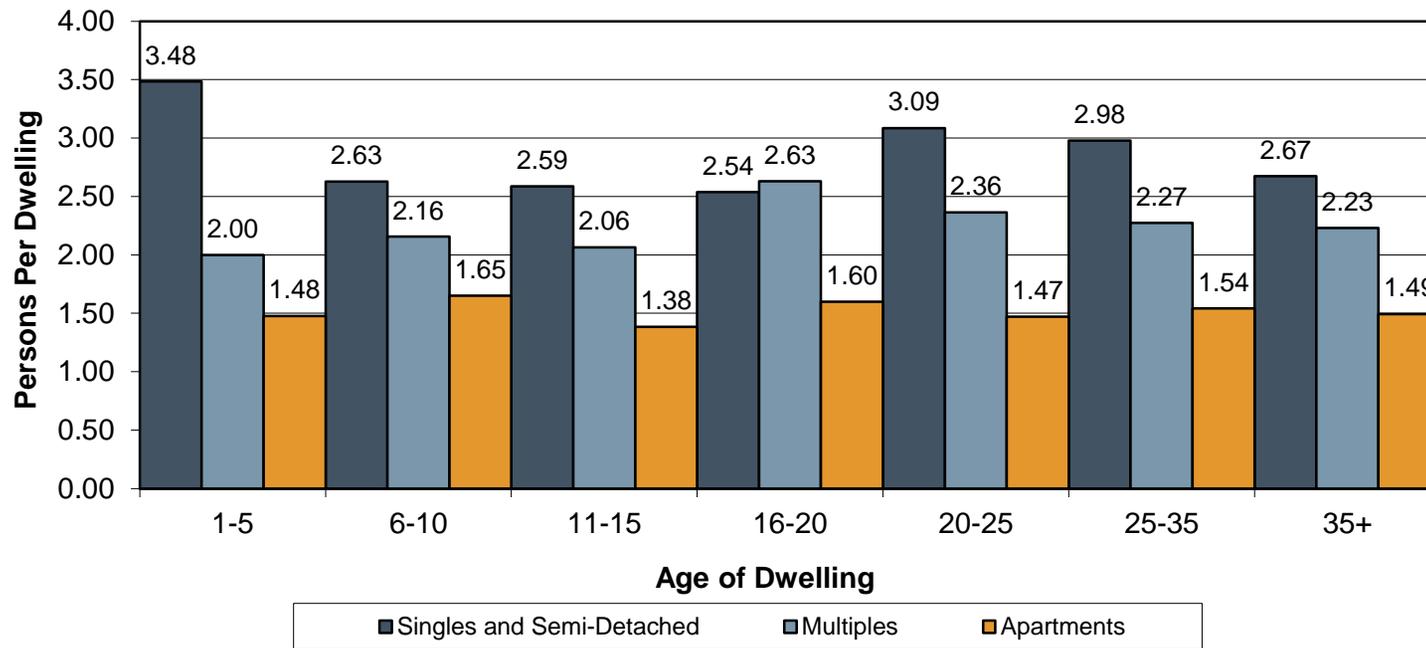
<sup>3</sup> PPU has been forecasted based on 2001 to 2016 historical trends.

*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 8  
Township of Puslinch  
Persons Per Unit By Structural Type and Age of Dwelling  
(2016 Census)**



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



**Schedule 9a  
Township of Puslinch  
Employment Forecast, 2019 to 2041**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2006	6,689	0.017	0.073	0.335	0.093	0.016	0.534	0.055	0.589	115	485	2,240	620	110	3,570	370	3,940	3,085
Mid 2011	7,029	0.014	0.057	0.265	0.098	0.018	0.452	0.053	0.505	100	400	1,863	688	130	3,180	370	3,550	2,780
Mid 2016	7,336	0.015	0.070	0.342	0.189	0.028	0.645	0.120	0.764	110	515	2,513	1,388	205	4,730	878	5,608	4,215
Mid 2019	7,763	0.014	0.071	0.342	0.189	0.028	0.645	0.120	0.765	110	553	2,659	1,468	217	5,007	929	5,936	4,454
Mid 2029	8,965	0.012	0.074	0.318	0.175	0.028	0.608	0.121	0.729	110	665	2,855	1,570	251	5,451	1,082	6,533	4,786
Mid 2039	9,238	0.012	0.081	0.334	0.182	0.028	0.638	0.122	0.760	110	745	3,090	1,684	262	5,891	1,126	7,017	5,146
Mid 2041	9,272	0.012	0.082	0.342	0.187	0.031	0.655	0.123	0.778	110	762	3,176	1,735	289	6,072	1,138	7,210	5,310
<b>Incremental Change</b>																		
Mid 2006 - Mid 2011	340	-0.003	-0.016	-0.070	0.005	0.002	-0.081	-0.003	-0.084	-15	-85	-378	68	20	-390	0	-390	-305
Mid 2011 - Mid 2016	307	0.0008	0.0133	0.0775	0.0913	0.0094	0.1924	0.0670	0.2594	10	115	650	700	75	1,550	508	2,058	1,435
Mid 2016 - Mid 2019	427	-0.0008	0.0010	0.0000	0.0000	0.0000	0.0002	0.0000	0.0002	0	38	147	81	12	277	51	328	239
Mid 2019 - Mid 2029	1,202	-0.0019	0.0030	-0.0240	-0.0140	0.0000	-0.0369	0.0010	-0.0359	0	112	196	102	34	444	153	597	332
Mid 2019 - Mid 2039	1,475	-0.0023	0.0094	-0.0080	-0.0068	0.0005	-0.0072	0.0022	-0.0050	0	192	431	216	45	884	197	1,081	692
Mid 2019 - Mid 2041	1,509	-0.0023	0.0110	0.0000	-0.0020	0.0032	0.0099	0.0030	0.0129	0	209	517	267	72	1,065	209	1,274	856
<b>Annual Average</b>																		
Mid 2006 - Mid 2011	68	-0.00059	-0.00312	-0.01398	0.00102	0.00041	-0.01626	-0.00054	-0.01680	-3	-17	-76	14	4	-78	0	-78	-61
Mid 2011 - Mid 2016	61	0.0002	0.0027	0.0155	0.0183	0.0019	0.0385	0.0134	0.0519	2	23	130	140	15	310	102	412	287
Mid 2016 - Mid 2019	142	-0.0003	0.0003	0.0000	0.0000	0.0000	0.0001	0.0000	0.0001	0	13	49	27	4	92	17	109	80
Mid 2019 - Mid 2029	120	-0.00019	0.00030	-0.00240	-0.00140	0.00000	-0.00369	0.00010	-0.00359	0	11	20	10	3	44	15	60	33
Mid 2019 - Mid 2039	74	-0.00011	0.00047	-0.00040	-0.00034	0.00002	-0.00036	0.00011	-0.00025	0	10	22	11	2	44	10	54	35
Mid 2019 - Mid 2041	69	-0.00010	0.00050	0.00000	-0.00009	0.00015	0.00045	0.00014	0.00059	0	10	24	12	3	48	10	58	39

Source: Watson & Associates Economists Ltd., 2019.

<sup>1</sup> 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.  
Note: Employment forecast has been adjusted from the Wellington County Official Plan, June 1, 2018, to reflect the 2016 Census.



**Schedule 9b**  
**Township of Puslinch**  
**Employment & Gross Floor Area (G.F.A) Forecast, 2019 to 2039**

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) <sup>1</sup>				
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total	
Mid 2006	6,689	115	2,240	620	110	3,085					
Mid 2011	7,029	100	1,863	688	130	2,780					
Mid 2016	7,336	110	2,513	1,388	205	4,215					
Mid 2019	7,763	110	2,659	1,468	217	4,454					
Mid 2029	8,965	110	2,855	1,570	251	4,786					
Mid 2039	9,238	110	3,090	1,684	262	5,146					
<b>Incremental Change</b>											
Mid 2006 - Mid 2011	340	-15	-378	68	20	-305					
Mid 2011 - Mid 2016	307	10	650	700	75	1,435					
Mid 2016 - Mid 2019	427	0	147	81	12	239	205,100	44,300	8,400	257,800	
Mid 2019 - Mid 2029	1,202	0	196	102	34	332	274,400	56,100	23,800	354,300	
Mid 2019 - Mid 2039	1,475	0	431	216	45	692	603,400	118,800	31,500	753,700	
<b>Annual Average</b>											
Mid 2006 - Mid 2011	68	-3	-76	14	4	-61					
Mid 2011 - Mid 2016	61	2	130	140	15	287					
Mid 2016 - Mid 2019	142	0	49	27	4	80	68,367	14,767	2,800	85,933	
Mid 2019 - Mid 2029	120	0	20	10	3	33	27,440	5,610	2,380	35,430	
Mid 2019 - Mid 2039	74	0	22	11	2	35	30,170	5,940	1,575	37,685	

Source: Watson & Associates Economists Ltd., 2019.

<sup>1</sup> Square Foot Per Employee Assumptions

Industrial 1,400

Commercial/ Population Related 550

Institutional 700

\* Reflects Mid 2019 to Mid 2039 forecast period

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



**Schedule 9c**  
**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. <sup>1</sup>	Commercial G.F.A. S.F. <sup>1</sup>	Institutional G.F.A. S.F. <sup>1</sup>	Total Non-Residential G.F.A. S.F.	Employment Increase <sup>2</sup>
Aberfoyle	2019 - 2029	-	4,400	700	5,100	9
	2019 - 2039	-	7,700	2,100	9,800	17
Morrison	2019 - 2029	-	2,800	700	3,500	6
	2019 - 2039	-	5,500	2,800	8,300	14
Rural	2019 - 2029	274,400	49,000	22,400	345,800	317
	2019 - 2039	603,400	105,600	26,600	735,600	661
Township of Puslinch	2019 - 2029	274,400	56,100	23,800	354,300	332
	2019 - 2039	603,400	118,800	31,500	753,700	692

Source: Watson & Associates Economists Ltd., 2019.

<sup>1</sup> Square feet per employee assumptions:

Industrial	1,400
Commercial	550
Institutional	700

<sup>2</sup> Employment Increase does not include No Fixed Place of Work.

\*Reflects Mid 2019 to Mid 2039 forecast period

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



**Schedule 10**  
**Township of Puslinch**  
**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	1,893	343	407	2,643	489	0	0	489	0	0	0	0	2,382	343	407	3,132
2008	2,247	172	0	2,419	15,269	182	0	15,452	0	0	0	0	17,516	355	0	17,871
2009	8,090	286	1,409	9,785	1,417	243	396	2,055	0	0	0	0	9,507	529	1,805	11,840
2010	2,510	67	1,282	3,859	1,476	456	0	1,932	1,949	0	0	1,949	5,935	523	1,282	7,740
2012	398	185	0	583	43,643	2,763	632	47,038	0	27	0	27	44,041	2,975	632	47,648
2013	13,645	320	0	13,965	1,499	1,340	0	2,839	0	0	0	0	15,145	1,660	0	16,805
2014	191	5,378	0	5,569	0	94	0	94	0	2	0	2	191	5,474	0	5,665
2015	282	1,602	0	1,884	945	247	0	1,192	0	4	0	4	1,227	1,853	0	3,080
2016	574	1,097	0	1,672	445	272	0	717	0	114	0	114	1,020	1,483	0	2,503
<b>Subtotal</b>	<b>30,242</b>	<b>9,837</b>	<b>4,751</b>	<b>44,830</b>	<b>67,257</b>	<b>5,637</b>	<b>1,028</b>	<b>73,921</b>	<b>1,949</b>	<b>941</b>	<b>0</b>	<b>2,890</b>	<b>99,447</b>	<b>16,415</b>	<b>5,779</b>	<b>121,642</b>
<b>Percent of Total</b>	<b>67%</b>	<b>22%</b>	<b>11%</b>	<b>100%</b>	<b>91%</b>	<b>8%</b>	<b>1%</b>	<b>100%</b>	<b>67%</b>	<b>33%</b>	<b>0%</b>	<b>100%</b>	<b>82%</b>	<b>13%</b>	<b>5%</b>	<b>100%</b>
<b>Average</b>	<b>3,024</b>	<b>984</b>	<b>1,188</b>	<b>4,483</b>	<b>7,473</b>	<b>626</b>	<b>514</b>	<b>7,392</b>	<b>1,949</b>	<b>188</b>	<b>0%</b>	<b>482</b>	<b>9,945</b>	<b>1,642</b>	<b>1,156</b>	<b>12,164</b>
2007 - 2011 Period Total				21,157				22,041				2,743				45,942
<b>2007 - 2011 Average</b>				<b>4,231</b>				<b>4,408</b>				<b>549</b>				<b>9,188</b>
% Breakdown				46.1%				48.0%				6.0%				100.0%
2012 - 2016 Period Total				23,673				51,880				147				75,700
<b>2012 - 2016 Average</b>				<b>4,735</b>				<b>10,376</b>				<b>29</b>				<b>15,140</b>
% Breakdown				31.3%				68.5%				0.2%				100.0%
2007 - 2016 Period Total				44,830				73,921				2,890				121,642
<b>2007 - 2016 Average</b>				<b>4,483</b>				<b>7,392</b>				<b>289</b>				<b>12,164</b>
% Breakdown				36.9%				60.8%				2.4%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

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



**Schedule 11  
Township of Puslinch**

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

NAICS	Employment & Gross Floor Area (G.F.A) Forecast, 2016 To Buildout	Year			Change		Comments
		2006	2011	2016	06-11	11-16	
<b>Employment by industry</b>							
<b>Primary Industry Employment</b>							
11	<i>Agriculture, forestry, fishing and hunting</i>	130	150	135	20	-15	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	80	15	40	-65	25	
<b>Sub-total</b>		<b>210</b>	<b>165</b>	<b>175</b>	<b>-45</b>	<b>10</b>	
<b>Industrial and Other Employment</b>							
22	<i>Utilities</i>	0	0	10	0	10	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	315	380	460	65	80	
31-33	<i>Manufacturing</i>	1,015	835	1,115	-180	280	
41	<i>Wholesale trade</i>	385	290	305	-95	15	
48-49	<i>Transportation and warehousing</i>	600	405	675	-195	270	
56	<i>Administrative and support</i>	50	58	78	8	20	
<b>Sub-total</b>		<b>2,365</b>	<b>1,968</b>	<b>2,643</b>	<b>-398</b>	<b>675</b>	
<b>Population Related Employment</b>							
44-45	<i>Retail trade</i>	120	110	290	-10	180	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	20	15	0	-5	-15	
52	<i>Finance and insurance</i>	40	40	50	0	10	
53	<i>Real estate and rental and leasing</i>	15	55	55	40	0	
54	<i>Professional, scientific and technical services</i>	180	165	260	-15	95	
55	<i>Management of companies and enterprises</i>	0	0	20	0	20	
56	<i>Administrative and support</i>	50	58	78	8	20	
71	<i>Arts, entertainment and recreation</i>	55	85	145	30	60	
72	<i>Accommodation and food services</i>	160	205	525	45	320	
81	<i>Other services (except public administration)</i>	190	165	230	-25	65	
<b>Sub-total</b>		<b>830</b>	<b>898</b>	<b>1,653</b>	<b>68</b>	<b>755</b>	
<b>Institutional</b>							
61	<i>Educational services</i>	65	85	95	20	10	
62	<i>Health care and social assistance</i>	90	55	105	-35	50	
91	<i>Public administration</i>	10	10	60	0	50	
<b>Sub-total</b>		<b>165</b>	<b>150</b>	<b>260</b>	<b>-15</b>	<b>110</b>	
<b>Total Employment</b>		<b>3,570</b>	<b>3,180</b>	<b>4,730</b>	<b>-390</b>	<b>1,550</b>	
<b>Population</b>		<b>6,689</b>	<b>7,029</b>	<b>7,336</b>	<b>340</b>	<b>307</b>	
<b>Employment to Population Ratio</b>							
<b>Industrial and Other Employment</b>		<b>0.35</b>	<b>0.28</b>	<b>0.36</b>	<b>-0.07</b>	<b>0.08</b>	
<b>Population Related Employment</b>		<b>0.12</b>	<b>0.13</b>	<b>0.23</b>	<b>0.00</b>	<b>0.10</b>	
<b>Institutional Employment</b>		<b>0.02</b>	<b>0.02</b>	<b>0.04</b>	<b>0.00</b>	<b>0.01</b>	
<b>Primary Industry Employment</b>		<b>0.03</b>	<b>0.02</b>	<b>0.02</b>	<b>-0.01</b>	<b>0.00</b>	
<b>Total</b>		<b>0.53</b>	<b>0.45</b>	<b>0.64</b>	<b>-0.08</b>	<b>0.19</b>	

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

## Historical Level of Service Calculations



**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Roads  
Unit Measure: km of roadways

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Hard Top Roads - Single Lift	Various	107.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00	\$318,000
Hard Top Roads - Double Lift	Various	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	\$461,000
Gravel Roads	Various	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	\$177,500
Surface Treated Roads	Various	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	\$56,000
Less Local Roads:												
Currie Drive	180	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	\$318,000
Ochs Drive	181	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	\$318,000
Laing Court	210	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	\$318,000
Winer Court	209	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	\$461,000
Telfer Glen Street	190	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	\$461,000
Settler's Court	191	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	\$461,000
Bridle Path	204_Surface, 185 Surface	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	\$461,000
Carriage Lane	201_Surface	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	\$461,000
Daymond Drive	203_Surface	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	\$461,000
Cassin Court	202_Surface	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	\$461,000
Fox Run Drive	205, 206, 207, 196	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	\$461,000
Deer View Ridge	195	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	\$461,000
Boreham Drive	208_Surface	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	\$461,000
<b>Total</b>		<b>183</b>										

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0264	0.0262	0.0261	0.0260	0.0258	0.0256	0.0254	0.0250	0.0246	0.0241

10 Year Average	2009-2018
Quantity Standard	0.0255
Quality Standard	\$278,020
Service Standard	\$7,090

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$7,090
Eligible Amount	\$8,471,953



**Township of Puslinch  
Service Standard Calculation Sheet**

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

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
<b>Bridges</b>												
Cook's Mill Bridge	1001	1	1	1	1	1	1	1	1	1	1	\$593,190
Little's Bridge	1003	1	1	1	1	1	1	1	1	1	1	\$219,765
Leslie Road West	1005	1	1	1	1	1	1	1	1	1	1	\$445,900
Concession 1	1006	1	1	1	1	1	1	1	1	1	1	\$783,510
French's Bridge	1007	1	1	1	1	1	1	1	1	1	1	\$309,140
Galt Creek Bridge	1008	1	1	1	1	1	1	1	1	1	1	\$745,875
Moyer's Bridge	1009	1	1	1	1	1	1	1	1	1	1	\$495,040
Stroy's Bridge	N/A	1	1	1	-	-	-	-	-	-	-	\$1,420,900
<b>Culverts</b>												
Culvert of Cook's Mill Race	2002	1	1	1	1	1	1	1	1	1	1	\$97,200
McFarlane's Culvert	2004	1	1	1	1	1	1	1	1	1	1	\$126,585
Victoria Road Culvert over Galt Creek	2006	1	1	1	1	1	1	1	1	1	1	\$225,630
Irish Creek Culvert on Townline Rd	2007	1	1	1	1	1	1	1	1	1	1	\$239,400
7th Concession Culvert (#2008)	2008	1	1	1	1	1	1	1	1	1	1	\$55,688
Gilmour Rd Culvert over Aberfoyle Creek	2009	1	1	1	1	1	1	1	1	1	1	\$138,600
Ellis Rd Culvert over Puslinch Lake Irish Creek	2010	1	1	1	1	1	1	1	1	1	1	\$283,500
Ellis Rd Culvert at Lot 10 Conc. 2	2011	1	1	1	1	1	1	1	1	1	1	\$131,670
Concession 2 Bridge/Culvert over Mill Creek	2012	1	1	1	1	1	1	1	1	1	1	\$560,700
Victoria Road Culvert North of Leslie	2013	1	1	1	1	1	1	1	1	1	1	\$177,165
Leslie Road Culvert West of Victoria	2014	1	1	1	1	1	1	1	1	1	1	\$171,450
Culvert of Flamborough T/L West of Victoria	2015	1	1	1	1	1	1	1	1	1	1	\$264,735
Flamborough T/L Bridge/Culvert East of Macpherson Ln	2016	1	1	1	1	1	1	1	1	1	1	\$219,240
Gore Rd Culvert	2017	1	1	1	1	1	1	1	1	1	1	\$84,546
Gore Rd Dual Culvert	2018	1	1	1	1	1	1	1	1	1	1	\$63,135
7th Concession Culvert (#2019)	2019	1	1	1	1	1	1	1	1	1	1	\$194,400
<b>Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>23</b>							

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0035	0.0034	0.0034	0.0033	0.0032	0.0032	0.0032	0.0031	0.0031	0.0030

10 Year Average	2009-2018
Quantity Standard	0.0032
Quality Standard	\$307,594
Service Standard	\$984

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$984
Eligible Amount	\$1,176,239



**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Sidewalks  
Unit Measure: km of roadways

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Watson Road Sidewalk	300	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	\$143,000
Arkell Road Sidewalk	301	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$143,000
Church Street Sidewalk	303	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	\$143,000
Victoria Street Sidewalk	307	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	\$143,000
Brock Road Sidewalk	304	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	\$143,000
Badenoch Road Sidewalk	305	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	\$143,000
Calfass Road Sidewalk	308	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	\$143,000
Queen Street Sidewalk	309	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	\$143,000
Main Street Sidewalk	310	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	\$143,000
<b>Total</b>		<b>3.4</b>										

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0004

10 Year Average	2009-2018
Quantity Standard	0.0005
Quality Standard	\$133,800
Service Standard	\$67

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$67
Eligible Amount	\$79,946



**Township of Puslinch  
Service Standard Calculation Sheet**

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

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Cobrahead Streetlights	Various	184	184	184	184	184	184	184	184	184	184	\$515
Decorative - Acorn Post Top Streetlights	Various	11	11	11	11	11	11	11	11	11	11	\$1,780
Decorative - Top Hat	Various	1	1	1	1	1	1	1	1	1	1	\$1,100
Decorative - Victorian Lantern Post Top	Various	76	76	76	76	76	76	76	76	76	76	\$2,185
Sentinel	Various	3	3	3	3	3	3	3	3	3	3	\$1,013
<b>Total</b>		<b>275</b>										

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0397	0.0393	0.0391	0.0391	0.0387	0.0384	0.0382	0.0375	0.0369	0.0362

10 Year Average	2009-2018
Quantity Standard	0.0383
Quality Standard	\$1,031
Service Standard	\$40

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$40
Eligible Amount	\$47,203



**Township of Puslinch  
Service Standard Calculation Sheet**

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

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Value/sq.ft. with land, site works, etc.
Works Depot	95MC, 56MC, 46MC, 77MC, 59MC, 21MC, 1MC, 15002, 41MC	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	\$140
Roads Storage Building	92RSB, 95RSB, 7RSB, 24RSB, 15RSB, 81RSB, 86RSB	-	5,070	5,070	5,070	5,070	5,070	5,070	5,070	5,070	5,070	\$123
<b>Total</b>		<b>7,800</b>	<b>12,870</b>									

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	1.1259	1.8388	1.8310	1.8291	1.8096	1.7977	1.7860	1.7543	1.7291	1.6954

10 Year Average	2009-2018
Quantity Standard	1.7197
Quality Standard	\$134
Service Standard	\$230

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$230
Eligible Amount	\$274,838



**Township of Puslinch  
Service Standard Calculation Sheet**

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

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
2008 Backhoe #6	8001	1	1	1	1	1	1	1	1	1	1	\$125,000
1999 Grader #501	8002	1	1	1	1	1	1	1	1	1	1	\$350,000
2000 Grader #502	8003	1	1	1	1	1	1	1	1	1	1	\$350,000
1999 Dump/Plow #302	N/A	1	1	-	-	-	-	-	-	-	-	\$250,000
2002 Dump/Plow #301	N/A	1	1	1	-	-	-	-	-	-	-	\$250,000
2003 Dump/Plow #304	N/A	1	1	-	-	-	-	-	-	-	-	\$250,000
2006 Dump/Plow #303	N/A	1	1	1	1	1	1	-	-	-	-	\$225,000
2011 Dump/Plow #304	8013	-	-	1	1	1	1	1	1	1	1	\$250,000
2012 Dump/Plow #302	8014	-	-	1	1	1	1	1	1	1	1	\$250,000
2013 Dump/Plow (International) #301	8016	-	-	-	1	1	1	1	1	1	1	\$250,000
2007 Pickup #4	N/A	1	1	-	-	-	-	-	-	-	-	\$40,000
2002 Pickup #5	N/A	1	1	1	-	-	-	-	-	-	-	\$52,000
2008 One Tonne Dump/Plow #305	7003	1	1	1	1	1	1	1	1	1	1	\$100,000
2011 Pickup #4	7008	-	-	1	1	1	1	1	1	1	1	\$40,000
2012 Pickup #5	N/A	-	-	-	1	1	1	1	1	-	-	\$52,000
2007 Mower	N/A	1	1	1	1	-	-	-	-	-	-	\$11,500
Anti-Ice Equipment	8015-1, 8015-2, 8015-3	-	-	-	1	1	1	1	1	1	1	\$24,000
2005 Sweeper	N/A	1	1	1	1	1	1	1	1	1	1	\$9,100
2003 Trailer	N/A	1	1	1	1	1	-	-	-	-	-	\$5,000
2002 Water Pump and Hose	2002PW	1	1	1	1	1	1	1	1	1	1	\$51,200
2015 Pickup # 3	8019	-	-	-	-	-	-	1	1	1	1	\$40,000
2015 Dump/Plow #303	8017	-	-	-	-	-	-	1	1	1	1	\$225,000
2017 Pickup #5	7009	-	-	-	-	-	-	-	-	1	1	\$52,000
2015 Brush Chipper	8018	-	-	-	-	-	-	1	1	1	1	\$40,000
<b>Total</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0020	0.0020	0.0020	0.0021	0.0020	0.0018	0.0021	0.0020	0.0020	0.0020

10 Year Average	2009-2018
Quantity Standard	0.002
Quality Standard	\$146,780
Service Standard	\$294

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$294
Eligible Amount	\$350,804





**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Fire Vehicles  
Unit Measure: No. of vehicles

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
1986 Pumper #32	N/A	1	1	1	1	-	-	-	-	-	-	\$300,000
2004 Pumper #31	5031	1	1	1	1	1	1	1	1	1	1	\$468,000
1988 Tanker #39	N/A	1	-	-	-	-	-	-	-	-	-	\$410,000
1990 Telesquirt #33 (Aerial)	N/A	1	1	1	1	1	1	1	1	-	-	\$500,000
2000 Rescue #35	5035	1	1	1	1	1	1	1	1	1	1	\$520,000
2006 Tanker #38	5038	1	1	1	1	1	1	1	1	1	1	\$450,000
2010 Tanker #37	7006	-	1	1	1	1	1	1	1	1	1	\$410,000
2013 Pumper # 32	5040	-	-	-	-	1	1	1	1	1	1	\$300,000
Used Quint Truck (Aerial 33 Truck-used)	5033	-	-	-	-	-	-	-	-	1	1	\$500,000
Pickup Truck	7005A	-	-	-	-	-	-	-	-	1	1	\$27,873
<b>Total</b>		<b>6</b>	<b>7</b>	<b>7</b>								

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0009	0.0009	0.0009	0.0009	0.0008	0.0008	0.0008	0.0008	0.0009	0.0009

10 Year Average	2009-2018
Quantity Standard	0.0009
Quality Standard	\$410,700
Service Standard	\$370

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$370
Eligible Amount	\$441,708



**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Fire Small Equipment and Gear

Unit Measure: No. of equipment and gear

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Equiped Fire Fighters	Various	37	37	37	37	37	41	41	42	42	42	\$3,021
Pagers	4_35FE	42	42	42	42	42	42	42	42	42	42	\$500
Mobile/Truck Radios	3_18FE	10	10	10	10	10	10	10	7	7	7	\$5,000
Base Radio	FE_Bas_1	1	1	1	1	1	1	1	1	1	1	\$5,000
Base Radio County	FE_Bas_2	1	1	1	1	1	1	1	1	1	1	\$5,000
Antennae Roof	FE_Ant_3	1	1	1	1	1	1	1	1	1	1	\$600
Antennae Tower	FE_Ant_4	1	1	1	1	1	1	1	1	1	1	\$11,400
Antennae	FE_Ant_5	1	1	1	1	1	1	1	1	1	1	\$2,000
Panda Vox Recorder Radio	FE_Pan_6	2	2	2	2	2	2	2	2	2	2	\$1,400
Panda Vox Recorder	FE_Pan_7	1	1	1	1	1	1	1	1	1	1	\$5,700
Blue tooth Headset	FE_Blu_8	-	-	-	-	1	1	1	1	2	2	\$2,200
Portable Radios	2_46FE	31	31	31	31	31	31	31	31	31	33	\$1,900
Communication Equipment including Radio Communication Interface	6012	1	1	1	1	1	1	1	1	1	1	\$41,898
Automated External Defibrillators - Fire Trucks	12_41FE	3	3	3	3	3	3	3	3	3	3	\$5,000
Self Contained Breathing Apparatus	Various	18	18	18	18	22	22	22	22	22	22	\$7,450
Self Contained Breathing Apparatus Cylinder 4500 PSI	Various	46	46	46	46	52	52	52	52	52	52	\$1,500
Air Cylinder Compressor	1_26FE	1	1	1	1	1	1	1	1	1	1	\$29,490
Automated External Defibrillators - Public Access	1212_41FE	3	3	3	3	3	3	3	3	3	3	\$1,500
Self Contained Breathing Apparatus Masks	67_17FVT	28	28	28	28	28	28	28	28	28	28	\$439
Vehicle Extrication Equipment	5_44FE	1	1	1	1	1	1	1	1	1	1	\$25,000
Power Hydraulic Toolset	6_70FE	1	1	1	1	1	1	1	1	1	1	\$52,500
Edraulic Combination Tool	7_82FE	-	-	-	-	1	1	1	1	1	1	\$15,000
Thermal Imaging Camera	8_93FE	1	1	1	1	1	1	1	1	1	1	\$6,000
Washer/Extractor	9_104FE	-	-	-	-	-	-	-	-	1	1	\$10,000
Gear Dryer	10_2FE	-	-	-	-	-	-	-	-	1	1	\$6,000
Rapid Deployment Watercraft	11_103FE	-	1	1	1	1	1	1	1	1	1	\$6,000
Portable Pumps	13_89FE	2	2	2	2	2	2	2	2	2	2	\$7,500
<b>Total</b>		<b>233</b>	<b>234</b>	<b>234</b>	<b>234</b>	<b>246</b>	<b>250</b>	<b>250</b>	<b>248</b>	<b>251</b>	<b>253</b>	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0336	0.0334	0.0333	0.0333	0.0346	0.0349	0.0347	0.0338	0.0337	0.0333

10 Year Average	2009-2018
Quantity Standard	0.0339
Quality Standard	\$2,974
Service Standard	\$101

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$101
Eligible Amount	\$120,468



**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Parkland Development  
Unit Measure: Acres of Parkland

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Puslinch Community Centre	2301000006140000000	14.4	14.4	14.4	24.1	24.1	24.1	24.1	24.1	24.1	24.1	
Morrison Meadows Park	2301000005090200000	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	
Old Morrison Park	2301000005092000000	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	
Arkell Park	2301000008113700000	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	
Badenoch Soccer Pitch	2301000007046500000	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	
Fox Run Park	2301000006054310000	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	
Morrison Historic Corner Block Park Area	2301000005121000000	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	
<b>Total</b>		<b>40.2</b>	<b>40.2</b>	<b>40.2</b>	<b>50.0</b>							

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0058	0.0057	0.0057	0.0071	0.0070	0.0070	0.0069	0.0068	0.0067	0.0066

10 Year Average	2009-2018
Quantity Standard	0.0065
Quality Standard	\$0
Service Standard	\$0

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$0
Eligible Amount	\$0



**Township of Puslinch  
Service Standard Calculation Sheet**

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

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Community Centre Complex: Soccer Field	3080	1	1	1	1	1	1	1	1	1	1	\$575,000
Community Centre Complex: Baseball Diamond	3013, 3013-1, 3014, 3015, 3016, 3017, 3019, 3020, 3024	1	1	1	1	1	1	1	1	1	1	\$277,226
Community Centre Complex: Aberfoyle Playground	3031, 3032	1	1	1	1	1	1	1	1	1	1	\$28,930
Community Centre Complex: Tennis Courts	14003, 14005	1	1	1	1	1	1	1	1	1	1	\$66,240
Community Centre Complex: Horse Paddock	14004, 14006, 3036, 3037	1	1	1	1	1	1	1	1	1	1	\$66,140
Community Centre Complex: Puslinch Community Gardens Benches	3823	1	1	1	1	1	1	1	1	1	1	\$500
Morrison Meadows: Morrison Playground	3041	1	1	1	1	1	1	1	1	1	1	\$25,000
Morrison Meadows: Picnic Pavillion, Morrison Meadows Park	3010, 3043	1	1	1	1	1	1	1	1	1	1	\$33,500
Morrison Meadows: Basketball Court	3044, 3279	1	1	1	1	1	1	1	1	1	1	\$23,425
Morrison Meadows: Baseball Diamonds	3046, 3047, 3048, 3049, 3050, 3051, 3052, 3053, 3055	2	2	2	2	2	2	2	2	2	2	\$70,977
Old Morrison: Baseball Diamond	3057, 3058, 3059, 3060, 3061, 3063, 3064, 3065	1	1	1	1	1	1	1	1	1	1	\$243,807
Badenoch Soccer Field	3068	1	1	1	1	1	1	1	1	1	1	\$2,000
Boreham Drive Park: Basketball Court	3074, 3260	1	1	1	1	1	1	1	1	1	1	\$23,425
Boreham Drive Park: Arkell Playground	3075	1	1	1	1	1	1	1	1	1	1	\$25,000
<b>Total</b>		<b>15</b>										

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	0.0022	0.0021	0.0021	0.0021	0.0021	0.0021	0.0021	0.0020	0.0020	0.0020

10 Year Average	2009-2018
Quantity Standard	0.0021
Quality Standard	\$101,638
Service Standard	\$213

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$213
Eligible Amount	\$255,061







**Township of Puslinch  
Service Standard Calculation Sheet**

Service: Indoor Recreation Facilities  
Unit Measure: ft<sup>2</sup> of building area

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Value/sq.ft. with land, site works, etc.	
Community Centre, Badenoch	N/A	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	\$360	
Concession Booth and Washrooms, Morriston Meadows	3009MM	500	500	500	500	500	500	500	500	500	500	\$74	
Morrison Meadows: Picnic Pavillion, Morrison Meadows Park	3010, 3043	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	\$55	
Concession Booth and Washrooms, Old Morrison Park	3009OMM	400	400	400	400	400	400	400	400	400	400	\$74	
Puslinch Community Centre	53PCC, 67PCC, 9PCC, 46PCC, 93PCC, 26PCC, 40PCC, 41PCC	7,071	7,071	7,071	7,071	8,323	8,323	8,323	8,323	8,323	8,323	\$180	
Blue Storage Building Behind Puslinch Community Centre	64BSBBPCC, 71BSBBPCC, 66BSBBPCC, 14BSBBPCC, 70BSBBPCC, 89BSBBPCC, 44BSBBPCC	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	\$74	
Community Centre Complex: Concession Booth At Community Centre Ball Diamond, County Road 46	3011	252	252	252	252	252	252	252	252	252	252	\$74	
Community Centre Complex: Storage Building and Announcer's Booth at Horse Paddock	3035	300	300	300	300	300	300	300	300	300	300	\$74	
Outdoor Rink/Gymnasium and Change Rooms, Optimist Recreation Centre (ORC)	33OCC, 66OCC, 51OCC, 44OCC, 97OCC, 22OCC, 18OCC, 39OCCIR, 95OCCIR, 13OCCIR, 58OCCIR, 17OCCIR, 51OCCIR, 88OCCIR, 41OCCIR,	-	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	\$314
Badenoch Soccer Field: Storage Shed	3067	120	120	120	120	120	120	120	120	120	120	\$74	
<b>Total</b>		<b>14,543</b>	<b>34,143</b>	<b>34,143</b>	<b>34,143</b>	<b>35,395</b>	<b>35,395</b>	<b>35,395</b>	<b>35,395</b>	<b>35,395</b>	<b>33,895</b>		

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,443	7,591
Per Capita Standard	2.0992	4.8783	4.8574	4.8526	4.9768	4.9441	4.9119	4.8248	4.7555	4.4652

10 Year Average	2009-2018
Quantity Standard	4.5566
Quality Standard	\$239
Service Standard	\$1,091

D.C. Amount (before deductions)	10 Year
Forecast Population	1,195
\$ per Capita	\$1,091
Eligible Amount	\$1,303,566



# 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 2017 Financial Information Return (FIR).

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 D-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 municipal 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.

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

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
Roads and Related	56,086	10,193	66,280
Fire Protection Services	43,301	24,545	67,845
Parks and Recreation Services	77,517	13,206	90,723
Administration - Studies	-	-	-
<b>Total</b>	<b>176,904</b>	<b>47,944</b>	<b>224,848</b>



# Appendix D

## Local Service Policy



# Appendix D: Local Service Policy

The following provides the local service and developer contribution policy for the Township.

## 1. Collector Roads

- 1.1. Collector Roads Internal to Development – Direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 1.2. Roads (collector and arterial) external to development - Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- 1.3. Stream crossing and rail crossing road works, excluding underground utilities but including all other works within lands to be dedicated to the Township or rail corridors - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).

## 2. Traffic Signals

- 2.1. Traffic signalization within or external to development – Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

## 3. Intersections Improvements

- 3.1. New roads (collector and arterial) and road (collector and arterial) improvements – Include as part of road costing noted in item 1, to limits of ROW.
- 3.2. Intersections improvements within specific developments and all works necessary to connect to entrances (private and specific subdivision) to the roadway - Direct developer responsibility under s.59 of D.C.A. (as a local service).
- 3.3. Intersections with county roads and provincial highways – Include in D.C. calculation to the extent that they are Township responsibility.
- 3.4. Intersection improvements on other roads due to development growth increasing traffic – Include in D.C. calculation.



#### 4. Streetlights

- 4.1. Streetlights on external roads – Include in D.C. calculation (linked to collector road funding source in item 1).
- 4.2. Streetlights within specific developments – Direct developer responsibility under s.59 of D.C.A. (as a local service).

#### 5. Sidewalks

- 5.1. Sidewalks on provincial and county roads – Include in D.C. calculation or, in exceptional circumstances, may be local improvement or direct developer responsibility through local service provisions (s.59 of D.C.A.).
- 5.2. Sidewalks on area municipal roads - Linked to collector road funding source in item 1.
- 5.3. Other sidewalks external to development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).

#### 6. Traffic Control Signals

- 6.1. Include in D.C. calculation.

#### 7. Land Acquisition for Road Allowances

- 7.1. Land Acquisition for arterial roads – Dedication under the *Planning Act* subdivision provisions (s.51) through development lands; in areas with limited or no development, include in D.C. calculation (to the extent eligible).
- 7.2. Land Acquisition for collector roads – Dedication under the *Planning Act* subdivision provision (s.51) through development lands (up to 27 metre right-of-way); in areas with limited or no development, include in D.C. calculation (to the extent eligible).

#### 8. Land Acquisition for Easements

- 8.1. Easement costs external to subdivisions shall be included in D.C. calculation.



## 9. Stormwater Management

- 9.1. Quality and Quantity Works, direct developer responsibility through local service provisions (s. 59 of D.C.A.).



# Appendix E

## Proposed D.C. By-law



# Appendix E: Proposed D.C. By-law

## THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

### BY-LAW NUMBER \_\_\_/19

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

**WHEREAS** the Township of Puslinch will experience growth through development and re-development; and

**WHEREAS** development and re-development requires the provision of physical and social services by the Township of Puslinch; and

**WHEREAS** Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the Township of Puslinch or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services; and

**WHEREAS** the *Development Charges Act, 1997* (the "Act") provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services; and

**WHEREAS** a development charge background study has been completed in accordance with the Act; and

**WHEREAS** the Council of The Corporation of the Township of Puslinch has given notice of and held public meetings on the 19<sup>th</sup> day of June, 2019 in accordance with the Act and the regulations thereto.

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch enacts as follows:

#### 1. INTERPRETATION

1.1 In this by-law the following items shall have the corresponding meanings:



"Act" means the *Development Charges Act*, as amended, or any successor thereof;

"accessory use" means where used to describe a use, building, or structure that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;

"agricultural use" means the use of land and buildings for apiaries, fish farming, animal husbandry or the cultivation of trees, shrubs, flowers, grains, sod, fruits, vegetables and other crops or ornamental plants;

"apartment unit" means any residential unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

"bedroom" means a habitable room larger than seven square metres, including a den, study or other similar area, but does not include a bathroom, living room, dining room or kitchen;

"benefiting area" means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

"board of education" has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

"Building" means a permanent enclosed structure occupying an area greater than ten square metres (10 m<sup>2</sup>) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An industrial tent;
- (d) A roof-like structure over a gas-bar or service station; and



(e) An area attached to and ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

"Building Code Act" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

"canopy" means a canopy as defined O.Reg. 332/12 under the Building Code Act, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"capital cost" means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of and as authorized by the Township 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 and structures,
- (d) to acquire, construct or improve facilities including,
  - (i) furniture and equipment other than computer equipment, and
  - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
  - (iii) rolling stock with an estimated useful life of seven years or more, and
- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for the provision of services designated in this by-law within or outside the Township, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;



"commercial" means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"Council" means the Council of the Township;

"development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

"development charge" means a charge imposed with respect to this by-law;

"dwelling unit" means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and may be provided with culinary and sanitary facilities for their exclusive use;

"existing" means the number, use and size that existed as of the date this by-law was passed;

"Existing Industrial Building" means a building or buildings existing on a site on the day this by-law is passed, or the first building or buildings constructed on a vacant site pursuant to site plan approval, under Section 41 of the *Planning Act*, subsequent to the passage of this by-law for which full development charges were paid, that is used for or in conjunction with:

- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the building or buildings on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the building or buildings;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the building or building on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods



manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the building or buildings on the site;  
or

- (d) office or administration purposes if they are:
  - (i) carried out as an accessory use to the manufacturing or warehousing, and
  - (ii) in or attached to the building or structure used for such manufacturing or warehousing.

“farm Building” means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a residential use, with the exception of a bunk house for seasonal farm workers required for that farm operation; and
- (b) any building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors’ shops; services related to grooming, boarding, or breeding of household pets; and alcohol and marijuana production facilities.

"gross floor area" means: the sum total of the total areas of the floors in a building or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and



- (b) in the case of non- residential uses, excludes any parts of the building or structure used for mechanical equipment related to the operation or maintenance of the building or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;
- (c) where a building does not have any walls, the Gross Floor Area shall be the sum total of the area of land directly beneath the roof of the building and the total areas of the floors in the building or structure.

"industrial" 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, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

"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;

"local board" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"local services" means those services, facilities or things which are under the jurisdiction of the Township and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the Planning Act, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

"multiple dwellings" means all dwellings other than single-detached, semi-detached and apartment unit dwellings;

"non-residential use" means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

"Official Plan" means the Official Plan adopted by the County of Wellington for the Township, as amended and approved;



"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'

"place of worship" means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

"rate" means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

"regulation" means any regulation made pursuant to the Act;

"residential dwelling" means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units including modular homes but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"residential use" means the use of a building or structure or portion thereof for one or more dwelling units. This also includes a dwelling unit on land that is used for an agricultural use;

"row dwelling" means a 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;

"school, private" means a private school defined under the Education Act or any successor thereto, being "an institution at which instruction is provided at any time between the hours of 9 a.m. and 4 p.m. on any school day for five or more pupils who are of, or over compulsory school age in any of the subjects of the elementary or secondary school courses of study".

"semi-detached dwelling" means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;



"service" means a service designed in Schedule "A" to this by-law, and "services" shall have a corresponding meaning;

"servicing agreement" means an agreement between a landowner and the Township relative to the provision of municipal services to specified land within the Township;

"single detached dwelling unit" means a residential building consisting of one dwelling unit and not attached to another structure;

"Township" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"Zoning by-law" means the Zoning By-Law of the Township of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

## **2. DESIGNATION OF SERVICES**

2.1 The categories of services for which development charges are imposed under this by-law are as follows:

- (a) Roads and Related;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Administration Services

2.2 The components of the services designated in section 2.1 are described in Schedule A.

## **3. APPLICATION OF BY-LAW RULES**

3.1 Development charges shall be payable in the amounts set out in this by-law where:

- (a) the lands are located in the area described in section 3.2; and



- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a)

#### Area to Which by-law Applies

- 3.2 Subject to section 3.3, this by-law applies to all lands in the Township whether or not the land or use thereof is exempt from taxation under s. 13 or the Assessment Act.
- 3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:
  - (a) the Township or a local board thereof;
  - (b) a board of education; or
  - (c) the County of Wellington or any local board thereof;

#### Approvals for Development

- 3.4 (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires one or more of the following:
  - (i) the passing of a zoning by-law or of an amendment to a zoning bylaw under section 34 of the Planning Act;
  - (ii) the approval of a minor variance under section 45 of the Planning Act;
  - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;
  - (iv) the approval of a plan of subdivision under section 51 of the Planning Act;
  - (v) a consent under section 53 of the Planning Act;
  - (vi) the approval of a description under section 50 of the Condominium Act, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or



(vii) the issuing of a building permit under the Building Code Act in relation to a building or structure.

(b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed. shall be imposed if the subsequent action has the effect of increasing the need for services.

(c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

### Exemptions

3.5 Notwithstanding the provisions of this by-law, development charges shall not be imposed with respect to:

- (a) an enlargement to an existing dwelling unit;
- (b) one or two additional dwelling units in an existing single detached dwelling;  
or
- (c) one additional dwelling unit in any other existing residential building;

3.6 Notwithstanding section 3.5(b), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.

3.7 Notwithstanding section 3.5, development charges shall be imposed if the additional unit has a gross floor area greater than

- (i) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
- (ii) in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.



### 3.8 Exemption for Industrial Development:

3.8.1 Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.

3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
- 2) divide the amount determined under subsection 1) by the amount of the enlargement

3.9 For the purpose of section 3.8 herein, "existing industrial building" is used as defined in the Regulation made pursuant to the Act.

### 3.10 Other Exemptions:

Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:

- (a) Temporary use permitted under a zoning by-law under Section 39 of the Planning Act;
- (b) Accessory use;
- (c) A home occupation;
- (d) Non-residential farm buildings used for agricultural purposes; and
- (e) Institutional use.



## Amount of Charges

### Residential

3.11 The development charges set out in Schedule B shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

### Non-Residential

3.12 The development charges described in Schedule B to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use.

## Reduction of Development Charges for Redevelopment

3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 12 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and



- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

#### Time of Payment of Development Charges

- 3.14 Development charges imposed under this by-law are calculated, payable, and collected upon issuance of a building permit for the development, except for roads and related services where at the discretion of Council shall be payable immediately upon the owner entering into subdivision agreement or consent agreement.
- 3.15 Despite section 3.14, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

#### **4. PAYMENT BY SERVICES**

- 4.1 Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this by-law.

#### **5. INDEXING**

- 5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1<sup>st</sup> of each year, in accordance with the prescribed index in the Act.



## **6. SCHEDULES**

6.1 The following schedules shall form part of this by-law:

Schedule A - Components of Services Designated in subsection 2.1

Schedule B - Residential and Non-Residential Schedule of Development Charges

## **7. CONFLICTS**

7.1 Where the Township and an owner or former owner have entered into an agreement with respect to land within the area **to** which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or **more** of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

## **8. SEVERABILITY**

8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

## **9. DATE BY-LAW IN FORCE**

9.1 This by-law shall come into effect at 12:01 AM on July 18, 2019.

## **10. DATE BY-LAW EXPIRES**

10.1 This by-law will expire at 12:01 AM on July 18, 2024 unless it is repealed by Council at an earlier date.



**10. EXISTING BY-LAW REPEALED**

11.1 By-law 054/14 is hereby repealed as of the date and time of this by-law coming into effect.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17<sup>th</sup> DAY OF JULY, 2019.**

\_\_\_\_\_  
James Seeley, Mayor

\_\_\_\_\_  
Karen M. Landry, CAO



## SCHEDULE "A" TO BY-LAW

### COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

#### 100% Eligible Services

##### Roads and Related

Roads

Bridges and Culverts

Public Works Facilities

Vehicles and Equipment

##### Fire Protection Services

Fire Facilities

Fire Vehicles

Fire Fighter Equipment

#### 90% Eligible Services

##### Administration Services

Growth Related Studies

##### Parks and Recreation

Parkland Development

Recreation Facilities

Parks and Recreation Vehicles and Equipment



## SCHEDULE "B"

BY-LAW NO. \_\_\_/19

### SCHEDULE OF DEVELOPMENT CHARGES

Service	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)
<b>Municipal Wide Services:</b>					
Roads and Related	\$ 2,834	\$ 1,541	\$ 1,310	\$ 2,120	\$ 0.98
Fire Protection Services	\$ 1,378	\$ 749	\$ 637	\$ 1,031	\$ 0.47
Parks and Recreation Services	\$ 667	\$ 363	\$ 308	\$ 499	\$ 0.04
Administration - Studies	\$ 329	\$ 179	\$ 152	\$ 246	\$ 0.11
<b>Total Municipal Wide Services</b>	<b>\$ 5,208</b>	<b>\$ 2,832</b>	<b>\$ 2,407</b>	<b>\$ 3,896</b>	<b>\$ 1.60</b>