



Development Charges Background Study

Township of Cavan Monaghan

June 28, 2019

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
L.P.A.T.	Local Planning Appeal Tribunal
M.O.E.C.P.	Ministry of the Environment, Conservation and Parks
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.W.M.	Stormwater management
sq.ft.	square foot
sq.m	square metre



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Township of Cavan Monaghan required by the Development Charges Act, 1997 (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present D.C. policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.
2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Statutory 10% deduction (soft services);
 - Amounts in excess of 10-year historical service calculation;
 - D.C. reserve funds (where applicable);



- 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the development charge.
3. A number of changes to the D.C. process need to be addressed as a result of the “*Smart Growth for our Communities Act, 2015*” (Bill 73). These changes have been incorporated throughout the report and in the updated draft by-law, as necessary. These items include:
- a. Area-rating: Council must consider the use of area-specific charges.
 - b. Asset Management Plan for New Infrastructure: The D.C. background study must include an asset management plan that deals with all assets proposed to be funded, in whole or in part, by D.C.s. The asset management plan must show that the assets are financially sustainable over their full lifecycle.
 - c. 60-day Circulation Period: The D.C. background study must be released to the public at least 60-days prior to passage of the D.C. by-law.
 - d. Timing of Collection of Development Charges: The D.C.A. now requires D.C.s to be collected at the time of the first building permit.
4. The growth forecast (Chapter 3) on which the Township-wide D.C. is based, projects the following population, housing and non-residential floor area for the 10-year (2019 to 2028), buildout (2019 to buildout), and urban buildout (2019 to urban buildout) periods.

Measure	10-year 2019-2028	Buildout 2019-Buildout	Urban Buildout 2019-Urban Buildout
(Net) Population Increase	1,722	3,812	3,670
Residential Unit Increase	729	1,578	1,454
Non-Residential Gross Floor Area Increase (sq.ft.)	384,900	799,100	620,300

Source: Watson & Associates Economists Ltd. Forecast 2019



5. On June 22, 2015, the Township of Cavan Monaghan passed By-law 2015-38 under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended on April 3, 2018 via By-law 2018-18 based on updated calculations in the January 31, 2018 Update Study. By-law 2015-38, as amended, will expire on June 22, 2020. The Township is undertaking a D.C. public process and anticipates passing a new by-law in advance of the expiry date. The mandatory public meeting has been set for August 6, 2019 with adoption of the by-law scheduled for September 3, 2019.
6. The Township's D.C.s currently in effect are \$20,079 for single-detached dwelling units for full services. Non-residential charges are \$4.09 per square foot for full services. This report has undertaken a recalculation of the charge based on future identified needs (presented in Schedule ES-1 for residential and non-residential). Charges have been provided on a Township-wide basis for all services except water and wastewater. The corresponding single-detached unit charge is \$16,508. The non-residential charge is \$3.62 per square foot of building area. These rates are submitted to Council for its consideration.
7. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-5. A summary of these costs is provided below:

Total gross expenditures planned over the next five years	\$ 31,202,037
Less:	
Benefit to existing development	\$ 14,262,693
Post planning period benefit	\$ 1,419,667
Ineligible re: Level of Service	\$ -
Mandatory 10% deduction for certain services	\$ 559,675
Grants, subsidies and other contributions	\$ 2,539,800
Net Costs to be recovered from development charges	\$ 12,420,202

This suggests that for the non-D.C. costs over the five-year D.C. by-law (benefit to existing development, mandatory 10% deduction, and the grants, subsidies and other contributions), \$18.78 million (or an annual amount of \$3.76 million) will need to be contributed from taxes and rates, or other sources. With respect to the post-period benefit amount of \$1.42 million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth outside of the forecast periods.



Based on the above table, the Township plans to spend \$31.20 million over the next five years, of which \$12.42 million (40%) is recoverable from D.C.s. Of this net amount, \$10.94 million is recoverable from residential development and \$1.48 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

8. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods.

The following services are calculated based on an urban buildout forecast:

- Wastewater Services; and
- Water Services.

The following services are calculated based on a buildout forecast:

- Services Related to a Highway;
- Police Services; and
- Fire Protection Services.

All other services are calculated based on a 10-year forecast. These include:

- Indoor and Outdoor Recreation Services;
- Library Services; and
- Administration Studies.

Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;
- considering additional exemptions to the by-law; and
- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



Table ES-1
Township of Cavan Monaghan
Schedule of Development Charges

Service	RESIDENTIAL					NON-RESIDENTIAL	Wind Turbines/ Telecommunications Towers (per unit)	Solar Farms (per sq.ft. of Gross Floor Area of Panels)
	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Township-wide Services:								
Services Related to a Highway	3,250	2,203	2,055	1,262	1,223	1.23	3,250	1.23
Fire Protection Services	1,487	1,008	940	577	560	0.56	1,487	0.56
Police Services	71	48	45	28	27	0.03	71	0.03
Indoor & Outdoor Recreation Services	5,291	3,586	3,345	2,054	1,991	0.46	-	-
Library Services	917	621	580	356	345	0.08	-	-
Administration Studies - Engineering-related	71	48	45	28	27	0.03	71	0.03
Administration Studies - Community Benefit-related	153	104	97	59	58	0.06	153	0.06
Total Township-wide Services	11,240	7,618	7,107	4,364	4,231	2.45	5,032	1.91
Millbrook Area-specific Services								
Wastewater Services	3,877	2,628	2,451	1,505	1,459	0.86	-	-
Water Services	1,391	943	879	540	523	0.31	-	-
Total Millbrook Area-specific Services	5,268	3,571	3,330	2,045	1,982	1.17	-	-
GRAND TOTAL RURAL AREA	11,240	7,618	7,107	4,364	4,231	2.45	5,032	1.91
GRAND TOTAL MILLBROOK AREA	16,508	11,189	10,437	6,409	6,213	3.62	5,032	1.91



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act* (D.C.A.) (section 10) and, accordingly, recommends new development charges (D.C.s) and policies for the Township of Cavan Monaghan.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process in March 2019 through September 2019. Watson worked with Township staff in preparing the D.C. analysis and policy recommendations.

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 G).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Cavan Monaghan'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, it addresses post-adoption implementation requirements (Chapter 8) 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

The public meeting required under section 12 of the D.C.A., has been scheduled for August 6, 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 June 28, 2019.

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 for the Township of Cavan Monaghan

1. Data collection, staff review, D.C. calculations and policy work	March to June 2019
2. Council Workshop	June 17, 2019
3. Background study and proposed by-law available to public	June 28, 2019
4. Public meeting advertisement placed in newspaper(s)	No later than July 16, 2019
5. Public meeting of Council	August 6, 2019
6. Council considers adoption of background study and passage of by-law	September 3, 2019
7. Newspaper notice given of by-law passage	By 20 days after passage
8. Last day for by-law appeal	40 days after passage
9. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date



1.3 Changes to the D.C.A.: Bill 73 – Smart Growth for our Communities Act, 2015

With the amendment of the D.C.A. (as a result of Bill 73 and O.Reg. 428/15), there are a number of areas that must be addressed to ensure that the Township is in compliance with the D.C.A., as amended. The following provides an explanation of the changes to the Act that affect the Township's background study and how they have been dealt with to ensure compliance with the amended legislation.

1.3.1 Area Rating

Bill 73 has introduced two new sections where Council must consider the use of area-specific charges:

- 1) Section 2 (9) of the Act now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific municipalities which are to be regulated. (Note that at this time, no municipalities or services are prescribed by the Regulations.)
- 2) Section 10 (2) c. 1 of the D.C.A. requires that, "the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas."

In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area-rated. The second item requires Council to consider the use of area rating.

1.3.2 Asset Management Plan for New Infrastructure

The new legislation now requires that a D.C. background study must include an Asset Management Plan (subsection 10 (2) (c.2)). The asset management plan must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the asset management plan related to transit services; however, they are silent with respect to how the asset management plan is to be provided for all other services. As part of any asset



management plan, the examination should be consistent with the municipality's existing assumptions, approaches and policies on asset management planning. This examination may include both qualitative and quantitative measures such as examining the annual future lifecycle contributions needs (discussed further in Appendix F of this report).

1.3.3 60-Day Circulation of D.C. Background Study

Previously the legislation required that a D.C. background study be made available to the public at least two weeks prior to the public meeting. The amended legislation now provides that the D.C. background study must be made available to the public (including posting on the municipal website) at least 60 days prior to passage of the D.C. by-law. No other changes were made to timing requirements for such things as notice of the public meeting and notice of by-law passage.

This D.C. study is being provided to the public on June 28, 2019 to ensure the new requirements for release of the study is met.

1.3.4 Timing of Collection of D.C.s

The D.C.A. has been refined by Bill 73 to require that D.C.s are collected at the time of the first building permit. For the majority of development, this will not impact the Township's present process. There may be instances, however, where several building permits are to be issued and either the size of the development or the uses will not be definable at the time of the first building permit. In these instances, the Township may enter into a delayed payment agreement in order to capture the full development.

1.3.5 Other Changes

It is also noted that a number of other changes were made through Bill 73 and O.Reg. 428/15 including changes to the way in which Transit D.C. service standards are calculated, the inclusion of Waste Diversion and the ability for collection of additional levies; however, these sections do not impact the Township's D.C. study as the Township does not provide transit or waste diversion services and the Township's local service policy was updated in 2017 to reflect the amended legislation.



1.4 Proposed Changes to the D.C.A.: Bill 108 – An Act to Amend Various Statutes with Respect to Housing, Other Development and Various Other Matters

On May 2, 2019, the Province introduced Bill 108 which proposes changes to the D.C.A. The Bill has been introduced as part of the Province's "*More Homes, More Choice: Ontario's Housing Supply Action Plan*". The Bill received Royal Assent on June 6, 2019, however, a number of schedules in the Bill do not come into force until the date of proclamation. As of the date of this report, no scheduled timeline for proclamation has been provided. Draft regulations for this Bill have just been released and the Province will be considering feedback on the draft regulations before proclamation.

The Act proposes that any D.C. by-laws passed after May 2, 2019 will be affected by these proposed changes. Any by-laws which were passed prior to this date will remain in effect until it is either repealed or expires. A summary of the proposed changes to the D.C.A. is provided below:

Changes to Eligible Services – the Bill will remove "Soft Services" from the D.C.A. These services will be considered as part of a new Community Benefit Charge (discussed below) imposed under the *Planning Act*. Eligible services which will remain under the D.C.A. are as follows:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway as defined in subsection 1 (1) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*, as the case may be;
- Electrical power services;
- Policing services;
- Fire protection services;
- Toronto-York subway extension, as defined in subsection 5.1 (1) of the D.C.A.;
- Transit services other than the Toronto-York subway extension;
- Waste diversion services;
- Ambulance services; and
- Other services as prescribed.

Waste Diversion – the Bill will remove the mandatory 10% deduction for this service.



Payment in Installments over Five Years – the Bill proposes that Rental Housing and Commercial/Industrial/Institutional developments pay their development charges in six equal annual payments commencing the earlier of the date of issuance of a building permit or occupancy. Non-Profit Housing will pay their development charges in 21 equal annual installments. If payments are not made, interest may be charged (at a prescribed rate) and may be added to the property and collected as taxes.

When D.C. Amount is Determined – the Bill proposes that the D.C. amount for all developments proceeding by Site Plan or requiring a zoning amendment, shall be determined based on the D.C. rates in effect on the day of the application for Site Plan or zoning amendment. If the development is not proceeding via these planning approvals, then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

Soft Services to be Included in a new Community Benefit Charge under the Planning Act – it is proposed that a municipality may, by by-law, impose community benefit charges against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. These services may not include services authorized by the D.C.A. Various provisions are provided as follows:

- Before passing a community benefit charge by-law, the municipality shall prepare a community benefit charge strategy that:
 - (a) identifies the facilities, services and matters that will be funded with community benefit charges
 - (b) complies with any prescribed requirements;
- The amount of a community benefit charge payable shall not exceed an amount equal to the prescribed percentage of the value of the land as of the valuation date;
- The valuation date is the day before building permit issuance;
- Valuations will be based on appraised value of land. Various requirements are set out in this regard;
- All money received by the municipality under a community benefit charge by-law shall be paid into a special account;
- In each calendar year, a municipality shall spend or allocate at least 60 percent of the monies that are in the special account at the beginning of the year;
- Requirements for annual reporting shall be prescribed; and
- Transitional provisions are set out regarding the D.C. reserve funds and D.C. credits.



Chapter 2

Current Township of Cavan Monaghan Policy



2. Current Township of Cavan Monaghan Policy

2.1 Schedule of Charges

June 22, 2015, the Township of Cavan Monaghan passed By-law 2015-38 under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended on April 3, 2018 via By-law 2018-18 based on updated calculations in the January 31, 2018 Update Study. By-law 2015-38, as amended, will expire on June 22, 2020.

The table below provides the rates currently in effect, as at January 1, 2019.

Table 2-1
Township of Cavan Monaghan
Current D.C. Rates

Service	Residential				Non-Residential		Wind Turbines/ Telecommunications Towers (per unit)	Solar Farms (per sq.ft. of Gross Floor Area of Panels)
	Single & Semi Detached	Multiples	Apartments with ≥ 2 Bedrooms	Apartments with < 2 Bedrooms	per sq.ft.	per sq.ft.		
Township-wide Services					100%	50%		
Services Related to a Highway	3,066	1,992	1,705	1,226	1.32	0.66	3,066	1.32
Fire Protection Services	958	623	533	384	0.51	0.26	958	0.51
Police Services	75	49	42	30	0.03	0.02	75	0.03
Outdoor Recreation Services	1,887	1,227	1,050	755	0.20	0.10	-	-
Indoor Recreation Services	2,949	1,917	1,640	1,179	0.31	0.15	-	-
Library Services	755	492	420	303	0.08	0.04	-	-
Administration Studies	1,536	999	855	615	0.67	0.34	1,536	0.67
Total Township-wide	11,226	7,299	6,245	4,492	3.12	1.57	5,635	2.53
Millbrook Area-specific Services						100%		
Water Services	2,387	1,552	1,327	955	0.68	0.68	-	-
Wastewater Services	6,466	4,203	3,597	2,586	1.84	1.84	-	-
Total Millbrook Area-specific Services	8,853	5,755	4,924	3,541	2.52	2.52	-	-
Total	20,079	13,054	11,169	8,033	5.64	4.09	5,635	2.53

2.2 Services Covered

The following services are covered under By-law 2015-38:

- Services Related to a Highway;
- Fire Protection;
- Police Services;
- Outdoor Recreation;
- Indoor Recreation;
- Library Services;
- Administration Studies;
- Water Services; and
- Wastewater Services.



2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time of building permit issuance and are collected by the Township of Cavan Monaghan Building Department. 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 D.C.A.

2.4 Indexing

Rates shall be indexed annually on January 1st by the percentage change recorded in the average annual Non-Residential Building Construction Price Index produced by Statistics Canada.

2.5 Redevelopment Allowance

As a result of the redevelopment of land, a building or structure existing on the same land within five years prior to the date of payment of D.C.s 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 D.C.s 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 D.C. 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 D.C. 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 D.C.s otherwise payable with respect to the redevelopment.

2.6 Exemptions

The following non-statutory exemptions are provided under By-law 2015-38:

- lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- a public hospital receiving aid under the *Public Hospitals Act, R.S.O. 1990, Chap. P.40*, as amended, or any successor thereof; and
- the development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class.



Chapter 3

Anticipated Development in the Township of Cavan Monaghan



3. Anticipated Development in the Township of Cavan Monaghan

3.1 Requirement of the Act

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

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of Cavan Monaghan will be required to provide services, over a 10-year (late-2019 to late-2029) and a buildout time horizon.

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

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

- Township of Cavan Monaghan Development Charges Background Study, Watson & Associates Economists Ltd., June 5, 2015;
- Official Plan of the Township of Cavan Monaghan (Amendments to January 3, 2018)
- Millbrook Municipal Services Allocation Study, Cambium Inc., July 11, 2018.
- 2006, 2011 and 2016 population, household and employment Census data;
- Historical residential and non-residential building permit data over the 2009 to 2018 period;
- Residential supply opportunities as provided by the Township of Cavan Monaghan; and



Discussions with Township staff regarding anticipated residential and non-residential development in the Township of Cavan Monaghan, and specifically in urban serviced community of Millbrook.

3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A, *Schedule 1*, the Township's population is anticipated to reach approximately 11,330 by late-2029 and 13,420 at buildout, resulting in an increase of 1,720 and 3,810 persons, respectively, over the 10-year and longer-term forecast periods.¹

¹ 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
Household Formation-based Population and Household Projection Model

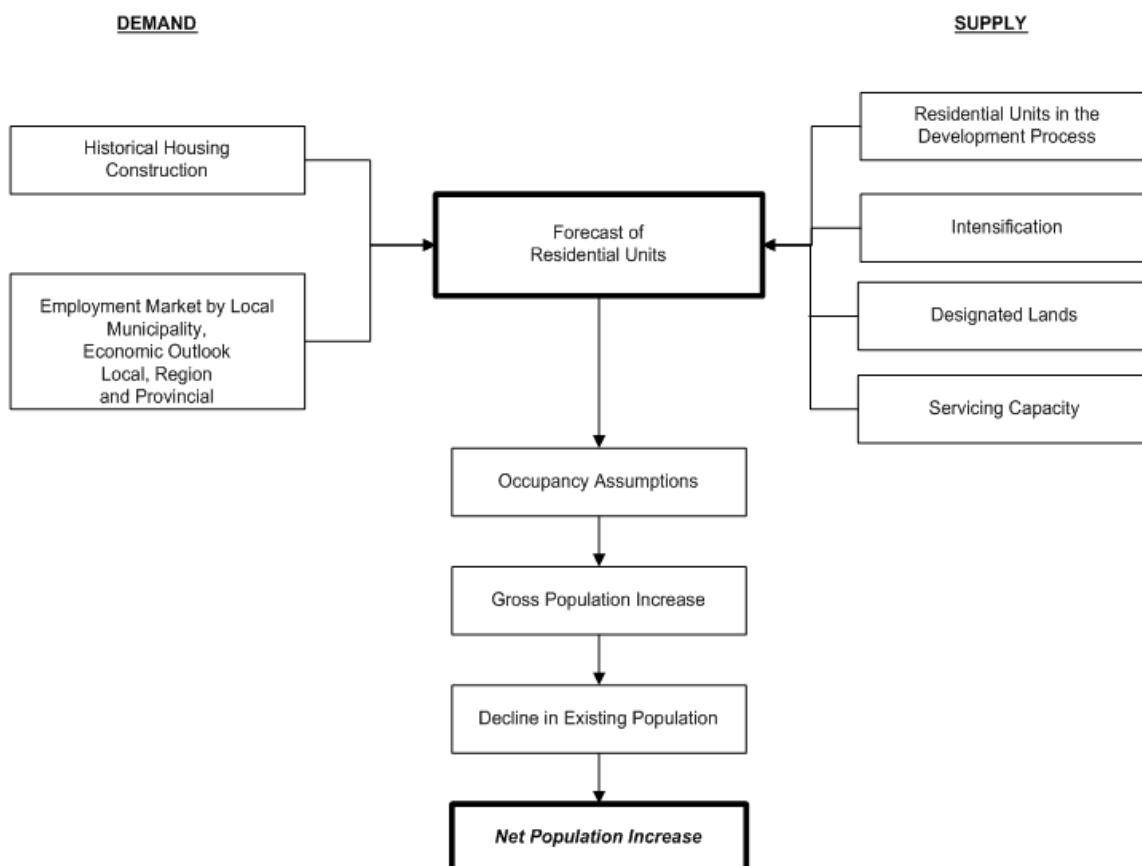




Table 3-1
Township of Cavan Monaghan
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2006	9,190	8,828	208	8,620	2,870	35	100	10	3,015	189	2.928
	Mid 2011	8,950	8,601	211	8,390	2,963	34	89	11	3,097	192	2.777
	Mid 2016	9,190	8,829	209	8,620	3,025	45	110	5	3,185	190	2.772
Forecast	Late 2019	10,000	9,605	228	9,377	3,308	50	114	5	3,477	207	2.762
	Late 2024	10,950	10,520	251	10,269	3,568	118	150	5	3,841	228	2.739
	Late 2029	11,790	11,327	270	11,057	3,803	198	199	5	4,206	245	2.693
	Late 2031	12,030	11,560	274	11,286	3,871	224	216	5	4,315	249	2.679
	Buildout	13,970	13,418	313	13,105	4,330	394	327	5	5,055	285	2.654
Incremental	Mid 2006 - Mid 2011	-240	-227	3	-230	93	-1	-11	1	82	3	
	Mid 2011 - Mid 2016	240	228	-2	230	62	11	21	-6	88	-2	
	Mid 2016 - Late 2019	810	776	19	757	283	5	4	0	292	17	
	Late 2019 - Late 2024	950	915	23	892	260	67	36	0	364	21	
	Late 2019 - Late 2029	1,790	1,722	42	1,680	495	148	86	0	729	38	
	Late 2019 - Late 2031	2,030	1,955	46	1,909	563	173	102	0	838	42	
	Late 2019 - Buildout	3,970	3,813	85	3,728	1,022	343	213	0	1,578	78	

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019

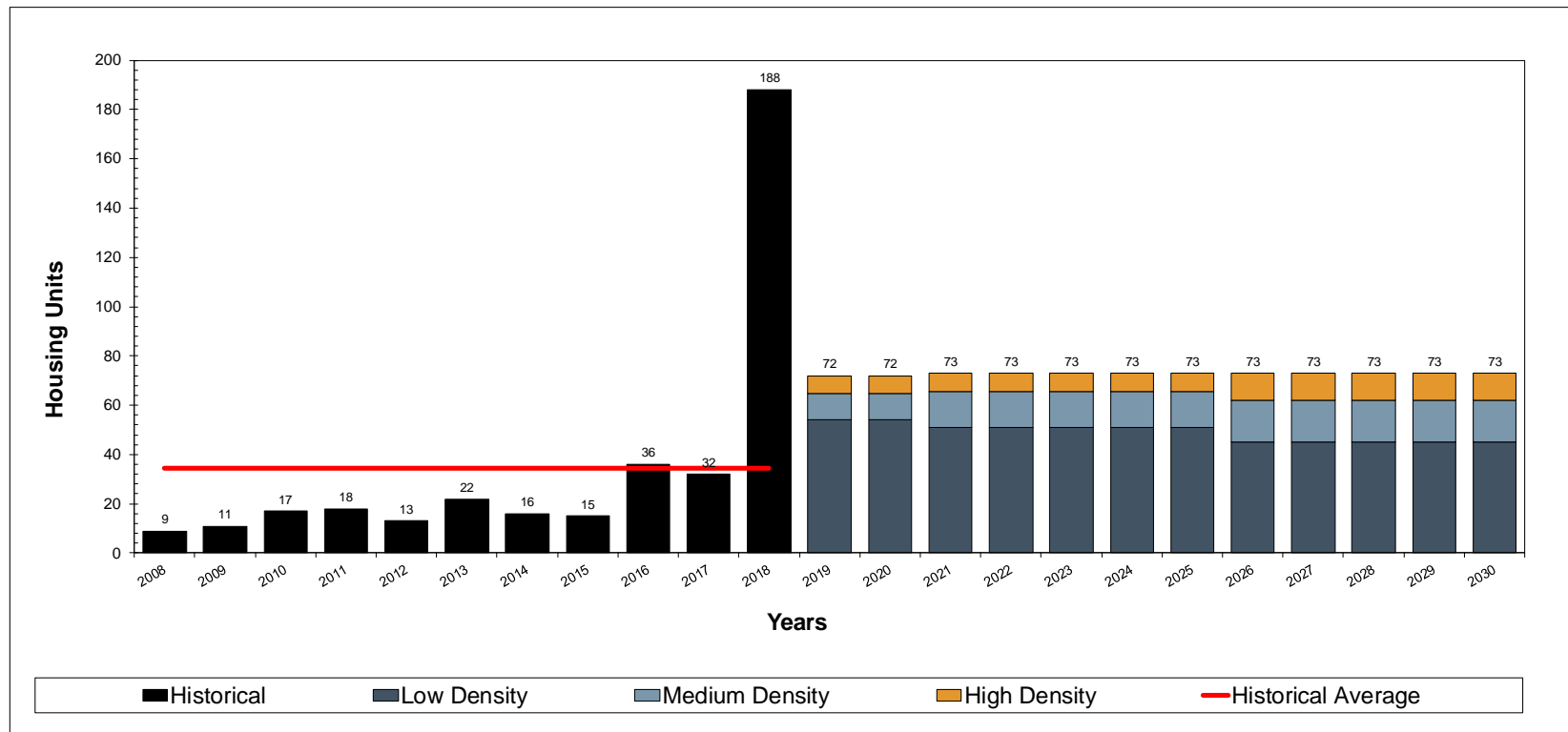
¹ Census undercount estimated at approximately 4.1%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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



Figure 3-2
Township of Cavan Monaghan
Annual Housing Forecast





Provided below is a summary of the key assumptions and findings regarding the Township of Cavan Monaghan 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 building supply data for Millbrook and the total Township (as per Schedule 6), and historical development activity (as per Schedule 7).
- Based on the above indicators, the 2019 to buildout household growth forecast is comprised of a unit mix of 65% low density (single detached and semi-detached), 22% medium density (multiples except apartments) and 13% 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 Cavan Monaghan in the urban serviced area of Millbrook and remaining areas.
- In accordance with forecast demand and available land supply, the percentage of forecast housing growth between 2019 and buildout by development location is summarized below.

Development Location	Percentage of Housing Growth, 2019 to buildout
Urban serviced area of Millbrook ¹	92%
Township of Cavan Monaghan Excluding Millbrook	8%
<i>Township Total</i>	<i>100%</i>

¹ Housing growth in the urban area of Millbrook is based on buildout potential from available wastewater capacity as of May 2019.

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 Cavan Monaghan during the short- and long-term periods is presented on Figure 3-2. Over the 2019 to 2031 forecast period, the Township is anticipated to average approximately 70 new housing units per year.
- Institutional population¹ is anticipated to grow modestly by 46 persons between 2019 to 2031.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedules 8a and 8b 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 20-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.923
 - Medium density: 1.981
 - High density²: 1.550

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

- Existing households for late-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

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

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



households over the 2019 to buildout forecast period is approximately 269 people.

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

- 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.
- 2016 employment data¹ (place of work) for the Township of Cavan Monaghan is outlined in Schedule 10a. The 2016 employment base is comprised of the following sectors:
 - 55 primary (2%);
 - 500 work at home employment (18%);
 - 958 industrial (34%);
 - 873 commercial/population related (31%); and
 - 440 institutional (15%).
- The 2016 employment by usual place of work, including work at home, is approximately 2,800 employees.
- Total employment, including work at home for the Township of Cavan Monaghan is anticipated to reach approximately 3,600 by late-2029 and 4,150 at buildout. This represents an employment increase of 548 for the 10-year forecast period and 1,097 for the buildout forecast period.
- Schedule 10b, Appendix A, summarizes the employment forecast, excluding work at home 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. Accordingly, work at home employees have been removed from the DC employment forecast and calculation.

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



- Total employment for the Township of Cavan Monaghan (excluding work at home employment) is anticipated to reach approximately 2,920 by late-2029 and 3,320 at buildout. This represents an employment increase of 410 and 815 over the 10-year and buildout forecast periods, respectively.

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

- Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
 - 1,600 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.) is anticipated to increase by approximately 385,000 sq.ft. over the 10-year forecast period and 799,000 sq.ft. over the buildout forecast period.¹
- In terms of percentage growth, the 2019 to buildout incremental G.F.A. forecast by sector is broken down as follows:
 1. industrial – 62%;
 2. commercial/population-related – 24%; and
 3. institutional – 14%.

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

- Schedule 10c summarizes the anticipated amount, type and location of non-residential development for Township of Cavan Monaghan by area.
- In accordance with forecast demand and available land supply, the percentage of forecast total non-residential growth between 2019 and buildout by development location is summarized below.

¹ Forecast growth in institutional G.F.A. has been downwardly adjusted to account for institutional development associated with special care facilities.



Development Location	Percentage of Non-Residential G.F.A., 2019 to buildout
Urban serviced area of Millbrook ¹	78%
Township of Cavan Monaghan Excluding Millbrook	22%
<i>Township Total</i>	<i>100%</i>

¹ Employment growth in the urban serviced area of Millbrook is based on buildout potential from current opportunities as of May 2019.



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 subsection 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

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 subsection 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 subsection 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, subsection 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

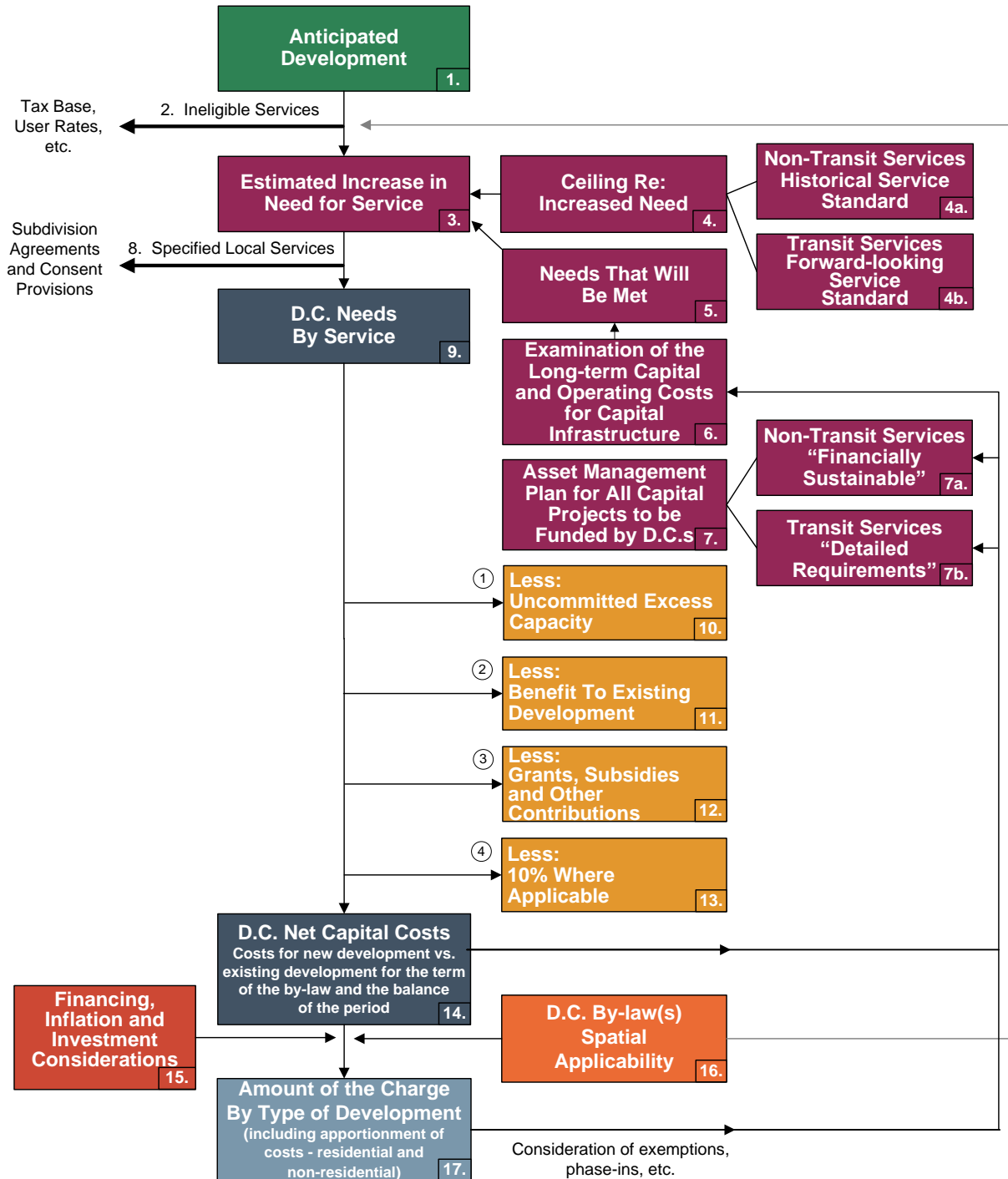




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

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

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
	No	1.4 Local municipal roads	0
	n/a	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 ¹ & facilities	100
	n/a	2.2 Other transit infrastructure	100
	n/a	2.3 Municipal parking spaces - indoor	90
	n/a	2.4 Municipal parking spaces - outdoor	90
	Yes	2.5 Works Yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	90
	n/a	2.8 Airport	90

¹with 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 %
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 ¹	100
	Yes	4.3 Small equipment and gear	100
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
	n/a	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 ¹ 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 ¹	90
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	90
	n/a	7.2 Library vehicles ¹	90
	Yes	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

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
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	Yes	10.1 Treatment plants	100
	Yes	10.2 Sewage trunks	100
	No	10.3 Local systems	0
	No	10.4 Vehicles and equipment ¹	100
11. Water Supply Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Distribution systems	100
	No	11.3 Local systems	0
	No	11.4 Vehicles and equipment ¹	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	12.2 Landfills and other disposal facilities	0
	Yes	12.3 Waste diversion facilities	90
	Yes	12.4 Waste diversion vehicles and equipment ¹	90
13. Police Services	Yes	13.1 Police detachments	100
	No	13.2 Police rolling stock ¹	100
	Yes	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 ¹	90
15. Child Care	n/a	15.1 Child care space	90
	n/a	15.2 Vehicles ¹	90
16. Health	n/a	16.1 Health department space	90
	n/a	16.2 Health department vehicles ¹	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

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
20. Ambulance	n/a n/a	20.1 Ambulance station space 20.2 Vehicles ¹	90 90
21. Hospital Provision	Ineligible	21.1 Hospital capital contributions	0
22. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	22.1 Office space 22.2 Office furniture 22.3 Computer equipment	0 0 0
23. Other Services	Yes Yes	23.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost 23.2 Interest on money borrowed to pay for growth-related capital	 0-100 0-100

¹with a 7+ year lifetime

²same percentage as service component to which it pertains

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.

4.5 Capital Forecast

Paragraph 7 of subsection 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" (subsection 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 section 3). The capital program contained herein reflects the Township's approved and proposed capital budgets and master servicing/needs studies.

4.6 Treatment of Credits

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



avoid a funding shortfall with respect to future service needs. There are no outstanding credit obligations to be included in the D.C. calculations.

4.7 Existing Reserve Funds

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

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

There is no explicit requirement under the D.C.A. calculation method set out in subsection 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 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 Balance by service at December 31, 2018 (adjusted) is shown below:

¹ Reserve balance to be combined with Administration Studies.



Service	Reserve Fund Balance as at December 31, 2018
Services Related to a Highway	\$620,828
Fire Protection Services	\$217,791
Police Services	\$18,607
Indoor & Outdoor Recreation Services	\$1,275,548
Library Services	\$182,164
Administration Studies	\$140,161
Wastewater Services	\$515,184
Water Services	(\$475,330)
Stormwater Services	\$5,016
Total	\$2,499,969

Note: Amounts in brackets are deficit balances.

4.8 Deductions

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 section 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 Municipality over the 10-year period immediately preceding the preparation of the background study...” O.Reg. 82.98 (section 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 subsection 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 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 section 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. 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 (O.Reg. 82/98 section 6).

4.8.5 The 10% Reduction

Paragraph 8 of subsection 5 (1) of the D.C.A. requires that, “the capital costs must be reduced by 10 per cent.” This paragraph does not apply to water supply services, wastewater 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, 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

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 amended 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 7.4.4.

4.10 Allocation of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential



development and between one type of development and another, to arrive at a schedule of charges.

4.11 Asset Management

The new legislation now requires that a D.C. background study must include an asset management plan (subsection 10 (2) c. 2). The asset management plan (A.M.P.) must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches and policies on the asset management planning. This examination has been included in Appendix F.

4.12 Transit

The most significant changes to the Act relate to the transit service. These changes relate to four areas of the calculations, as follows:

- A. Transit no longer requires the statutory 10% mandatory deduction from the net capital cost (subsection 5.2 (i) of the D.C.A.).
- B. The background study requires the following in regard to transit costs (as per subsection 8 (2) of the Regulations):
 - 1. The calculations that were used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
 - 2. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
 - i. the anticipated development over the 10-year period immediately following the preparation of the background study, or
 - ii. the anticipated development after the 10-year period immediately following the preparation of the background study.



3. An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 4. An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development.
 5. An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- C. A new forward-looking service standard (as per subsection 6.1 (2) of the Regulations):
1. The service is a discrete service.
 2. No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
 3. No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- D. A very detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the Regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

The Township does not currently, and in the near future does not intend to, provide transit services. Therefore, the above calculations and reporting requirements are not required.



Chapter 5

D.C.-Eligible Cost Analysis by Service



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

5.1 Introduction

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 subsection 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. Over time, however, Township 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

This section evaluates the development-related capital requirements for all of the “softer” 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 *Indoor and Outdoor Recreation Services*

The Township currently has 73 acres of parkland within its jurisdiction. This parkland consists of 68 acres of community parks, 4 acres of neighbourhood parks, and one acre of parkette space. Over the historical 10-year period the Township has provided an average level of service of 8.4 acres per 1,000 population. The Township has also provided 1.8 amenities and 1.0 km of trails per 1,000 population over the last 10-years. Including parkland development, parkland amenities (e.g. ball diamonds, playground equipment, soccer fields, etc.), and park trails, the level of service provided is approximately \$817 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount of \$1,407,322.



The Township currently utilizes 12 vehicles to service their indoor and outdoor recreation facilities. Over the historical 10-year period, the Township provided an average level of service of 1.4 vehicles per 1,000 population which equates to an average level of investment of \$49 per capita. Based on the anticipated growth over the forecast period, the Township is eligible to collect \$84,447 from D.C.s for vehicles and equipment.

With respect to recreation facilities, the Township provides services from three facilities amounting to a total of 52,370 sq.ft. of space. The average historical level of service for the previous ten years has been approximately 5.98 sq.ft. of space per capita or an investment of \$1,395 per capita. Based on this service standard, the Township would be eligible to collect \$2,401,914 from D.C.s for facility space.

For indoor and outdoor recreation services, the total eligible D.C. recoverable amount is \$3,893,683.

The Township has provided a provision for trail development throughout the municipality, a gym renovation, and the community centre (and related works). The gross capital cost of these projects is \$19.71 million, with \$11.52 million benefiting existing development and \$601,000 benefiting growth post-2028. Additionally, it is anticipated that there will be \$600,000 raised through fundraising efforts and \$1,478,000 will be funded from other sources. Further, a deduction in the amount of \$1,275,548 has been made to reflect the balance in the D.C. reserve fund. Therefore, the net growth capital cost after the mandatory 10% deduction is \$3,567,892. This amount has been included in the D.C. calculations.

While indoor and outdoor recreation service usage is predominately residential based, there is some use of the space by non-residential users. To acknowledge this use, the growth-related capital costs have been allocated 95% residential and 5% non-residential.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan

Service: Indoor and Outdoor Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less: Other (e.g. 10% Statutory Deduction)	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											95%	5%
1	Provision for Trails Development	2019-2028	340,000	-		340,000	-		340,000	34,000	306,000	290,700	15,300
2	Community Centre Playground & Land Development	2019-2028	223,900	-		223,900	-	123,600	100,300	10,030	90,270	85,757	4,514
3	Gym Renovation	2024-2028	566,000	-		566,000	377,300		188,700	18,870	169,830	161,339	8,492
4	Community Centre/Arena	2019-2020	17,400,000	563,000		16,837,000	10,440,000	2,078,000	4,319,000	431,900	3,887,100	3,692,745	194,355
5	Community Centre/Arena Furniture, Fixtures, and Equipment	2019-2020	600,000	19,000		581,000	360,000		221,000	22,100	198,900	188,955	9,945
6	Community Centre - Financing Costs	2019-2020	579,000	19,000		560,000	347,400		212,600	21,260	191,340	181,773	9,567
	Reserve Fund Adjustment						1,275,548		(1,275,548)		(1,275,548)	(1,211,771)	(63,777)
	Total		19,708,900	601,000	-	19,107,900	12,800,248	2,201,600	4,106,052	538,160	3,567,892	3,389,497	178,395



5.2.2 Library Services

The Township provides library services from two facilities which total 8,170 sq.ft. in library space. Over the past ten years, the average level of service was 0.93 sq.ft. of space per capita or an investment of \$291 per capita. Based on the service standard over the past ten years, the Township would be eligible to collect a total of \$500,809 from D.C.s for library facilities.

Based on the anticipated growth over the 10-year forecast period, a provision for additional library space has been provided in the amount of \$500,000. As this is a provision, no deductions have been made (other than the mandatory 10% deduction), however, when growth-related capital projects are funded, the appropriate benefit to existing and post-period benefit deductions will be made at that time. This provisional amount, after the 10% mandatory deduction is \$450,000. This amount has been included in the D.C. calculations.

The Township has an inventory of library collection items with a total replacement cost of approximately \$1 million. These collection items include various materials including books, public computers and tablets, and electronic resources as well as subscriptions. Over the past ten years, the average level of service was 3.73 collection items per capita or an investment of \$109 per capita. Based on this service standard, the Township would be eligible to collect approximately \$187,216 from D.C.s for library collection items (over the 10-year period).

Based on the anticipated growth over the 10-year forecast period, the Township has identified the need for a provision for additional library materials to service growth, a subscription for streaming services and a movie license subscription. The total gross capital cost for these items is \$187,000. After the 10% mandatory deduction, the net growth-related amount included in the D.C. calculations is \$168,300.

While library usage is predominately residential based, there is some use of the facilities by non-residential users, for the purpose of research. To acknowledge this use, the growth-related capital costs have been allocated 95% residential and 5% non-residential.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan
Service: Library Facilities

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	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											95%	5%
1	Provision for Library Additional Space	2019-2028	500,000	-		500,000	-		500,000	50,000	450,000	427,500	22,500
	Total		500,000	-	-	500,000	-	-	500,000	50,000	450,000	427,500	22,500

Note: the provision above is in addition to the reserve fund balance of \$182,164



Service: Library Materials

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5.2.3 Administration

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township capital works program. 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 such studies as the following:

Engineering-related:

- Fire master plan; and
- Development charge studies.

The cost of these studies totals \$106,600. A deduction in the amount of \$44,614 has been made to reflect the balance in the reserve fund, prorated for the share of the D.C. costs associated with engineering-related studies. The net growth-related capital cost, after the mandatory 10% deduction is \$56,326. This amount has been included in the D.C. calculations.

Community Benefit-related:

- Downtown Millbrook studies;
- Parks and recreation master plan;
- Official plan update;
- Trails master plan;
- Zoning by-law review;
- Development impact model; and
- Employment Lands Strategy.

The cost of these studies totals \$412,100, of which \$171,900 is attributable to existing benefit. A deduction in the amount of \$95,547 has been made to reflect the balance in the reserve fund, prorated for the share of the D.C. costs associated with community benefit-related studies. The net growth-related capital cost, after the mandatory 10% deduction is \$120,633. This amount has been included in the D.C. calculations.

Costs for all studies have been allocated 80% residential and 20% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan

Service: Administration Studies - Engineering-related

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	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											81%	19%
1	Development Charges Study	2019	28,300	-		28,300	-		28,300	2,830	25,470	20,631	4,839
2	Fire Master Plan	2019	50,000	-		50,000	-		50,000		50,000	40,500	9,500
3	Development Charge Study	2024	28,300	-		28,300	-		28,300	2,830	25,470	20,631	4,839
	Reserve Fund Adjustment						44,614		(44,614)		(44,614)	(36,137)	(8,477)
	Total		106,600	-	-	106,600	44,614	-	61,986	5,660	56,326	45,624	10,702



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan

Service: Administration Studies - Community Benefit-related

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	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											81%	19%
1	Downtown Millbrook Parking Lot Study	2019	28,300	-		28,300	7,100		21,200	2,120	19,080	15,455	3,625
2	Parks and Recreation Master Plan	2020	56,600	-		56,600	18,900		37,700	3,770	33,930	27,483	6,447
3	OP Update	2020	56,600	-		56,600	14,200		42,400	4,240	38,160	30,910	7,250
4	Downtown Millbrook Revitalization Update	2022	45,300	-		45,300	34,000		11,300	1,130	10,170	8,238	1,932
5	Trails Master Plan	2021	45,300	-		45,300	22,700		22,600	2,260	20,340	16,475	3,865
6	Zoning By-law Review	2022	100,000	-		100,000	75,000		25,000	2,500	22,500	18,225	4,275
7	Development Impact Model	2019-2020	30,000	-		30,000	-		30,000	3,000	27,000	21,870	5,130
8	Employment Lands Strategy	2019	50,000	-		50,000	-		50,000	5,000	45,000	36,450	8,550
	Reserve Fund Adjustment						95,547		(95,547)		(95,547)	(77,393)	(18,154)
	Total		412,100	-	-	412,100	267,447	-	144,653	24,020	120,633	97,712	22,920



5.3 Service Levels and Buildout Capital Costs for Cavan Monaghan's D.C. Calculation

This section evaluates the development-related capital requirements for those services with buildout capital costs.

5.3.1 *Services Related to a Highway*

Roads

Cavan Monaghan owns and maintains 231 km of gravel, surface treated, and asphalt roads. The total replacement cost of Township roads is approximately \$119 million. Based on the average level of service provided over the historical 10-year period, the Township provided an average level of investment of \$13,528 per capita, resulting in a D.C.-eligible recovery amount of approximately \$51.57 million over the buildout forecast period. Additionally, the Township has provided an average level of service of \$240 per capita for sidewalks, and \$85 per capita for streetlights. This level of investment provides a D.C.-recoverable amount of \$1.24 million.

In total the D.C.-recoverable amount for Services Related to a Highway - Roads equals \$52,808,780.

With respect to future needs, the Township has identified a total gross capital cost of \$5.43 million. The capital projects include various works related to adding capacity to the highway system including road improvements/expansions, intersection improvements, additional sidewalks, streetlights, and modifications. A deduction for existing benefit of \$208,560 has been made, along with a deduction of \$400,000 for works that are a direct responsibility of the developer. A further deduction in the amount of \$620,828 has been made to reflect the balance in the D.C. reserve fund. The resulting D.C.-eligible amount of \$4,197,112 has been included in the D.C. calculations for recovery over the buildout forecast period.

The D.C. eligible costs have been shared between residential and non-residential development based on the ratio of anticipated population to employment growth over the buildout forecast period. This results in 82% of the costs allocated to residential development and 18% to non-residential development.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan

Service: Services Related to a Highway - Roads

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 82%	Non-Residential Share 18%
	2019-Buildout										
1	Upgrade Whitfield Road	2025	585,900	-		585,900	-		585,900	480,438	105,462
2	Upgrade Bartlett Road	2026	585,900	-		585,900	-		585,900	480,438	105,462
3	Syer Line (7 kms)	2022	891,800	-		891,800	-		891,800	731,276	160,524
4	Sharpe Line West Cty rd 10 West	2021	371,600	-		371,600	-		371,600	304,712	66,888
5	Millbrook Sidewalks	2019-2020	113,300	-		113,300	-		113,300	92,906	20,394
6	Reconstruction of Wing and Banks Streets from King St. to East Limit (390m)	2020-2025	557,400	-		557,400	-		557,400	457,068	100,332
7	Turner Street Reconstruction from King St. to North Limit (150m)	2020-2025	283,200	-		283,200	-		283,200	232,224	50,976
8	Century Boulevard	2022-2026	100,000	-		100,000	-		100,000	82,000	18,000
9	Brookside to Municipal Building Sidewalk	2019	90,600	-		90,600	9,060		81,540	66,863	14,677
10	Urbanization of Fallis Line - County Road 10 Westerly	2020-2021	500,000	-		500,000	-	400,000	100,000	82,000	18,000
11	Morton Line - Dranoel Road to County Road 10	2019-2023	135,900	-		135,900	-		135,900	111,438	24,462
12	Streetlighting Upgrades County Roads	2019-2021	135,900	-		135,900	-		135,900	111,438	24,462
13	Fallis Line East of County Road 10 (Oversizing component only)	2023-2025	450,000	-		450,000	45,000		405,000	332,100	72,900
14	Fallis Line to Tapley Quarter Line (Oversizing component only)	2023-2025	225,000	-		225,000	110,000		115,000	94,300	20,700
15	Centre Street Urbanization from Union Street Westerly	2024-2026	110,000			110,000	27,500		82,500	67,650	14,850
16	Sidewalk on County Road 10 from Municipal Office to Larmer Line	2025-2030	120,000			120,000	12,000		108,000	88,560	19,440
17	Streetlights on County Road 10 from Municipal Office to Larmer Line	2025-2030	120,000			120,000	-		120,000	98,400	21,600
18	Sidewalk and Boulevard on King Street Easterly to old Standpipe	2028-2030	50,000	-		50,000	5,000		45,000	36,900	8,100
	Reserve Fund Adjustment						620,828		(620,828)	(509,079)	(111,749)
	Total		5,426,500	-	-	5,426,500	829,388	400,000	4,197,112	3,441,632	755,480



Public Works Facilities, Fleet & Equipment

The Township currently operates their Public Works service out of 9,550 sq.ft. of building area. Over the past 10-years, the Township has provided an average level of service of 1.36 sq.ft. per capita or \$215 per capita. This level of service provides the Township with a maximum D.C.-eligible amount of \$817,979 for recovery over the buildout forecast period.

The Public Works Department has a variety of vehicles and major equipment with a total replacement cost of approximately \$4.22 million. Based on the average level of service provided over the previous 10-year period, the Township has provided a per capita standard of \$465. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is \$1,772,504.

In total, the D.C. eligible amount for services related to a highway – public works is \$2,590,483.

The Township has identified the need for a new depot at the Cavan Works Yard, an additional tandem dump/plow, and a rubber tire backhoe. The total gross capital cost of these capital projects is \$2,507,000. A deduction of \$1,286,000 has been made to recognize the share of the depot that benefits existing development. The total net growth-related capital costs included in the D.C. calculations is \$1,221,000.

The D.C. eligible costs have been shared between residential and non-residential development based on the ratio of anticipated population to employment growth over the buildout forecast period. This results in 82% of the costs allocated to residential development and 18% to non-residential development.



Service: Services Related to a Highway - Public Works

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5.3.2 Police Services

Until 2016, Cavan Monaghan contracted police services to the Ontario Provincial Police, which utilized 875 sq.ft. of space in the old Millbrook school. Beginning in 2016, the Township began contracting police services from the City of Peterborough. The City of Peterborough Police currently utilize approximately 50 sq.ft. of office space in the Township municipal building. Over the previous 10-year period, the Township has provided an average level of investment of \$21 per capita. This level of investment, when applied to the anticipated growth over the forecast period, results in a D.C. eligible amount of \$80,853.

Additionally, the Township provided funding for police equipment and gear until 2016. The Township's current contract with the City provides an annual capital component of approximately \$61,000. Over the historical 10-year period the Township has provided an investment \$10 per capita. This level of investment results in a D.C. eligible amount of \$37,396.

In total for police services, the D.C. eligible amount for recovery over the buildout forecast period is \$118,248.

Based on the anticipated growth over the buildout forecast period, a provision for additional capital contract costs has been provided in the amount of \$118,200. This provisional amount is in addition to the reserve fund balance of \$18,607. As this is a provision, no deductions have been made, however, when growth-related capital projects are funded, the appropriate benefit to existing and post-period benefit deductions will be made at that time. This provisional amount has been included in the D.C. calculations.

The costs for police service are shared 82%/18% between residential and non-residential development based on the population to employment ratio over the buildout forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan
Service: Police Services

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 82%	Non-Residential Share 18%
	2019-Buildout										
1	Provision for Additional Capital Contract Costs	2019-2038	118,200	-		118,200	-		118,200	96,924	21,276
	Total		118,200	-	-	118,200	-	-	118,200	96,924	21,276

Note: The provision above is in addition to the reserve fund balance of \$18,607



5.3.3 Fire Protection Services

Cavan Monaghan currently operates its fire services from two stations with a total amount of space of 8,290 sq.ft. Based on the average level of service provided over the historical 10-year period (0.92 sq.ft. per capita), the Township has provided an average level of investment of \$270 per capita. The fire department has a current inventory of 10 vehicles with a total replacement cost of approximately \$2.23 million. Based on the historical average level of service, the Township has provided an average level of investment of \$244 per capita for fire vehicles. Additionally, the fire department utilizes equipment and gear with a total replacement cost of approximately \$1.44 million. The Township has provided an average level of service of \$137 per capita. For fire stations, vehicles, and equipment and gear, the total level of investment provided by the Township was \$650 per capita. This provides for a D.C.-eligible amount over the forecast period of \$2,479,363 for fire services.

Based on growth-related needs, the fire department has identified the need for a new fire hall #1 to replace the existing station #1 at a total gross capital cost of approximately \$5,000,000. This new station is anticipated to be approximately 8,700 sq.ft. and will be replacing approximately 3,600 sq.ft. of space. This results in a benefit to existing deduction of 26% or \$1,315,000. A post-period benefit deduction of \$1,228,000 has been applied to recognize the share of the costs that benefit growth outside of the forecast period. The Township has also identified the need for 10 new S.C.B.A.s at a total gross capital cost of \$100,000. Further, the fire master plan identified the need for additional fire vehicles to accommodate growth, however, no specific capital items were identified. As a result, a provision for additional vehicles has been provided in the amount of \$150,000. A deduction of \$217,791 has been applied to the capital program to recognize the balance in the reserve fund. The total net growth-related capital cost included in the D.C. calculations is \$2,479,209.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 82% being allocated to residential development and 18% being allocated to non-residential development.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan
Service: Fire Services

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 82%	Non-Residential Share 18%
	2019-Buildout										
1	New Firehall Number 1 (Millbrook)	2020-2025	4,990,000	1,228,000		3,762,000	1,315,000		2,447,000	2,006,540	440,460
2	Provision for Additional Vehicles	2019-2038	150,000	-		150,000	-		150,000	123,000	27,000
3	SCBAs (x10)	2019-2038	100,000	-		100,000	-		100,000	82,000	18,000
	Reserve Fund Adjustment						217,791		(217,791)	(178,589)	(39,202)
	Total		5,240,000	1,228,000	-	4,012,000	1,532,791	-	2,479,209	2,032,951	446,258



5.4 Service Levels and Urban Buildout Capital Costs for Cavan Monaghan's D.C. Calculation

This section evaluates the development-related capital requirements for those services with urban buildout capital costs.

5.4.1 Water Services

Based on anticipated growth over the forecast period, the Township has identified the need for watermain on Duke Street and King Street, as well as a watermain extension from Fallis Line across County Road 10. In addition, the Township has issued debt for recently constructed growth-related water and wastewater projects. The total debt was issued for approximately \$4.85 million, of which 22% relates to water and 78% relates to wastewater. This debt was issued over a 20-year period at 3.15% interest. The outstanding growth-related principal and discounted growth-related interest costs have been included in the calculations. The total cost of the debt payments and the capital projects equates to approximately \$1.45 million. Further, \$475,330 has been added to the calculations for recovery of the deficit in the reserve fund. In total, the gross capital costs are identified at \$1,922,656. As the debt relates to the growth-related portion only and the capital projects reflect only the growth-related costs, no benefit to existing deduction is required. Therefore, the total net growth-related capital cost included in the D.C. calculations is \$1,922,656.

The D.C. eligible costs have been shared 90%/10% between residential and non-residential development based on the servicing capacity of the plants in the Township.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan

Service: Water Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2019-Urban Buildout									90%	10%
1	Outstanding Debt - Growth-related Principal	2019-2037	887,760	-		887,760	-	-	887,760	798,984	88,776
2	Outstanding Debt - Discounted Growth-related Interest	2019-2037	334,566	-		334,566	-	-	334,566	301,110	33,457
3	Duke Street from King Street Southwards	2025-2030	150,000	-		150,000	-	-	150,000	135,000	15,000
4	King Street from Queen Street to IO Property	2025-2030	50,000	-		50,000	-	-	50,000	45,000	5,000
5	Watermain Extension - Fallis Line across County Road 10	2025-2030	25,000	-		25,000	-	-	25,000	22,500	2,500
	Reserve Fund Adjustment		475,330	-		475,330	-	-	475,330	427,797	47,533



5.4.2 Wastewater Services

Based on anticipated growth over the forecast period, the Township has identified the need for sanitary trunk works, the sewer relining program, related studies, infiltration solutions, a pump station and forcemain, sanitary sewer oversizing for Nina Court, and sanitary mains for Duke Street and King Street. In addition, as noted in the previous section, the Township has issued debt for recently constructed growth-related water and wastewater projects. The total debt was issued for approximately \$4.85 million, of which 22% relates to water and 78% relates to wastewater. This debt was issued over a 20-year period at 3.15% interest. The outstanding growth-related principal and discounted growth-related interest costs have been included in the calculations. The total cost of the debt payments and the capital projects equates to approximately \$6.59 million. A deduction in the amount of \$720,000 has been made to reflect the share of the sewer relining program that benefits existing development. A further deduction in the amount of \$515,184 has been made to reflect the balance in the reserve fund. The resulting net growth-related capital cost included in the D.C. calculations is \$5,358,519.

The D.C. eligible costs have been shared 90%/10% between residential and non-residential development based on the servicing capacity of the plants in the Township.



Infrastructure Costs Included in the Development Charges Calculation

Township of Cavan Monaghan
Service: Wastewater Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
										90%	10%
2019-Urban Buildout											
1	Outstanding Debt - Growth-related Principal	2019-2037	3,147,513	-		3,147,513	-	-	3,147,513	2,832,761	314,751
2	Outstanding Debt - Discounted Growth-related Interest	2019-2037	1,186,190	-		1,186,190	-	-	1,186,190	1,067,571	118,619
3	Sanitary Sewer Trunk (East of County Road 10)	2023-2025	200,000	-		200,000	-	-	200,000	180,000	20,000
4	Sewer Relining Program	2019-2022	900,000	-		900,000	720,000	-	180,000	162,000	18,000
5	Cambium Studies	2019-2025	100,000	-		100,000	-	-	100,000	90,000	10,000
6	Infiltration Solutions	2019-2025	100,000	-		100,000	-	-	100,000	90,000	10,000
7	Pump Station and Forcemain between property north of Municipal Office and Larmer Line	2025-2028	500,000	-		500,000	-	-	500,000	450,000	50,000
8	Duke Street from King Street Southwards	2025-2030	250,000	-		250,000	-	-	250,000	225,000	25,000
9	King Street from Queen Street to IO Property	2025-2030	100,000	-		100,000	-	-	100,000	90,000	10,000
10	Nina Court Extension Sanitary Sewer Oversizing	2025-2030	110,000	-		110,000	-	-	110,000	99,000	11,000
	Reserve Fund Adjustment						515,184		(515,184)	(463,666)	(51,518)
						</					



Chapter 6

D.C. Calculations



6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C.s to be imposed for infrastructure services based upon an urban buildout time horizon (wastewater, and water). Table 6-2 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a buildout planning horizon. Table 6-3 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 10-year planning horizon

The calculation for residential development is generated on a per capita basis and is based upon five forms of housing types (singles and semi-detached, apartments 2+ bedrooms, apartments bachelor and 1 bedroom, all other multiples and special care/special dwelling units). The non-residential D.C. has been calculated on a per sq.ft. of gross floor area basis for all types of non-residential development (industrial, commercial and institutional).

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

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible D.C. cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 5) to calculate the charges in Tables 6-1, 6-2 and 6-3.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of gross floor area.

Table 6-4 summarizes the total D.C. that is applicable for municipal-wide services and Table 6-5 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the 5-year life of the by-law.



Table 6-1
Township of Cavan Monaghan
Development Charge Calculation
2019 to Urban Buildout

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1. <u>Wastewater Services</u>	\$	\$	\$	\$
1.1 Treatment plants & Sewers	4,822,667	535,852	3,877	0.86
	4,822,667	535,852	3,877	0.86
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	1,730,391	192,266	1,391	0.31
	1,730,391	192,266	1,391	0.31
TOTAL	\$6,553,058	\$728,118	\$5,268	1.17
D.C.-Eligible Capital Cost	\$6,553,058	\$728,118		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	3,636	620,300		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,802.27	\$1.17		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.923	\$5,268		
Apartments - 2 Bedrooms +	1.848	\$3,331		
Apartments - Bachelor and 1 Bedroom	1.135	\$2,046		
Other Multiples	1.981	\$3,570		
Special Care/Special Dwelling Units	1.100	\$1,982		



Table 6-2
Township of Cavan Monaghan
Development Charge Calculation
2019 to Buildout

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads	3,441,632	755,480	2,518	0.95
3.2 Public Works Facilities and Fleet	1,001,220	219,780	732	0.28
	4,442,852	975,260	3,250	1.23
4. <u>Fire Protection Services</u>				
4.1 Fire facilities, vehicles & equipment	2,032,951	446,258	1,487	0.56
	2,032,951	446,258	1,487	0.56
5. <u>Police Services</u>				
5.1 Police facilities, vehicles and equipment	96,924	21,276	71	0.03
	96,924	21,276	71	0.03
TOTAL	\$6,572,727	\$1,442,794	\$4,808	\$1.82
D.C.-Eligible Capital Cost	\$6,572,727	\$1,442,794		
Buildout Gross Population/GFA Growth (sq.ft.)	3,996	799,100		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,644.83	\$1.81		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.923	\$4,808		
Apartments - 2 Bedrooms +	1.848	\$3,040		
Apartments - Bachelor and 1 Bedroom	1.135	\$1,867		
Other Multiples	1.981	\$3,258		
Special Care/Special Dwelling Units	1.100	\$1,809		



Table 6-3
Township of Cavan Monaghan
Development Charge Calculation
2019 to 2028

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
6. <u>Indoor & Outdoor Recreation Services</u>	\$	\$	\$	\$
6.1 Parkland development, amenities, trails, vehicles & equipment, and recreation facilities	3,389,497	178,395	5,291	0.46
	3,389,497	178,395	5,291	0.46
7. <u>Library Services</u>				
7.1 Library facilities	427,500	22,500	667	0.06
7.2 Library materials	159,885	8,415	250	0.02
	587,385	30,915	917	0.08
8. <u>Administration</u>				
8.1 Administration Studies - Engineering-related	45,624	10,702	71	0.03
8.2 Administration Studies - Community Benefit-related	97,712	22,920	153	0.06
	143,337	33,622	224	0.09
TOTAL	\$4,120,219	\$242,932	\$6,432	\$0.63
D.C.-Eligible Capital Cost	\$4,120,219	\$242,932		
10-Year Gross Population/GFA Growth (sq.ft.)	1,872	384,900		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,200.97	\$0.63		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.923	\$6,433		
Apartments - 2 Bedrooms +	1.848	\$4,067		
Apartments - Bachelor and 1 Bedroom	1.135	\$2,498		
Other Multiples	1.981	\$4,360		
Special Care/Special Dwelling Units	1.100	\$2,421		



Table 6-4
Township of Cavan Monaghan
Development Charge Calculation
Total All Services

	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Urban-wide Services Build out	6,553,058	728,118	5,268	1.17
Municipal-wide Services Buildout	6,572,727	1,442,794	4,808	1.82
Municipal-wide Services 10 Year	4,120,219	242,932	6,432	0.63
TOTAL	17,246,004	2,413,843	16,508	3.62



Table 6-5
Township of Cavan Monaghan
Gross Expenditures and Sources of Revenue Summary for Costs to be Incurred Over the Life of the By-law

Service	Total Gross Cost	Sources of Financing						
		Tax Base or Other Non-D.C. Source				Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding	Legislated Reduction		Residential	Non-Residential
1. Wastewater Services								
1.1 Treatment plants & Sewers	2,183,305	-	720,000	-	-	-	1,316,975	146,331
2. Water Services								
2.1 Treatment, storage and distribution systems	321,665	-	-	-	-	-	289,498	32,166
3. Services Related to a Highway								
3.1 Roads	3,064,500	-	60,727	400,000	-	-	2,135,094	468,679
3.2 Public Works Facilities and Fleet	2,507,000	-	1,286,000	-	-	-	1,001,220	219,780
4. Fire Protection Services								
4.1 Fire facilities, vehicles & equipment	3,389,167	-	876,667	-	-	818,667	1,388,943	304,890
5. Police Services								
5.1 Police facilities, vehicles and equipment	29,550	-	-	-	-	-	24,231	5,319
6. Indoor & Outdoor Recreation Services								
6.1 Parkland development, amenities, trails, vehicles & equipment	18,860,950	-	11,147,400	2,139,800	497,275	601,000	4,251,701	223,774
7. Library Services								
7.1 Library facilities	250,000	-	-	-	25,000	-	213,750	11,250
7.2 Library materials	105,500	-	-	-	10,550	-	90,203	4,748
8. Administration								
8.1 Administration Studies - Engineering-related	78,300	-	-	-	2,830	-	61,131	14,339
8.2 Administration Studies - Community Benefit-related	412,100	-	171,900	-	24,020	-	175,106	41,074
Total Expenditures & Revenues	\$31,202,037	\$0	\$14,262,693	\$2,539,800	\$559,675	\$1,419,667	\$10,947,852	\$1,472,350



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

Subsection 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.

Subsection 5 (6) establishes the following restrictions on the rules:

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

With respect to “the rules,” section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 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; however, there are items under consideration at this time and these may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- the Township uses a uniform Township-wide D.C. calculation for all municipal services except water and wastewater;
- water and wastewater services be imposed in the Millbrook Area of the Township; and
- one municipal D.C. by-law be used for all services.

7.3 D.C. By-law Rules

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

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

7.3.1 Payment in any Particular Case

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

- “(a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the Planning Act;
- (b) the approval of a minor variance under section 45 of the Planning Act;
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;
- (d) the approval of a plan of subdivision under section 51 of the Planning Act;
- (e) a consent under section 53 of the Planning Act;
- (f) the approval of a description under section 9 of the Condominium Act, 1998; or
- (g) the issuing of a permit under the Building Code Act, 1992 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 based on the amount of square feet of gross floor area constructed for eligible uses (i.e. industrial, commercial and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for administration, the costs have been based on a population vs. employment growth ratio (81%/19%) for residential and non-residential, respectively) over the 10-year forecast period;
 - for indoor and outdoor recreation and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway, fire, and police services, an 82% residential/18% non-residential attribution has been made based on a population vs. employment growth ratio over the buildout forecast period; and
 - for water and wastewater services a 90% residential/10% non-residential allocation has been made based on the servicing capacity of the plants in the Township.

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 credit is allowed only where, as a result of the redevelopment of land, a building or structure existing on the same land within five years 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.

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, section 1) of the building; for industrial building additions which exceed 50% of the existing gross floor area, only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board or Board of Education (section 3);
- residential development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O.Reg. 82/98).

b) Non-statutory exemptions:

- lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- a public hospital receiving aid under the *Public Hospitals Act*, R.S.O. 1990, Chap. P.40, as amended, or any successor thereof; and
- the development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class



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 the first permit of 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

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2020 and each January 1 thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)¹ for the most recent year-over-year period.

7.3.8 The Applicable Areas

The charges developed herein provide for varying charges within the Township, as follows:

- all municipal-wide services – the full residential and non-residential charge will be imposed on all lands within the Township; and
- water and wastewater – the full residential and non-residential charge will be imposed on the Millbrook urban area.

¹ O.Reg. 82/98 referenced “The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007” as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O.Reg. 82/98 to ensure traceability should this index continue to be modified over time.



7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Township's D.C. collections are currently reserved in nine separate reserve funds: services related to a highway, fire protection services, police services, outdoor recreation services, indoor recreation services, library services, administration, water services, and wastewater services. Appendix D outlines the reserve fund policies that the Township is required to follow as per the D.C.A.

7.4.2 By-law In-force Date

A by-law under the D.C.A. comes into force on the day after which the by-law is passed by Council.

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 section 11 of O.Reg. 82/98).

7.4.4 Area Rating

As noted earlier, Bill 73 has introduced two new sections where Council must consider the use of area specific charges:

1. Section 2 (9) of the Act now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific municipalities which are to be regulated (note that at this time, no municipalities or services are prescribed by the Regulations).
2. Section 10 (2) c.1 of the D.C.A. requires that "the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas."



In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area-rated. The second item requires Council to consider the use of area-rating.

At present, the Township's by-law provides for area-rating of water and wastewater services. All other Township services are recovered based on a uniform, Township-wide basis. There have been several reasons why area-rating has not been imposed on those services including:

1. All Township services, with the exception of water, wastewater and stormwater, require that the average 10-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper ceiling on the amount of funds which can be collected from all developing landowners. Section 4 (4) of O.Reg. 82/98 provides that "...if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality." Put in layman terms, the average service standard multiplied by the growth within the specific area, would establish an area specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.
2. Extending on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Township-wide approach to an area specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The development charges would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.
3. Many services which are provided (roads, parks, recreation facilities, library) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Township will be used by residents from all areas depending on the programming of the facility (i.e. a public



skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

For the reasons noted above, it is recommended that Council continue the D.C. approach to calculate the charges for water and wastewater services on an area-specific basis and the charges for all other services on a uniform Township-wide basis.

7.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;”

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies and other contributions;”

“Continue the D.C. approach to calculate the charges on a uniform Municipal-wide basis for all services, except water and wastewater, and on a uniform urban-area basis for water and wastewater services;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated June 28, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated June 28, 2019, as amended (if applicable);”

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

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



Chapter 8

By-law Implementation



8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 8.1.2), as well as the optional, informal consultation process (section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.1.4 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

8.1.2 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.)).

8.1.3 Other Consultation Activity

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

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



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

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

8.2 Anticipated Impact of the Charge on Development

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

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



8.3 Implementation Requirements

8.3.1 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.

8.3.2 Notice of Passage

In accordance with section 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;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items which the notice must cover.

8.3.3 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 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.

8.3.4 Appeals

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

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

8.3.5 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.



8.3.6 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.

8.3.7 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.

8.3.8 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 section 51 or section 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.”

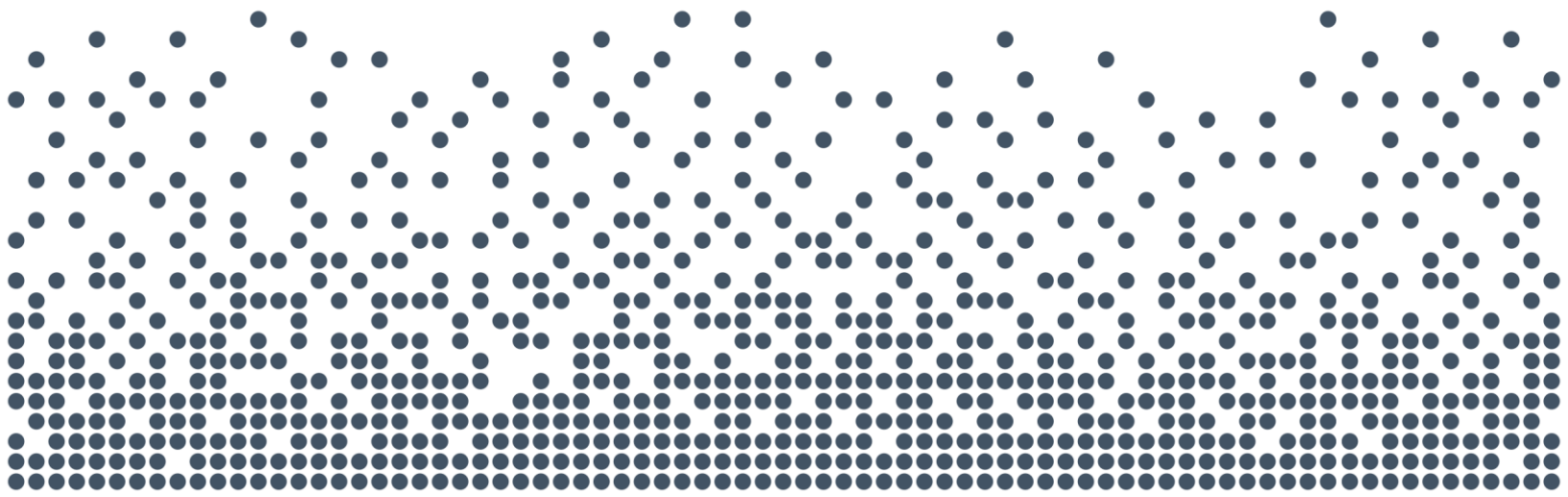


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the Planning Act, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s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

In this regard, if the Township 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 Township D.C.s related to the site.

If the Township 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



Appendix A: Background Information on Residential and Non-Residential Growth Forecast



**Schedule 1
Township of Cavan Monaghan
Residential Growth Forecast Summary**

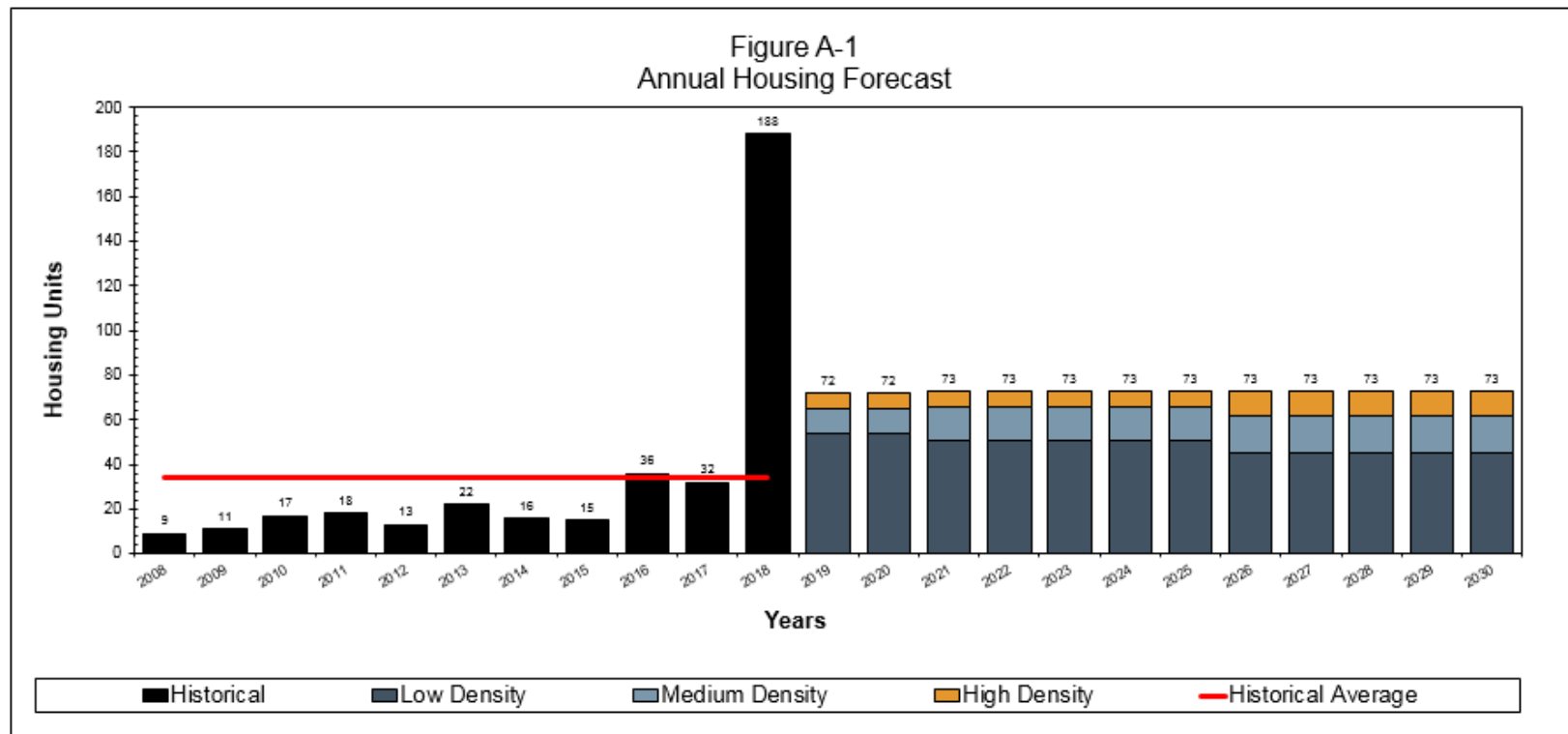
	Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2006	9,190	8,828	208	8,620	2,870	35	100	10	3,015	189	2.928
	Mid 2011	8,950	8,601	211	8,390	2,963	34	89	11	3,097	192	2.777
	Mid 2016	9,190	8,829	209	8,620	3,025	45	110	5	3,185	190	2.772
Forecast	Late 2019	10,000	9,605	228	9,377	3,308	50	114	5	3,477	207	2.762
	Late 2024	10,950	10,520	251	10,269	3,568	118	150	5	3,841	228	2.739
	Late 2029	11,790	11,327	270	11,057	3,803	198	199	5	4,206	245	2.693
	Late 2031	12,030	11,560	274	11,286	3,871	224	216	5	4,315	249	2.679
	Buildout	13,970	13,418	313	13,105	4,330	394	327	5	5,055	285	2.654
Incremental	Mid 2006 - Mid 2011	-240	-227	3	-230	93	-1	-11	1	82	3	
	Mid 2011 - Mid 2016	240	228	-2	230	62	11	21	-6	88	-2	
	Mid 2016 - Late 2019	810	776	19	757	283	5	4	0	292	17	
	Late 2019 - Late 2024	950	915	23	892	260	67	36	0	364	21	
	Late 2019 - Late 2029	1,790	1,722	42	1,680	495	148	86	0	729	38	
	Late 2019 - Late 2031	2,030	1,955	46	1,909	563	173	102	0	838	42	
	Late 2019 - Buildout	3,970	3,813	85	3,728	1,022	343	213	0	1,578	78	

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019

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

² Includes townhouses and apartments in duplexes.

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



Source: Historical housing activity derived from the Township of Cavan Monaghan building permit data, 2008 to 2018.

* Growth forecast represents calendar year.



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

Development Location	Timing	Single & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Millbrook (Urban)	2019 - 2024	208	67	36	312	797	(11)	786	23	809
	2019 - 2029	421	148	86	654	1,655	(36)	1,619	42	1,661
	2019 - 2031	478	173	102	754	1,899	(45)	1,855	46	1,901
	2019 - Buildout	898	343	213	1,455	3,636	(51)	3,585	85	3,670
Rural	2019 - 2024	52	0	0	52	152	(46)	106	0	106
	2019 - 2029	74	0	0	74	217	(156)	61	0	61
	2019 - 2031	84	0	0	84	247	(192)	54	0	54
	2019 - Buildout	123	0	0	123	360	(218)	142	0	142
Township of Cavan Monaghan	2019 - 2024	260	67	36	364	949	(57)	892	23	915
	2019 - 2029	495	148	86	729	1,872	(192)	1,680	42	1,722
	2019 - 2031	563	173	102	838	2,146	(237)	1,909	46	1,955
	2019 - Buildout	1,022	343	213	1,578	3,996	(269)	3,727	85	3,812

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019

1. Includes townhouses and apartments in duplexes.

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

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



Schedule 3
Township of Cavan Monaghan
Current Year Growth Forecast
Late 2016 to Late 2019

		Population
Mid 2016 Population		8,829
Occupants of New Housing Units, Mid 2016 to Late 2019	<i>Units (2)</i>	292
	<i>multiplied by P.P.U. (3)</i>	2.963
	<i>gross population increase</i>	865
Occupants of New Equivalent Institutional Units, Mid 2016 to Late 2019	<i>Units</i>	17
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	18
Decline in Housing Unit Occupancy, Mid 2016 to Late 2019	<i>Units (4)</i>	3,185
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.034
	<i>total decline in population</i>	-107
Population Estimate to Late 2019		9,605
Net Population Increase, Mid 2016 to Late 2019		776

(1) 2016 population based on Statistics Canada Census unadjusted for Census undercount.

(2) Estimated residential units constructed, Mid-2016 to the beginning of the growth period assuming a six-month lag between construction and occupancy.

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.000	97%	2.908
<i>Multiples (6)</i>	2.045	2%	0.038
<i>Apartments (7)</i>	1.429	1%	0.018
Total		100%	2.963

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

(4) 2016 households taken from Statistics Canada Census.

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

(6) Includes townhouses and apartments in duplexes.

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

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



Schedule 4a
Township of Cavan Monaghan
Five Year Growth Forecast
Late 2019 to Late 2024

		Population
Late 2019 Population		9,605
Occupants of New Housing Units, Late 2019 to Late 2024	Units (2)	364
	multiplied by P.P.U. (3)	2,611
	gross population increase	949
Occupants of New Equivalent Institutional Units, Late 2019 to Late 2024	Units	21
	multiplied by P.P.U. (3)	1,100
	gross population increase	23
Decline in Housing Unit Occupancy, Late 2019 to Late 2024	Units (4)	3,477
	multiplied by P.P.U. decline rate (5)	-0.016
	total decline in population	-57
Population Estimate to Late 2024		10,520
Net Population Increase, Late 2019 to Late 2024		915

(1) Late 2019 Population based on:

2016 Population (8,829) + Mid 2016 to Late 2019 estimated housing units to beginning of forecast period (292 x 2.963 = 865) + (17 x 1.1 = 18) + (3,185 x -0.034 = -107) = 9,605

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.923	71%	2.089
<i>Multiples (6)</i>	1.981	19%	0.367
<i>Apartments (7)</i>	1.550	10%	0.155
<i>one bedroom or less</i> 1.135			
<i>two bedrooms or more</i> 1.848			
Total		100%	2.611

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

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

(4) Late 2019 households based upon 2016 Census (3,185 units) + Mid 2016 to Late 2019 unit estimate (292 units) = 3,477 units.

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

(6) Includes townhouses and apartments in duplexes.

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

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



Schedule 4b
Township of Cavan Monaghan
Ten Year Growth Forecast
Late 2019 to Late 2029

			Population
Late 2019 Population			9,605
Occupants of New Housing Units, Late 2019 to Late 2029	Units (2)	729	
	multiplied by P.P.U. (3)	2,570	
	gross population increase	1,872	1,872
Occupants of New Equivalent Institutional Units, Late 2019 to Late 2029	Units	38	
	multiplied by P.P.U. (3)	1,100	
	gross population increase	42	42
Decline in Housing Unit Occupancy, Late 2019 to Late 2029	Units (4)	3,477	
	multiplied by P.P.U. decline rate (5)	-0.055	
	total decline in population	-192	-192
Population Estimate to Late 2029			11,327
Net Population Increase, Late 2019 to Late 2029			1,722

(1) Late 2019 Population based on:

2016 Population (8,829) + Mid 2016 to Late 2019 estimated housing units to beginning of forecast period $(292 \times 2.963 = 865) + (17 \times 1.1 = 18) + (3,185 \times -0.034 = -107) = 9,605$

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.923	68%	1.985
<i>Multiples (6)</i>	1.981	20%	0.402
<i>Apartments (7)</i>	1.550	12%	0.182
<i>one bedroom or less</i>	1.135		
<i>two bedrooms or more</i>	1.848		
Total		100%	2.570

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

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

(4) Late 2019 households based upon 2016 Census (3,185 units) + Mid 2016 to Late 2019 unit estimate (292 units) = 3,477 units.

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

(6) Includes townhouses and apartments in duplexes.

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

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



Schedule 4c
Township of Cavan Monaghan
Twelve Year Growth Forecast
Late 2019 to Late 2031

		Population
Late 2019 Population		9,605
Occupants of New Housing Units, 2019 to 2031	Units (2)	838
	multiplied by P.P.U. (3)	2,561
	gross population increase	2,146
Occupants of New Equivalent Institutional Units, 2019 to 2031	Units	42
	multiplied by P.P.U. (3)	1,100
	gross population increase	46
Decline in Housing Unit Occupancy, 2019 to 2031	Units (4)	4,315
	multiplied by P.P.U. decline rate (5)	-0.055
	total decline in population	-237
Population Estimate to 2031		11,560
Net Population Increase, 2019 to 2031		1,955

- (1) Late 2019 Population based on:
 2016 Population (8,829) + Mid 2016 to Late 2019 estimated housing units to beginning of forecast period $(292 \times 2.963 = 865) + (17 \times 1.1 = 18) + (3,185 \times -0.034 = -107) = 9,605$
- (2) 2016 Population (8,829) + Mid 2016 to Late 2019 estimated housing units to beginning of forecast period $(292 \times 2.963 = 865) + (17 \times 1.1 = 18) + (3,185 \times -0.034 = -107) = 9,605$

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.923	67%	1.963
<i>Multiples (6)</i>	1.981	21%	0.409
<i>Apartments (7)</i>	1.550	12%	0.189
<i>one bedroom or less</i>	1.135		
<i>two bedrooms or more</i>	1.848		
Total		100%	2.561

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

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

- (4) Late 2019 households based upon 2016 Census (3,185 units) + Mid 2016 to Late 2019 unit estimate (292 units) = 3,477 units.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

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



Schedule 5
Township of Cavan Monaghan
Late 2019 to Buildout

		Population
Late 2019 Population		9,605
Occupants of New Housing Units, Late 2019 to Buildout	<i>Units (2)</i>	1,578
	<i>multiplied by P.P.U. (3)</i>	2,532
	<i>gross population increase</i>	3,996
Occupants of New Equivalent Institutional Units, Late 2019 to Buildout	<i>Units</i>	78
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	86
Decline in Housing Unit Occupancy, Late 2019 to Buildout	<i>Units (4)</i>	1,578
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.171
	<i>total decline in population</i>	-269
Population Estimate to Buildout		13,418
Net Population Increase, Late 2019 to Buildout		3,813

(1) Late 2019 Population based on:

2016 Population (8,829) + Mid 2016 to Late 2019 estimated housing units to beginning of forecast period (292 x = 865) + (3,185 x -0.0279 = -89) = 9,605

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.923	65%	1.892
<i>Multiples (6)</i>	1.981	22%	0.431
<i>Apartments (7)</i>	1.550	14%	0.209
<i>one bedroom or less</i> 1.135			
<i>two bedrooms or more</i> 1.848			
Total		100%	2.532

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

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

(4) Late 2019 households based upon 3,185 (2016 Census) + 292 (Mid 2016 to Late 2019 unit estimate) = 3,477

(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 Cavan Monaghan
Housing Potential Within the Development Approval Process
Millbrook

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	279	65	0	344
% Breakdown	81%	19%	0%	100%
Draft Plans Approved	32	0	0	32
% Breakdown	100%	0%	0%	100%
Application Under Review	528	259	210	997
% Breakdown	53%	26%	21%	100%
Total	839	324	210	1,373
% Breakdown	61%	24%	15%	100%

Source: Building supply data provided by the Township of Cavan Monaghan as of 5/2019.

¹ Includes townhomes and apartments in duplexes.

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

Note: Available vacant lands are not included in Schedule 6

Schedule 6
Township of Cavan Monaghan
Housing Potential Within the Development Approval Process
Rural Areas

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	13	0	0	13
% Breakdown	100%	0%	0%	100%
Draft Plans Approved	0	0	0	0
% Breakdown	0%	0%	0%	0%
Application Under Review	34	0	0	34
% Breakdown	100%	0%	0%	100%
Total	47	0	0	47
% Breakdown	100%	0%	0%	100%

Source: Building supply data provided by the Township of Cavan Monaghan as of 5/2019.

¹ Includes townhomes and apartments in duplexes.

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

Note: Available vacant lands are not included in Schedule 6



Schedule 6
Township of Cavan Monaghan
Housing Potential Within the Development Approval Process
Township Total

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	292	65	0	357
<i>% Breakdown</i>	<i>82%</i>	<i>18%</i>	<i>0%</i>	<i>100%</i>
Draft Plans Approved	32	0	0	32
<i>% Breakdown</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>
Application Under Review	562	259	210	1,031
<i>% Breakdown</i>	<i>55%</i>	<i>25%</i>	<i>20%</i>	<i>100%</i>
Total	886	324	210	1,420
<i>% Breakdown</i>	<i>62%</i>	<i>23%</i>	<i>15%</i>	<i>100%</i>

Source: Building supply data provided by the Township of Cavan Monaghan as of 5/2019.

¹ Includes townhomes and apartments in duplexes.

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

Note: Available vacant lands are not included in Schedule 6



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

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	11	0	0	11
2010	17	0	0	17
2011	18	0	0	18
2012	13	0	0	13
2013	22	0	0	22
Sub-total	81	0	0	81
Average (2009 - 2013)	16	0	0	16
% Breakdown	100.0%	0.0%	0.0%	100.0%
2014	16	0	0	16
2015	15	0	0	15
2016	36	0	0	36
2017	32	0	0	32
2018	188	0	0	188
Sub-total	287	0	0	287
Average (2014 - 2018)	57	0	0	57
% Breakdown	100.0%	0.0%	0.0%	100.0%
2009 - 2018				
Total	368	0	0	368
Average	37	0	0	37
% Breakdown	100.0%	0.0%	0.0%	100.0%

Source: Historical housing activity derived from the Township of Cavan Monaghan building permit data, 2009 to 2018.

¹ Includes townhouses and apartments in duplexes.

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



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

Age of Dwelling	Singles and Semi-Detached						20-Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	-	3.143	-	3.000	
6-10	-	-	-	2.600	-	2.625	
11-15	-	-	-	3.065	-	3.143	2.923
16-20	-	-	-	2.929	-	2.970	
20-25	-	-	-	2.407	-	2.657	
25-35	-	-	2.000	2.950	3.632	2.910	
35+	-	-	1.721	2.660	3.826	2.588	
Total	-	-	1.891	2.761	3.655	2.730	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	3.143	-	3.056
6-10	-	-	-	2.720	-	2.667
11-15	-	-	-	3.065	-	3.167
16-20	-	-	-	2.828	-	3.030
20-25	-	-	-	2.640	-	2.611
25-35	-	-	2.308	2.950	3.579	2.838
35+	-	-	1.784	2.664	3.826	2.555
Total	-	1.118	1.974	2.774	3.737	2.700

¹ Includes townhouses and apartments in duplexes.

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

³ Adjusted based on 2001-2016 historical trends.

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

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



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

Age of Dwelling	Multiples ¹						20-Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	1.731	2.433	-	2.045	
6-10	-	-	1.540	2.538	-	1.958	
11-15	-	-	1.684	2.083	-	1.863	1.981
16-20	-	-	1.852	2.313	-	2.057	
20-25	-	1.167	1.514	2.676	-	2.012	
25-35	-	1.200	1.868	2.932	-	2.364	
35+	-	1.308	1.802	2.835	3.706	2.202	
Total	-	1.286	1.744	2.721	3.237	2.150	

Age of Dwelling	Apartments ²						20-Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	1.429	1.483	-	-	1.429	
6-10	-	1.130	1.861	-	-	1.642	
11-15	-	1.154	-	-	-	1.400	1.550
16-20	-	1.353	1.786	-	-	1.729	
20-25	-	1.233	1.689	-	-	1.591	
25-35	-	1.160	1.739	2.500	-	1.556	
35+	1.080	1.183	1.798	2.767	-	1.592	
Total	0.838	1.191	1.772	2.830	-	1.585	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.361	1.679	2.718	4.091	2.461
6-10	-	1.242	1.754	2.862	4.019	2.627
11-15	-	1.200	1.796	2.690	3.800	2.526
16-20	-	1.353	1.904	2.662	4.034	2.479
20-25	-	1.262	1.704	2.686	3.364	2.365
25-35	-	1.176	1.803	2.650	3.420	2.430
35+	1.032	1.245	1.815	2.531	3.492	2.262
Total	1.031	1.244	1.801	2.595	3.577	2.339

¹ Includes townhouses and apartments in duplexes.

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

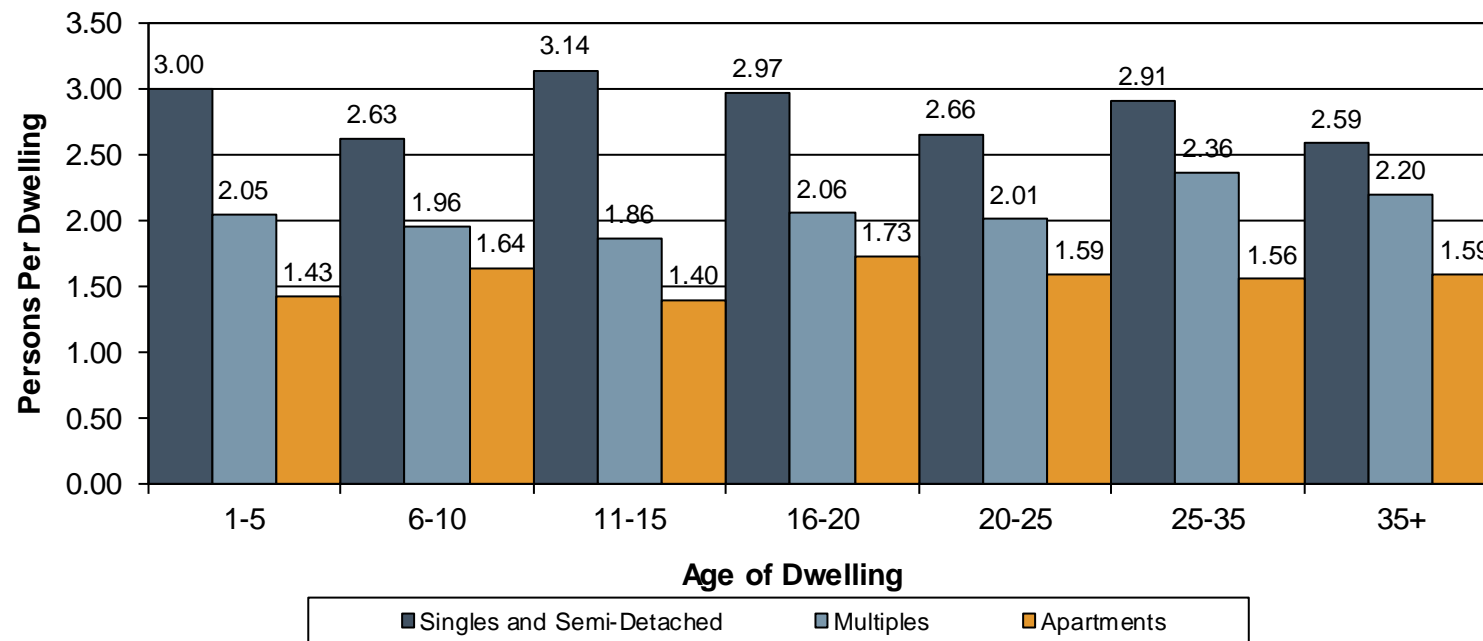
³ Adjusted based on 2001-2016 historical trends.

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

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



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



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



**Schedule 10a
Township of Cavan Monaghan
2019 Employment Forecast**

Period	Population	Activity Rate								Employment								Employment
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Employment (Including N.F.P.O.W.)	Total (Excluding Work at Home)
Mid 2006	8,828	0.006	0.066	0.088	0.084	0.041	0.284	0.022	0.306	50	580	775	740	360	2,505	194	2,699	1,925
Mid 2011	8,601	0.009	0.069	0.110	0.079	0.048	0.315	0.028	0.343	80	590	948	683	410	2,710	242	2,952	2,120
Mid 2016	8,829	0.006	0.057	0.108	0.099	0.050	0.320	0.040	0.360	55	500	958	873	440	2,825	350	3,175	2,325
Late 2019	9,605	0.006	0.057	0.107	0.099	0.050	0.318	0.040	0.357	55	543	1,031	946	475	3,050	383	3,433	2,507
Late 2024	10,520	0.005	0.058	0.106	0.106	0.050	0.325	0.040	0.365	55	610	1,115	1,118	521	3,419	420	3,839	2,809
Late 2029	11,327	0.005	0.060	0.104	0.101	0.048	0.318	0.041	0.359	55	680	1,172	1,144	547	3,598	464	4,062	2,918
Late 2031	11,560	0.005	0.061	0.103	0.100	0.048	0.317	0.041	0.358	55	705	1,192	1,156	558	3,666	474	4,140	2,961
Buildout	13,418	0.004	0.062	0.100	0.096	0.048	0.309	0.042	0.351	55	825	1,342	1,288	637	4,147	557	4,704	3,322
Incremental Change																		
Mid 2006 - Mid 2011	-227	0.004	0.003	0.022	-0.004	0.007	0.031	0.006	0.038	30	10	173	-58	50	205	49	254	195
Mid 2011 - Mid 2016	228	-0.003	-0.012	-0.002	0.019	0.002	0.005	0.011	0.016	-25	-90	10	190	30	115	108	223	205
Mid 2016 - Late 2019	776	-0.001	0.000	-0.001	0.000	0.000	-0.002	0.000	-0.002	0	43	74	74	35	225	33	258	182
Late 2019 - Late 2024	915	0.000	0.002	-0.001	0.008	0.000	0.007	0.000	0.007	0	67	84	172	46	369	37	406	302
Late 2019 - Late 2029	1,722	-0.001	0.004	-0.004	0.003	-0.001	0.000	0.001	0.001	0	137	141	198	72	548	81	629	411
Late 2019 - Late 2031	1,955	-0.001	0.005	-0.004	0.002	-0.001	0.000	0.001	0.001	0	162	161	210	83	616	91	707	454
Late 2019 - Buildout	3,813	-0.002	0.005	-0.007	-0.003	-0.002	-0.008	0.002	-0.007	0	282	311	342	162	1,097	174	1,271	815
Annual Average																		
Mid 2006 - Mid 2011	-45	0.0007	0.0006	0.0045	-0.0009	0.0014	0.0063	0.0012	0.0075	6	2	35	-12	10	41	10	51	39
Mid 2011 - Mid 2016	46	-0.0006	-0.0024	-0.0003	0.0039	0.0004	0.0010	0.0023	0.0033	-5	-18	2	38	6	23	22	45	41
Mid 2016 - Late 2019	259	-0.0002	0.0000	-0.0004	-0.0001	-0.0001	-0.0008	0.0001	-0.0007	0	14	25	25	12	75	11	86	61
Late 2019 - Late 2024	183	-0.0001	0.0003	-0.0003	0.0016	0.0000	0.0015	0.0000	0.0015	0	13	17	34	9	74	7	81	60
Late 2019 - Late 2029	172	-0.0001	0.0004	-0.0004	0.0003	-0.0001	0.0000	0.0001	0.0001	0	14	14	20	7	55	8	63	41
Late 2019 - Late 2031	163	-0.0001	0.0004	-0.0004	0.0001	-0.0001	0.0000	0.0001	0.0001	0	14	13	18	7	51	8	59	38
Late 2019 - Buildout	173	-0.0001	0.0002	-0.0003	-0.0001	-0.0001	-0.0004	0.0001	-0.0003	0	13	14	16	7	50	8	58	37

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019



Schedule 10b
Township of Cavan Monaghan
Employment & Gross Floor Area (G.F.A) Forecast, 2019 to Buildout

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	8,828	50	775	740	360	1,925				
Mid 2011	8,601	80	948	683	410	2,120				
Mid 2016	8,829	55	958	873	440	2,325				
Late 2019	9,605	55	1,031	946	475	2,507				
Late 2024	10,520	55	1,115	1,118	521	2,809				
Late 2029	11,327	55	1,172	1,144	547	2,918				
Late 2031	11,560	55	1,192	1,156	558	2,961				
Buildout	13,418	55	1,342	1,288	637	3,322				
Incremental Change										
Mid 2006 - Mid 2011	-227	30	173	-58	50	195				
Mid 2011 - Mid 2016	228	-25	10	190	30	205				
Mid 2016 - Late 2019	776	0	74	74	35	182	117,600	40,400	24,500	182,500
Late 2019 - Late 2024	915	0	84	172	46	302	134,400	94,700	32,400	261,500
Late 2019 - Late 2029	1,722	0	141	198	72	411	225,600	108,900	50,400	384,900
Late 2019 - Late 2031	1,955	0	161	210	83	454	257,600	115,500	58,100	431,200
Late 2019 - Buildout	3,813	0	311	342	162	815	497,600	188,100	113,400	799,100
Annual Average										
Mid 2006 - Mid 2011	-45	6	35	-12	10	39				
Mid 2011 - Mid 2016	46	-5	2	38	6	41				
Mid 2016 - Late 2019	259	0	25	25	12	61	39,200	13,467	8,167	60,833
Late 2019 - Late 2024	183	0	17	34	9	60	26,880	18,940	6,480	52,300
Late 2019 - Late 2029	172	0	14	20	7	41	22,560	10,890	5,040	38,490
Late 2019 - Late 2031	163	0	13	18	7	38	21,467	9,625	4,842	35,933
Late 2019 - Buildout	173	0	14	16	7	37	22,618	8,550	5,155	36,323

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019

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

² Square Foot Per Employee Assumptions

Industrial	1,600
Commercial/ Population Related	550
Institutional	700

Reflects Late-2019 to Buildout forecast period

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



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

Development Location	Timing	Industrial G.F.A. S.F. ¹	Commercial G.F.A. S.F. ¹	Institutional G.F.A. S.F. ¹	Total Non-Residential G.F.A. S.F.	Employment Increase ²
Millbrook (Urban)	2019 - 2024	104,000	85,200	32,400	221,600	266
	2019 - 2029	163,200	98,000	50,400	311,600	352
	2019 - 2031	185,600	104,000	58,100	347,700	388
	2019 - Buildout	337,600	169,300	113,400	620,300	681
Rural	2019 - 2024	30,400	9,500	-	39,900	36
	2019 - 2029	62,400	10,900	-	73,300	59
	2019 - 2031	72,000	11,500	-	83,500	66
	2019 - Buildout	160,000	18,800	-	178,800	134
Township of Cavan Monaghan	2019 - 2024	134,400	94,700	32,400	261,500	302
	2019 - 2029	225,600	108,900	50,400	384,900	411
	2019 - 2031	257,600	115,500	58,100	431,200	454
	2019 - Buildout	497,600	188,100	113,400	799,100	815

Forecast to 2031 derived from the Township of Cavan Monaghan Official Plan (Amendments to January 3, 2018) and building supply data provided by the Township of Monaghan staff. Forecast to buildout derived from Millbrook Municipal Services Allocation Study, by Watson & Associates Economists Ltd., 2019

¹ Employment Increase does not include No Fixed Place of Work.

² Square feet per employee assumptions:

Industrial 1,600

Commercial 550

Institutional 700

Reflects Late-2019 to Buildout forecast period



Schedule 11
Township of Cavan Monaghan
Non-Residential Construction Value
Years 2007 to 2016
(000's 2017 \$)

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2009	1,114	27	0	1,141	90	327	0	417	0	90	447	538	1,205	444	447	2,096
2010	1,022	227	0	1,250	9	512	0	521	413	28	0	440	1,444	767	0	2,211
2012	498	21	0	520	429	62	268	759	0	0	613	613	927	84	881	1,892
2013	295	147	0	442	1,567	55	263	1,885	0	0	421	421	1,862	202	684	2,748
2014	6,998	1,342	682	9,022	464	35	0	499	206	62	722	991	7,669	1,439	1,405	10,512
2015	3,322	33	0	3,355	5	118	462	585	0	0	0	0	3,327	152	462	3,940
2016	578	31	0	609	0	2	0	2	0	20	2,037	2,057	578	53	2,037	2,668
Subtotal	14,832	2,080	682	17,594	5,741	1,366	993	8,100	619	217	4,241	5,076	21,192	3,663	5,915	30,770
Percent of Total	84%	12%	4%	100%	71%	17%	12%	100%	12%	4%	84%	100%	69%	12%	19%	100%
Average	1,854	260	682	2,199	820	171	331	1,012	309	43	848	725	2,649	458	986	3,846
2007 - 2011 Period Total				3,647				4,369				995				9,011
2007 - 2011 Average				729				874				199				1,802
% Breakdown				40.5%				48.5%				11.0%				100.0%
2012 - 2016 Period Total				13,947				3,730				4,082				21,760
2012 - 2016 Average				2,789				746				816				4,352
% Breakdown				64.1%				17.1%				18.8%				100.0%
2007 - 2016 Period Total				17,594				8,100				5,076				30,770
2007 - 2016 Average				1,759				810				508				3,077
% Breakdown				57.2%				26.3%				16.5%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

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



Schedule 12
Township of Cavan Monaghan
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	2016	06-16	
Employment by industry					Categories which relate to local land-based resources
	<u>Primary Industry Employment</u>				
11	<i>Agriculture, forestry, fishing and hunting</i>	185	150	-35	
21	<i>Mining and oil and gas extraction</i>	0	10	10	
Sub-total		185	160	-25	
	<u>Industrial and Other Employment</u>				Categories which relate primarily to industrial land supply and demand
22	<i>Utilities</i>	0	0	0	
23	<i>Construction</i>	115	175	60	
31-33	<i>Manufacturing</i>	115	205	90	
41	<i>Wholesale trade</i>	455	355	-100	
48-49	<i>Transportation and warehousing</i>	195	270	75	
56	<i>Administrative and support</i>	20	43	23	
Sub-total		900	1,048	148	
	<u>Population Related Employment</u>				Categories which relate primarily to population growth within the municipality
44-45	<i>Retail trade</i>	180	235	55	
51	<i>Information and cultural industries</i>	40	65	25	
52	<i>Finance and insurance</i>	35	15	-20	
53	<i>Real estate and rental and leasing</i>	25	30	5	
54	<i>Professional, scientific and technical services</i>	195	185	-10	
55	<i>Management of companies and enterprises</i>	0	10	10	
56	<i>Administrative and support</i>	20	43	23	
71	<i>Arts, entertainment and recreation</i>	280	295	15	
72	<i>Accommodation and food services</i>	70	100	30	
81	<i>Other services (except public administration)</i>	180	145	-35	
Sub-total		1,025	1,123	98	
	<u>Institutional</u>				
61	<i>Educational services</i>	145	165	20	
62	<i>Health care and social assistance</i>	210	295	85	
91	<i>Public administration</i>	40	35	-5	
Sub-total		395	495	100	
Total Employment		2,505	2,825	320	
Population		8,828	8,829	1	
<u>Employment to Population Ratio</u>					
Industrial and Other Employment		0.10	0.12	0.02	
Population Related Employment		0.12	0.13	0.01	
Institutional Employment		0.04	0.06	0.01	
Primary Industry Employment		0.02	0.02	0.00	
Total		0.28	0.32	0.04	

Source: Statistics Canada Employment by Place of Work

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



Appendix B

Level of Service



Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	10 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Services Related to a Highway	Services Related to a Highway - Roads	\$13,528.00	0.0264	km of roadways	512,424	per lane km	51,568,736
	Services Related to a Highway - Sidewalks	\$240.10	0.0011	km of sidewalks	218,273	per km	915,261
	Services Related to a Highway - Streetlights	\$85.20	0.0297	No. of Streetlights	2,869	per signal	324,782
	Services Related to a Highway - Facilities	\$214.58	1.3615	sq.ft. of building area	158	per sq.ft.	817,979
	Services Related to a Highway - Vehicles	\$464.98	0.0023	No. of vehicles and equipment	202,165	per vehicle	1,772,504
Fire	Fire Facilities	\$269.73	0.9234	sq.ft. of building area	292	per sq.ft.	1,028,211
	Fire Vehicles	\$243.73	0.0010	No. of vehicles	243,730	per vehicle	929,099
	Fire Small Equipment and Gear	\$136.95	0.0827	No. of equipment and gear	1,656	per Firefighter	522,053
Police	Police Facilities	\$21.21	0.0721	sq.ft. of building area	294	per sq.ft.	80,853
	Police Small Equipment and Gear	\$9.81	0.0007	No. of equipment and gear	14,014	per Officer	37,396
Outdoor & Indoor Recreation	Parkland Development	\$566.82	0.0084	Acres of Parkland	67,479	per acre	976,064
	Parkland Amenities	\$210.47	0.0018	No. of parkland amenities	116,928	per amenity	362,429
	Parkland Trails	\$39.97	1.0248	Linear Metres of Paths and Trails	39	per lin m.	68,828
	Indoor and Outdoor Recreation Vehicles and Equipment	\$49.04	0.0014	No. of vehicles and equipment	35,029	per vehicle	84,447
	Indoor Recreation Facilities	\$1,394.84	5.9751	sq.ft. of building area	233	per sq.ft.	2,401,914
Library	Library Facilities	\$290.83	0.9322	sq.ft. of building area	312	per sq.ft.	500,809
	Library Materials	\$108.72	3.7281	No. of library items	29	per collection item	187,216

Township of Cavan Monaghan Service Standard Calculation Sheet



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Sidewalks
Unit Measure: km of sidewalks

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Sidewalks	8.00	8.50	9.00	9.25	9.50	9.50	9.75	10.00	11.00	11.25	\$220,000
Total	8.00	8.50	9.00	9.25	9.50	9.50	9.75	10.00	11.00	11.25	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.001	0.001	0.001	0.001	0.001	0.001	0.001	0.001	0.001	0.001

10 Year Average	2009-2018
Quantity Standard	0.0011
Quality Standard	\$218,273
Service Standard	\$240

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$240
Eligible Amount	\$915,261



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Streetlights
Unit Measure: No. of Streetlights

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Elliptical Arm	199	199	199	199	199	199	206	212	218	223	\$2,000
Full Pole	21	21	21	21	21	21	21	21	39	39	\$7,500
Old Black Pole	34	34	34	34	34	34	34	34	16	16	\$5,000
Total	254	254	254	254	254	254	261	267	273	278	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0291	0.0293	0.0295	0.0294	0.0292	0.0290	0.0297	0.0302	0.0305	0.0308

10 Year Average	2009-2018
Quantity Standard	0.0297
Quality Standard	\$2,869
Service Standard	\$85

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$85
Eligible Amount	\$324,782



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Shop	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	\$162	\$186
Dome	7,850	7,850	7,850	-	-	-	-	-	-	-	\$69	\$83
Storage Shed	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	\$69	\$83
Equipment Storage Shed	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	\$178	\$203
Total	17,400	17,400	17,400	9,550	9,550	9,550	9,550	9,550	9,550	9,550		

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	1.9934	2.0102	2.0230	1.1039	1.0997	1.0918	1.0865	1.0815	1.0682	1.0566

10 Year Average	2009-2018
Quantity Standard	1.3615
Quality Standard	\$158
Service Standard	\$215

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$215
Eligible Amount	\$817,979



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Vehicles
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Tandem Dump/Plows	6	6	6	6	6	6	6	6	6	6	\$317,200
Single Axle Dump/Plow	1	1	1	1	1	1	1	1	1	1	\$114,700
Pick up Trucks	2	2	2	2	2	2	2	2	2	2	\$49,500
Pick up Truck	2	2	2	2	2	2	2	2	2	2	\$62,000
Graders	2	2	2	2	2	2	2	2	2	2	\$371,600
Backhoe	1	1	1	1	1	1	1	1	1	1	\$154,900
Loader	1	1	1	1	1	1	1	1	1	1	\$247,800
Tractor	-	-	-	-	-	-	-	-	-	-	\$74,300
Bobcat	1	1	1	1	1	1	1	1	1	1	\$92,900
Trailer, Chipper, Steamer	1	1	1	1	1	1	1	1	1	1	\$152,900
Rubber Tire Excavator	1	1	1	1	1	1	1	1	1	1	\$278,700
Water Truck	1	1	1	1	1	1	1	1	1	1	\$74,300
Calcium Truck	1	1	1	1	1	1	1	1	1	1	\$74,300
Trackless Sidewalk Plow	-	-	-	-	-	-	-	-	-	1	\$160,000
Total	20	20	20	20	20	20	20	20	20	21	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0023	0.0023	0.0023	0.0023	0.0023	0.0023	0.0023	0.0023	0.0022	0.0023

10 Year Average	2009-2018
Quantity Standard	0.0023
Quality Standard	\$202,165
Service Standard	\$465

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$465
Eligible Amount	\$1,772,504



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Station #1	3,626	3,626	3,626	3,626	3,626	3,626	3,626	3,626	3,626	3,626	\$279	\$329
Station #2	1,824	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	\$253	\$299
Storage at Municipal Building	736	736	736	736	736	736	736	736	736	736	\$91	\$112
Storage at Station #2	144	144	144	144	144	144	144	144	144	144	\$91	\$112
Total	6,330	8,290	8,290	8,290	8,290	8,290	8,290	8,290	8,290	8,290		

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.7252	0.9577	0.9638	0.9583	0.9546	0.9478	0.9431	0.9388	0.9273	0.9172

10 Year Average	2009-2018
Quantity Standard	0.9234
Quality Standard	\$292
Service Standard	\$270

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$270
Eligible Amount	\$1,028,211



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Fire Vehicles
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Freightliner Pumper #1	1	1	1	1	1	1	1	1	1	1	\$371,600
Pumper #2	1	1	1	1	1	1	1	1	1	1	\$371,600
GMC 1700 gallon Tanker #1	1	1	1	1	1	1	1	1	1	1	\$339,900
INT 1700 gallon Tanker #4	1	1	1	1	1	1	-	-	-	-	\$260,100
INT 2800 gallon Tanker	-	-	-	-	-	-	1	1	1	1	\$368,800
GMC Rescue Vehicle Unit R1	1	1	1	1	1	1	1	1	1	1	\$247,800
Ford Rapid Response - Unit R2	1	1	1	1	1	1	1	1	1	1	\$247,800
Med - Unit #1	1	1	1	1	1	1	1	1	1	1	\$92,900
Ford 3/4 Service - Car 3	1	1	1	1	1	1	1	1	1	1	\$62,000
1/2 Mini Tanker - Car 5	1	1	1	1	1	1	1	1	1	1	\$92,900
UTV Unit with Trailer	-	-	-	-	-	-	-	-	1	1	\$35,000
Total	9	9	9	9	9	9	9	9	10	10	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010	0.0011	0.0011

10 Year Average	2009-2018
Quantity Standard	0.0010
Quality Standard	\$243,730
Service Standard	\$244

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$244
Eligible Amount	\$929,099



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Auto Extrication c/w Cutters & Spreaders	4	5	5	5	5	5	5	5	6	6	\$20,000
Station Air Compressor	2	2	2	2	2	2	2	2	2	2	\$7,700
SCBA c/w bottle	16	16	16	16	16	16	17	18	19	20	\$10,000
SCBA spare Bottles	40	40	40	40	40	40	45	50	55	60	\$1,500
Defibrilators	3	3	3	3	3	3	3	3	3	3	\$27,500
Defib Training Unit	1	1	1	2	2	2	2	2	2	2	\$9,200
Communications Equipment (Station radios)	5	5	5	5	5	5	5	5	5	5	\$1,400
Communications Equipment (Repeater)	1	1	1	1	1	1	1	1	1	1	\$40,000
Mobile Radios	10	12	12	12	12	12	12	12	12	12	\$1,200
Portable Radios	30	30	30	30	30	30	30	30	30	30	\$1,200
Portable Pumps	10	10	10	10	10	10	10	10	10	10	\$10,000
Gas Unit Detector Rattlers	14	14	14	14	14	14	14	14	14	14	\$400
Air Bags L/P	1	1	2	2	2	2	2	2	2	2	\$3,000
Gas Detector M-40	4	4	4	4	4	4	4	4	4	4	\$2,400
Medical Supplies Kits	5	5	5	5	5	5	5	5	5	5	\$1,000
Exhaust Fans - Electric	4	4	4	4	4	4	4	4	4	4	\$3,600
Saws Alls	2	2	2	2	2	2	2	2	2	2	\$600
K12 Power Saw	1	1	1	1	1	1	1	1	1	1	\$6,100
Hose (38mm) (100ft per length)	79	79	79	79	79	79	79	79	79	79	\$250
Hose (65mm) (100ft per length)	-	-	18	18	18	18	18	18	18	18	\$210
Hose (100mm) (100ft per length)	40	40	40	40	40	40	40	40	40	40	\$870
Nozzels - 2 1/2 inch	4	4	4	4	4	4	4	4	4	4	\$1,600
Nozzels - 1 1/2 inch	10	10	10	10	10	10	10	10	10	10	\$1,500
Pike Poles - Long	2	2	2	2	2	2	2	2	2	2	\$300
Pike Poles - Short	6	6	6	6	6	6	6	6	6	6	\$200
Hand/Black Hock Jaws	1	1	1	1	1	1	1	1	1	1	\$1,500
Foam - Class A & B - 20 Lt Pails	40	40	40	40	40	40	40	40	40	40	\$200



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Ladders - Attic - 8 feet	2	2	2	2	2	2	2	2	2	2	\$900
Ladders - Roof - 12 feet	2	2	2	2	2	2	2	2	2	2	\$1,200
Ladders - Extension - 30 feet	3	3	3	3	3	3	3	3	3	3	\$5,300
Sho/Me Lights	20	20	20	20	20	20	20	20	20	20	\$100
Environmental Supplies Kits	10	10	10	10	10	10	10	10	10	10	\$5,000
Porta Tanks	2	2	2	2	2	2	2	3	4	4	\$1,400
Stokes Baskets	1	1	1	1	1	1	1	3	3	3	\$2,400
Thermal Imaging Cameras	2	2	2	2	2	2	2	2	2	2	\$7,000
Bunker Suits	50	50	50	50	50	50	65	80	105	105	\$3,400
Helmets	50	50	50	50	50	50	65	80	105	105	\$300
Boots	75	75	75	75	75	75	80	90	100	100	\$200
RAM Kits	1	1	1	1	1	1	1	1	1	1	\$3,900
Traffic Cones	100	100	100	100	100	100	100	100	100	100	\$100
Port Gen on board (RV)	2	2	2	2	2	2	2	2	2	2	\$6,800
Radio Recorder - Taling Clock	1	1	1	1	1	1	1	1	1	1	\$2,700
Radio Recorder - Computer System	1	1	1	1	1	1	1	1	1	1	\$3,400
Unmanned Monitor	-	-	-	-	-	-	-	-	1	1	\$5,000
Portable Generator	5	5	5	5	5	5	5	5	5	5	\$5,400
Total	662	665	684	685	685	685	726	776	844	850	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0758	0.0768	0.0795	0.0792	0.0789	0.0783	0.0826	0.0879	0.0944	0.0940

10 Year Average	2009-2018
Quantity Standard	0.0827
Quality Standard	\$1,656
Service Standard	\$137

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$137
Eligible Amount	\$522,053



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Police Facility (Old Millbrook School)	875	875	875	875	875	875	875	-	-	-	\$248	\$294
Police Space in Municipal Building	-	-	-	-	-	-	-	50	50	50	\$248	\$294
Total	875	875	875	875	875	875	875	50	50	50		

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.1002	0.1011	0.1017	0.1011	0.1008	0.1000	0.0995	0.0057	0.0056	0.0055

10 Year Average	2009-2018
Quantity Standard	0.0721
Quality Standard	294
Service Standard	\$21

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$21
Eligible Amount	\$80,853



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Police Officer Equipment and Gear	7	7	7	7	7	7	7	-	-	-	\$5,700
Police Vehicle Equipment and Gear	2	2	2	2	2	2	2	-	-	-	\$28,300
Contract (Capital Component)	-	-	-	-	-	-	-	1	1	1	\$60,800
Total	9	9	9	9	9	9	9	1	1	1	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010	0.0001	0.0001	0.0001

10 Year Average	2009-2018
Quantity Standard	0.0007
Quality Standard	\$14,014
Service Standard	\$10

D.C. Amount (before deductions)	Buildout
Forecast Population	3,812
\$ per Capita	\$10
Eligible Amount	\$37,396



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Community Parks	68	68	68	68	68	68	68	68	68	68	\$67,300
Neighbourhood Parks	4	4	4	4	4	4	4	4	4	4	\$71,800
Parkette	1	1	1	1	1	1	1	1	1	1	\$76,600
Total	73	73	73	73	73	73	73	73	73	73	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.008	0.009	0.009	0.009	0.009	0.008	0.008	0.008	0.008	0.008

10 Year Average	2009-2018
Quantity Standard	0.0084
Quality Standard	\$67,479
Service Standard	\$567

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$567
Eligible Amount	\$976,064



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Storage Facility	1	1	1	1	1	1	1	1	1	1	\$59,500
Senior Play Equipment	2	2	2	2	2	2	2	2	2	2	\$100,000
Junior Play Equipment	3	3	3	3	3	3	3	3	3	3	\$35,000
Ball Diamonds (Unlit)	1	1	1	1	1	1	1	1	1	1	\$52,700
Ball Diamond (Lit)	1	1	1	1	1	1	1	1	1	1	\$208,100
Soccer Pitch	2	2	2	2	2	-	-	-	-	-	\$169,900
New Soccer Pitches (Category 3)	-	-	-	-	-	2	2	2	2	2	\$526,800
Open Air Shelter	3	3	3	3	2	1	1	1	1	1	\$7,700
Main Shelter With Facilities	1	1	1	1	1	1	1	1	1	1	\$371,600
Field House	1	1	1	1	1	1	1	1	1	1	\$6,100
Skateboard Park	1	1	1	1	1	1	1	1	1	1	\$123,800
Dock	1	1	1	1	1	1	1	1	1	1	\$10,600
Total	17	17	17	17	16	15	15	15	15	15	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0019	0.0020	0.0020	0.0020	0.0018	0.0017	0.0017	0.0017	0.0017	0.0017

10 Year Average	2009-2018
Quantity Standard	0.0018
Quality Standard	\$116,928
Service Standard	\$210

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$210
Eligible Amount	\$362,429



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Parkland Trails
Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/ Linear Metre)
Millbrook Valley Trails	8,000	8,000	8,000	8,000	8,000	8,000	9,000	10,000	11,000	12,000	\$34
Bridge and Boardwalk	1	1	1	1	1	1	1	2	2	2	\$27,900
Pedestrian Bridge	-	-	-	-	-	-	-	3	3	3	\$10,000
Total	8,001	8,001	8,001	8,001	8,001	8,001	9,001	10,005	11,005	12,005	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.92	0.92	0.93	0.92	0.92	0.91	1.02	1.13	1.23	1.33

10 Year Average	2009-2018
Quantity Standard	1.0248
Quality Standard	\$39
Service Standard	\$40

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$40
Eligible Amount	\$68,828



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Indoor and Outdoor Recreation Vehicles and Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Riding Mowers	2	2	2	3	3	3	3	3	3	4	\$37,800
Pick ups	3	3	3	3	3	3	3	3	3	3	\$62,300
Ice Resurfacers	1	1	1	1	1	1	1	1	1	1	\$90,600
Ice Edger	3	3	3	3	3	1	1	1	1	1	\$5,000
Trailers	2	2	2	2	2	2	2	2	2	2	\$4,200
Massey Tractor	1	1	1	1	1	1	1	1	1	1	\$28,300
Total	12	12	12	13	13	11	11	11	11	12	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.0014	0.0014	0.0014	0.0015	0.0015	0.0013	0.0013	0.0012	0.0012	0.0013

10 Year Average	2009-2018
Quantity Standard	0.0014
Quality Standard	\$35,029
Service Standard	\$49

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$49
Eligible Amount	\$84,447



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Indoor Recreation Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Community Centre (Arena)	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	\$227	\$257
Old School	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	\$113	\$132
Gymnasium	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	\$227	\$257
Total	52,370	52,370	52,370	52,370	52,370	52,370	52,370	52,370	52,370	52,370		

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	5.9995	6.0501	6.0888	6.0536	6.0306	5.9872	5.9579	5.9309	5.8579	5.7944

10 Year Average	2009-2018
Quantity Standard	5.9751
Quality Standard	\$233
Service Standard	\$1,395

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$1,395
Eligible Amount	\$2,401,914



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. . with land, site works, etc.
Millbrook	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	\$252	\$312
Bruce Johnston	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	\$252	\$312
Total	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170		

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	0.9360	0.9439	0.9499	0.9444	0.9408	0.9340	0.9295	0.9253	0.9139	0.9040

10 Year Average	2009-2018
Quantity Standard	0.9322
Quality Standard	\$312
Service Standard	\$291

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$291
Eligible Amount	\$500,809



**Township of Cavan Monaghan
Service Standard Calculation Sheet**

Service: Library Materials
Unit Measure: No. of library items

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Collection Materials	29,236	29,920	32,351	33,362	34,217	33,288	33,344	33,920	33,681	33,323	\$28
Overdrive (e-books)	-	-	-	-	1	1	1	1	1	1	\$18,150
E-resources - various database subscriptions	-	-	-	-	-	1	2	2	2	2	\$12,160
Flipster (magazine service)	-	-	-	-	-	-	-	-	5	5	\$3,040
Public Computers	14	14	14	14	14	14	14	14	14	14	\$900
Public-use Tablets	-	-	-	-	-	-	7	7	7	10	\$430
Total	29,250	29,934	32,365	33,376	34,232	33,304	33,368	33,944	33,710	33,355	

Population	8,729	8,656	8,601	8,651	8,684	8,747	8,790	8,830	8,940	9,038
Per Capita Standard	3.351	3.458	3.763	3.858	3.942	3.808	3.796	3.844	3.771	3.691

10 Year Average	2009-2018
Quantity Standard	3.7281
Quality Standard	\$29
Service Standard	\$109

D.C. Amount (before deductions)	10 Year
Forecast Population	1,722
\$ per Capita	\$109
Eligible Amount	\$187,216



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

Township of Cavan Monaghan Annual Capital and Operating Cost Impact

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 (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as life cycle cost. By definition, life cycle 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 life cycle 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. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	50	0.01182321
Facilities	50	0.01182321
Services Related to a Highway	50	0.01182321
Parkland Development	40	0.01655575
Vehicles	15	0.05782547
Small Equipment and Gear	10	0.09132653
Library Materials	10	0.09132653

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Township



program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e. facilities) would be delayed until the time these works are in place.

Table C-1
Township of Cavan Monaghan
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Treatment plants & Sewers	5,358,519	79,000	547,211	626,211
2. Water Services				
2.1 Treatment, storage and distribution systems	1,922,656	11,664	179,251	190,915
3. Services Related to a Highway				
3.1 Roads	4,597,112	270,453	493,614	764,067
3.2 Public Works Facilities and Fleet	1,221,000	99,235	131,105	230,340
4. Fire Protection Services				
4.1 Fire facilities, vehicles & equipment	3,707,209	222,978	180,043	403,021
5. Police Services				
5.1 Police facilities, vehicles and equipment	118,200	13,775	261,262	275,037
6. Indoor & Outdoor Recreation Services				
6.1 Parkland development, amenities, trails, vehicles & equipment, and recreation facilities	6,908,652	417,230	123,459	540,689
7. Library Services				
7.1 Library facilities	500,000	27,000	47,311	74,311
7.2 Library materials	187,000	22,956	17,694	40,650
8. Administration				
8.1 Administration Studies - Engineering-related	61,986	-	-	-
8.2 Administration Studies - Community Benefit-related	144,653	-	-	-
Total	24,726,987	1,164,291	1,980,949	3,145,240



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The Development Charges Act, 1997 (D.C.A.) requires development charge collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the Act provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes, although only 100% eligible and 90% eligible services may be combined (minimum of two reserve funds).
- The municipality shall pay each development charge it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per subsection 5 (1) 2-8).
- Money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be as an interim financing source for capital undertakings for which development charges may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing. The D.C.A. does not prescribe how the statement is to be made available to the public. We would recommend that a resolution of Council make the statement available on the municipality’s website or upon request.

Subsection 43 (2) and O.Reg. 82/98 prescribes the information that must be included in the Treasurer’s statement, as follows:

- opening balance;



- closing balance;
- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);
- transactions for the year (e.g. collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e. non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by development charges, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project.
- amounts borrowed, purpose of the borrowing and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at beginning of the year, given in the year and outstanding at the end of the year by holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Based upon the above, Figure 1, and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided.

D.2 D.C. Reserve Fund Application

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).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a development charge may be spent.



Figure 1
Township of Cavan Monaghan
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services to which the Development Charge Relates										Total
	Non-Discounted Services						Discounted Services				
	Services Related to a Highway	Water Services	Wastewater Services	Police Services	Fire Protection Services	Administration Studies - Engineering- related	Outdoor Recreation Services	Indoor Recreation Services	Library Services	Administration Studies - Community Benefit-related	
Opening Balance, January 1, _____											
Plus:											
Development Charge Collections											
Accrued Interest											
Repayment of Monies Borrowed from Fund and Associated Interest ¹											
Sub-Total	0	0	0	0	0		0	0	0	0	
Less:											
Amount Transferred to Capital (or Other) Funds ²											
Amounts Refunded											
Amounts Loaned to Other D.C. Service Category for Interim Financing											
Credits ³											
Sub-Total	0	0	0	0	0		0	0	0	0	
Closing Balance, December 31, _____	0	0	0	0	0		0	0	0	0	

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



Attachment 1
Township of Cavan Monaghan
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period			Post D.C. Forecast Period						
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
Services Related to a Highway											
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Services											
Capital Cost D											
Capital Cost E											
Capital Cost F											
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater Services											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
Services Related to a Highway									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Water Services									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Wastewater Services									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Attachment 2
Township of Cavan Monaghan
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					



Appendix E

Local Service Policy



Appendix E: Local Service Policy

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

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

A. SERVICES RELATED TO ROADS

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

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



etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

1) Local and Collector Roads (Including Land)

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

2) Arterial Roads

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



3) Traffic Control Systems, Signals and Intersection Improvements

- a) On new arterial roads and arterial road improvements unrelated to a specific development: included as part of road costing funded through D.C.'s.
- b) Intersection 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).
- c) On arterial or collector road intersections with County roads: include in County D.C.'s or in certain circumstances, may be a direct developer responsibility
- d) Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development, not related to 3(b): included in D.C. calculation as permitted under s.5(1) of the D.C.A.

4) Streetlights

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



5) Sidewalks

- a) Sidewalks on M.T.O. and County roads - Include in area municipal D.C. or, in exceptional circumstances, may be local improvement or direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b) Sidewalks on area municipal roads - Linked to collector road funding source in item 1.
- c) 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) Transportation Related Pedestrian and Cycling Facilities

- a) Bike routes and bike lanes, within road allowance, external to development - Include in D.C. road costs (County and area municipal), consistent with the service standard provisions of the D.C.A., s.5(1).
- b) Bike paths/multi-use trails/naturalized walkways external to development – Include in area municipal D.C.s consistent with the service standard provisions of the D.C.A., s.5(1).
- c) Bike lanes, within road allowance, internal to development – Direct developer responsibility under s.50 of the D.C.A.(as a local service).
- d) Bike paths/multi-use trails/naturalized walkways internal to development – Direct developer responsibility under s.50 of the D.C.A. (as a local service).
- e) Trail Bridges/Underpasses and associated works - Include in area municipal D.C.s consistent with the service standard provisions of the D.C.A., s.5(1).

7) Noise Abatement Measures

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



B. STORMWATER MANAGEMENT

- a) Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b) Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded Township arterial roads that are funded as a development charges project: included as part of road costing funded through D.C.'s.
- c) Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- d) Stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- e) Monitoring works: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- f) Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates, including service connections from existing underground services to the development: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- g) New underground services or upgrading of existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 900 mm for stormwater services: direct developer responsibility under s. 59 of the D.C.A. (as a local service). If external services are required by two or more developments, the developer for the first development will be responsible for the cost of the external services and may enter into cost-sharing agreements with other developers independent of the Township.
- h) External underground services involving pipe sized exceeding 900 mm for stormwater services: included in D.C.'s.



C. PARKLAND DEVELOPMENT

1) Recreational Trails

- a) Recreational trails (Multi-use trails) that do not form part of the Township's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area Township parkland D.C.'s.
- b) Recreational trails (Multi-use trails) inclusive of all required infrastructure, located on Arterial roads internal or adjacent to development – considered part of the complete street and included in DC calculation
- c) Recreational trails (Multi-use trails) inclusive of all required infrastructure, located on Collector roads external but adjacent to development – Direct developer responsibility under s.59 of DCA (as a local service)
- d) Recreational trails (Multi-use trails) internal to development - Direct developer responsibility under s.59 of DCA (as a local service)
- e) Recreational trails (Multi-use trails) requirements include rough grading and any associated infrastructure (bridges and abutments, guard and hand rails, retaining walls, landscaping and trail surface etc.) of all recreational trails and multi-use paths that are considered part of the Trails Network (as incorporated into the Trails Master Plan), as per the Township Servicing Standards.

2) Parkland

Developers dedicating parkland as a condition of development are required to undertake, at their sole expense, the base construction and installation of the parkland improvements on lands to be conveyed to the Township for park purposes. This work shall include:

- (a) Clearing and grubbing;
- (b) Topsoil stripping and stockpiling (topsoil or any fill or soils shall not be stockpiled on parkland without the approval of the Township);
- (c) Parkland shall be free of any contaminated soil or subsoil;
- (d) Grading inclusive of topsoil supply and placement, minimum of 150 mm depth;
- (e) Sodding #1 nursery grade;



- (f) Drainage systems, including connections to the municipal services as required by the Township;
- (g) Electrical and water connections minimum 50 mm to street line including backflow preventers, shut off valves, water and hydro chambers;
- (h) Street trees along all public road allowances abutting Township owned parkland;
- (i) All parks are to be developed up to fine grade, topsoil and sod. They shall be graded to meet approved parkland grade, including any associated infrastructure requirements (retaining walls, drainage, etc.) and sodded to minimize erosion and dust. Temporary fencing may also be required where there is no permeant fence to prevent illegal dumping;
- (j) Temporary park sign advising future residents that the site is a future park;
- (k) Fencing, to the Township's standard, where deemed necessary by the Township, on the public property side of the property line.

3) Landscape Buffer Blocks, Features, Cul-de-Sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Roads, Open Space, Etc.

The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the Township shall be a direct developer responsibility as a local service. Such costs include but are not limited to:

- a) Pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Township's required depth), landscape features, perimeter fencing and amenities and all planting;
- b) Restoration planting and landscaping requirements (as required by the Township or authorities having jurisdiction) as a result of impact of the development including related restoration projects to enhance the natural heritage system;
- c) Perimeter fencing to the Township standard or approved equivalent located on the public property side of the property line adjacent land uses as directed by the Township or other approval authority.



4) Natural Heritage System (N.H.S.)

N.H.S. includes engineered and in situ stream corridors, natural buffers for woodlots, wetland remnants, etc. as well as subwatersheds within the boundaries of the Township.

Direct developer responsibility as a local service provision including but not limited to the following:

- a) Riparian planting and landscaping requirements (as required by the Township, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction within in the N.H.S. and associated buffers.
- b) Perimeter fencing of the N.H.S. to the Township servicing standard or approved equivalent located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Township.

5) Infrastructure Assets Constructed by Developers

- a) All infrastructure assets constructed by Developers must be designed in accordance with the Township's Servicing Standards or approved equivalent.
- b) All infrastructure assets shall be conveyed in accordance with the Township's Servicing Standards or approved equivalent.
- c) Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Township shall be in accordance with the Township's Servicing Standards or approved equivalent.

D. UNDERGROUND SERVICES (WATER AND SANITARY SEWERS)

Underground services (linear infrastructure for water and sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated separately. The responsibility for such services as well as pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:



1) The costs of the following items shall be direct developer responsibilities as a local service:

- a) providing all underground services internal to the development, including water and sanitary services;
- b) providing service connections from existing underground services to the development;
- c) providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 350 mm for water and sanitary services. If external services are required by two or more developments, the developer for the first development will be responsible for the cost of the external services and may enter into cost-sharing agreements with other developers independent of the Township; and
- d) water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments.

2) The costs of the following items shall be paid through development charges:

- a) external underground services involving trunk infrastructure and pipe sizes exceeding 350 mm for water and sanitary services; and
- b) water, reservoir and/or sanitary pumping stations not required for the individual development.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the D.C.A. (new subsection 10 (2) (c.2)) 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:

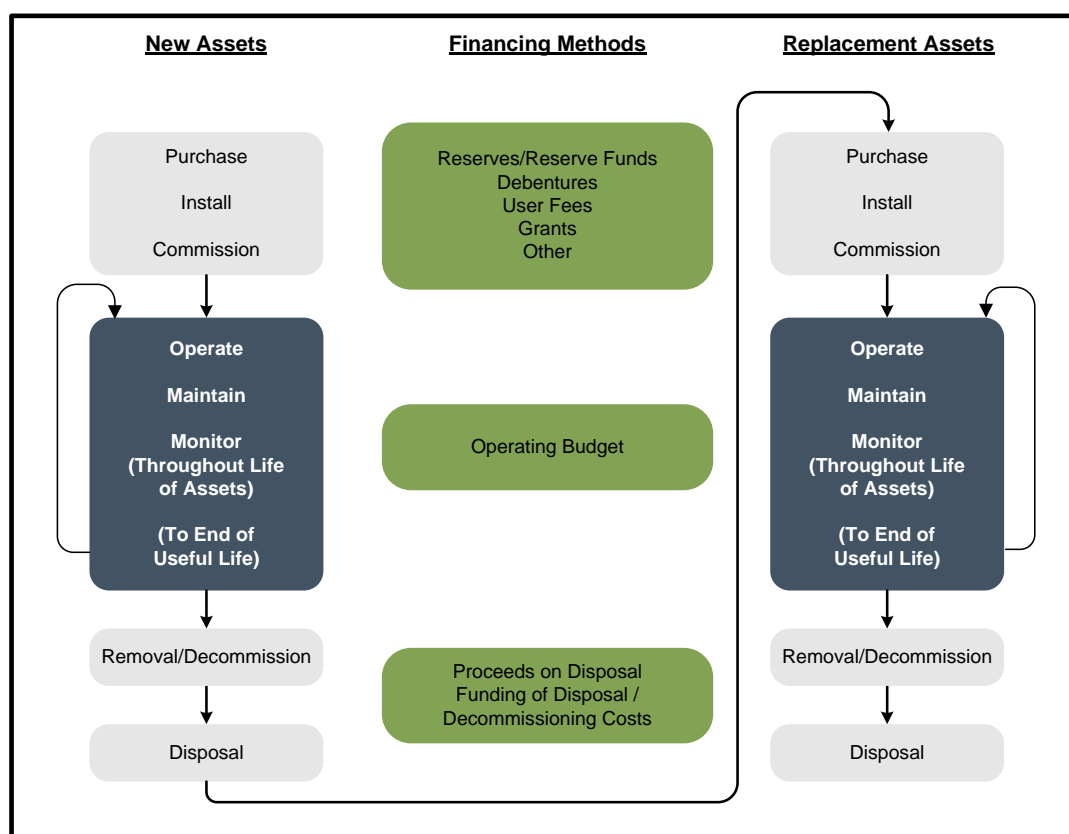
“The asset management plan shall,

- (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.”

In regard to the above, section 8 of the Regulations was amended to include subsections (2), (3) and (4) which set out for specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time thus requiring the municipality to define the approach to include within the background study.

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.

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2021 for core municipal services and 2023 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



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.

Commensurate with the above, the Township prepared an A.M.P. in 2013 for its existing assets, however, did not take into account future growth-related assets. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

In recognition to the schematic above, 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. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence 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 municipal 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 \$4.27 million.
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 \$3.78 million. This amount, totalled with the existing operating revenues of \$14.72 million, provide annual revenues of \$18.50 million by the end of the period.



6. In consideration of the above, the capital plan is deemed to be financially sustainable.

Township of Cavan Monaghan
Asset Management – Future Expenditures and Associated Revenues
2019\$

Asset Management Summary	Sub-Total	2038 (Total)
Expenditures (Annualized)		
Annual Debt Payment on Non-Growth Related Capital ¹		1,125,246
Annual Debt Payment on Post Period Capital ²		133,183
Lifecycle:		
Annual Lifecycle - Township-wide Services	\$1,164,291	
Sub-Total - Annual Lifecycle	\$1,164,291	\$1,164,291
Incremental Operating Costs (for D.C. Services)		\$1,980,949
Total Expenditures		\$4,270,486
Revenue (Annualized)		
Total Existing Revenue ³		\$14,722,794
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)		\$3,777,471
Total Revenues		\$18,500,265

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

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



Appendix G: Proposed D.C. By-law

The Corporation of the Township of Cavan Monaghan

By-law Number 2019 - ____

A By-law to establish development charges for the Corporation of the Township of Cavan Monaghan

Whereas the Township of Cavan Monaghan will experience growth through development and re-development;

And Whereas development and re-development requires the provision of capital works by the Township of Cavan Monaghan;

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 Cavan Monaghan 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 Council has provided consideration of area-rating of the development charges;

And Whereas the Council of The Corporation of the Township of Cavan Monaghan has given notice of and held a public meeting on the 6th of August, 2019 in accordance with the Act and the regulations thereto;

Now Therefore the Council of the Corporation of the Township of Cavan Monaghan 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;

“apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor;

“bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

“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;

“bona fide farm uses” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

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

“capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve buildings 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 municipality, 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 municipality;

“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 are 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 in the Township of Cavan Monaghan on July 5, 2010 or the buildings or structures constructed and occupied on a vacant site pursuant to site plan approval under section 41 of the Planning Act, R.S.O. 1990, c. P.13 (the “Planning Act”) subsequent to July 5, 2010 for which full development charges were paid, and is used for or in connection with,

- a) the production, compounding, processing, packaging, crating, bottling, packaging or assembling of raw or semi-processed goods or materials (“manufacturing”) in not less than seventy-five per cent 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 in connection with manufacturing in not less than seventy-five per cent of the total gross floor area of the building or buildings on a site,
- c) retail sales by a manufacturer, if the retail sales are at the site where the 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 per cent of the total gross floor area of the building or buildings on the site, or
- d) office or administrative purposes, if they are,
 - (i) carried out with respect to the manufacturing or warehousing; and,
 - (ii) in or attached to the building or structure used for such manufacturing or warehousing;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

- (a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and
- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line



- (c) of party walls dividing a non-residential use and a residential use, except for:
 - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
 - (ii) loading facilities above or below grade; and
 - (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“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 school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Township of Cavan Monaghan or any part or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the *Planning Act*, R.S.O. 19990, Chap. P.13, as amended, or any successor thereof;



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

“municipality” means the Corporation of the Township of Cavan Monaghan;

“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 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;

“public hospital” means a public hospital receiving aid under the *Public Hospitals Act*, 1990, Chap. P.40, 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 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;



“semi-detached dwelling” means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade;

“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 municipality relative to the provision of municipal services to specified land within the municipality;

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

“solar farm” means any solar energy system comprised of one or more solar panels and associated control or conversion electronics that converts sunlight into electricity. A solar farm may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary;

“special care/special dwelling” means:

- a) a building containing two or more dwelling units, which units have a common entrance from street level:
 - i) where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings;
 - ii) which may or may not have exclusive sanitary and/or culinary facilities;
 - iii) that is designed to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements; and
 - iv) where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels;

and includes but is not limited to, retirement homes or lodges, nursing homes, charitable dwellings, group homes (including correctional group homes) and hospices;



- b) a building that is a student residence.

“telecommunications tower” – means any tower, apparatus, structure or other thing that is used or is capable of being used for telecommunications of for any operation directly connected with telecommunications, and includes a transmission facility, as define in the Telecommunications Act;

“township” means the area within the geographic limits of the Township of Cavan Monaghan;

“wind turbine” means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control of conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity of site for sale to an electrical utility or other intermediaries.

“Zoning By-Law” means the Zoning By-Law of the Township of Cavan Monaghan, 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) Water Services (Millbrook);
- (b) Wastewater Services (Millbrook);
- (c) Services Related to a Highway;
- (d) Fire Protection Services;
- (e) Police Services
- (f) Library;
- (g) Outdoor Recreation;
- (h) Indoor Recreation; and
- (i) Administration (Studies);

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 of Cavan Monaghan 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 municipality or a local board thereof;
- (b) a board of education; or
- (c) the Corporation of the County of Peterborough or a 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:
 - (i) the passing of a zoning By-law or of an amendment to a zoning By-law 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 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.
- (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
- (d) 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, there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, where attached to the existing industrial building, up to a maximum of fifty per cent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the Development Charges Act or this section. Development charges shall be imposed in accordance with this By-law with respect to the amount of the floor area of an enlargement that results in the gross floor area of the industrial building being increased by greater than fifty per cent of the gross floor area of the existing industrial building.

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) lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*,
- b) a public hospital receiving aid under the *Public Hospitals Act*, R.S.O. 1990, Chap. P.40, as amended, or any successor thereof; and
- c) the development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class

Amount of Charges Residential

3.11.1 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.

3.11.2 Notwithstanding section 3.11.1 of this By-law that the following percentage of each service of the residential charges provided in Schedule 'B' be imposed.

Service	Percentage of Schedules "B-1" and "B-2" Residential Charges to be Imposed
	Residential (All unit types)
<u>Township-wide Services:</u>	
Services Related to a Highway	100%
Fire Protection Services	100%
Police Services	100%
Indoor & Outdoor Recreation Services	100%
Library Services	100%
Administration Studies - Engineering-related	100%
Administration Studies - Community Benefit-related	100%
<u>Millbrook Area-specific Services</u>	
Wastewater Services	100%
Water Services	100%

Non-Residential

3.12.1 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.

3.12.2 Notwithstanding subsection 3.12.1 of this By-law that the following percentage of each service of the non-residential charges provided in Schedule 'B' be imposed by type of non-residential development.

Service	Percentage of Schedules "B-1" and "B-2" Non-residential Charges to be Imposed				
	Commercial	Industrial	Institutional	Wind Turbines/ Telecommunications Towers	Solar Farms
Township-wide Services:					
Services Related to a Highway	100%	100%	100%	100%	100%
Fire Protection Services	100%	100%	100%	100%	100%
Police Services	100%	100%	100%	100%	100%
Indoor & Outdoor Recreation Services	100%	100%	100%	n/a	n/a
Library Services	100%	100%	100%	n/a	n/a
Administration Studies - Engineering-related	100%	100%	100%	100%	100%
Administration Studies - Community Benefit-related	100%	100%	100%	100%	100%
Millbrook Area-specific Services					
Wastewater Services	100%	100%	100%	n/a	n/a
Water Services	100%	100%	100%	n/a	n/a

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 five years 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.

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, commencing on the 1st of January, 2020 and each year thereafter, 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 section 2.1

Schedule B-1 - Residential and Non-Residential Development Charges for Engineering-related Services



Schedule B-2 - Residential and Non-Residential Development Charges for
Community benefit-related Services

Schedule C - Map of Millbrook Urban Area

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 September 4, 2019.

10. Date By-law Expires

- 10.1 This By-law will expire at 12:01 AM on September 4, 2024 unless it is repealed by Council at an earlier date.

11. Existing By-laws Repealed



11.1 By-law numbered 2015-38 is hereby repealed as of the date and time of this By-law coming into effect.

Passed this 3rd day of September 2019.

Mayor Scott McFadden

Clerk Elana Arthurs



Schedule A
To By-law No. 2019-__
Township of Cavan Monaghan Components of Services Designated in
Subsection 2.1

100% Eligible Services

Services Related to a Highway

Roads, Sidewalks & Streetlights

Depots and Domes

PW Rolling Stock

Fire Protection Services

Fire Facilities

Fire Vehicles

Fire Small Equipment and Gear

Police Services

Police Facilities

Police Small Equipment and Gear

Millbrook Area-Specific Services

Water Services

Wastewater Services

90% Eligible Services

Outdoor Recreation Services

Parkland Development, Amenities and Trails

Recreation Rolling Stock and Equipment

Indoor Recreation Services

Recreation Facilities

Library Services

Library Facilities

Library Materials

Administration Services

Growth Related Studies



SCHEDULE "B-1"
BY-LAW NO. 2019 – __
SCHEDULE OF DEVELOPMENT CHARGES
ENGINEERING-RELATED SERVICES

Service	RESIDENTIAL					NON-RESIDENTIAL	Wind Turbines/ Telecommunications Towers (per unit)	Solar Farms (per sq.ft. of Gross Floor Area of Panels)
	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Township-wide Services:								
Services Related to a Highway	3,250	2,203	2,055	1,262	1,223	1.23	3,250	1.23
Fire Protection Services	1,487	1,008	940	577	560	0.56	1,487	0.56
Police Services	71	48	45	28	27	0.03	71	0.03
Administration Studies - Engineering-related	71	48	45	28	27	0.03	71	0.03
Total Township-wide Services	4,879	3,307	3,085	1,895	1,837	1.85	4,879	1.85
Millbrook Area-specific Services								
Wastewater Services	3,877	2,628	2,451	1,505	1,459	0.86	-	-
Water Services	1,391	943	879	540	523	0.31	-	-
Total Millbrook Area-specific Services	5,268	3,571	3,330	2,045	1,982	1.17	-	-
GRAND TOTAL RURAL AREA	4,879	3,307	3,085	1,895	1,837	1.85	4,879	1.85
GRAND TOTAL MILLBROOK AREA	10,147	6,878	6,415	3,940	3,819	3.02	4,879	1.85

SCHEDULE "B-2"
BY-LAW NO. 2019 – __
SCHEDULE OF DEVELOPMENT CHARGES
COMMUNITY BENEFIT-RELATED SERVICES

Service	RESIDENTIAL					NON-RESIDENTIAL	Wind Turbines/ Telecommunications Towers (per unit)	Solar Farms (per sq.ft. of Gross Floor Area of Panels)
	Single and Semi- Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Township-wide Services:								
Indoor & Outdoor Recreation Services	5,291	3,586	3,345	2,054	1,991	0.46	-	-
Library Services	917	621	580	356	345	0.08	-	-
Administration Studies - Community Benefit-related	153	104	97	59	58	0.06	153	0.06
Total Township-wide Services	6,361	4,311	4,022	2,469	2,394	0.60	153	0.06



SCHEDULE "C"
BY-LAW NO. 2019 – ____
MAP DESIGNATING WATER AND WASTEWATER DEVELOPMENT CHARGE AREA
FOR MILLBROOK

