



Development Charges Background Study

Township of Cavan Monaghan

March 2, 2022

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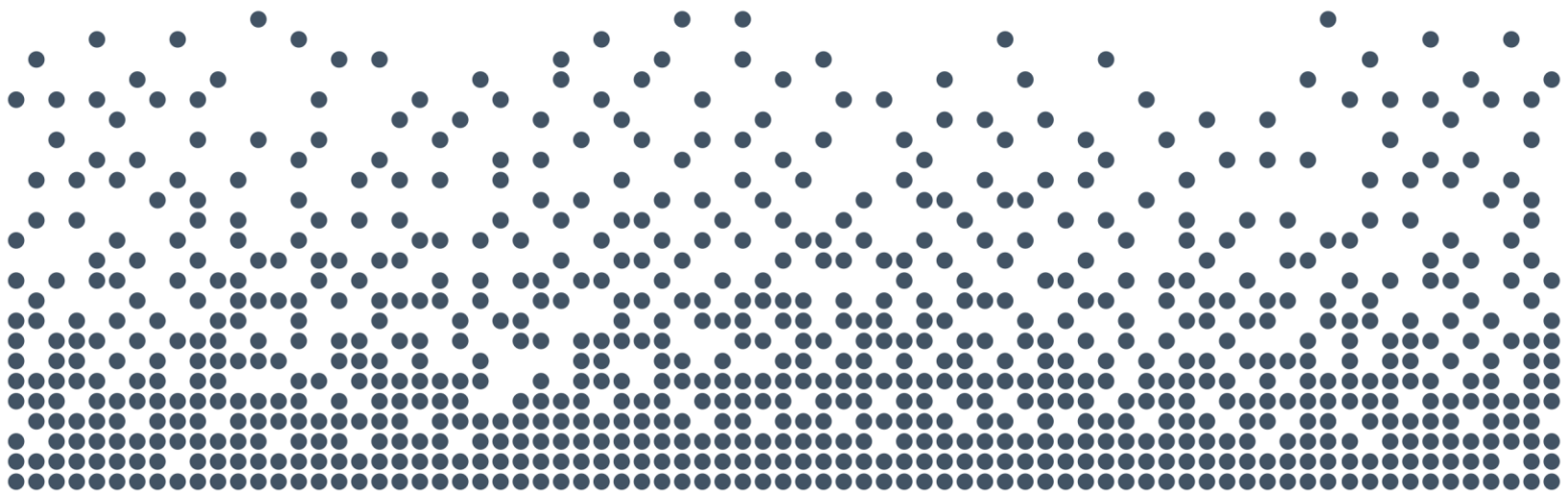
List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
C.I.P.A.	Community Improvement Project Areas
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
ERASE	Environmental, Remediation, and Site Enhancement
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
LPAT	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
OLT	Ontario Land Tribunal
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



List of Acronyms and Abbreviations (Cont'd)

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*, as amended (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;
 - 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.



- 6) Net costs divided by growth to provide the D.C.
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 (A.M.P.) that deals with all assets proposed to be funded, in whole or in part, by D.C.s. The A.M.P. 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. Further changes to the D.C.A. were introduced through four bills passed in the Ontario legislature: Bill 108, Bill 138, Bill 197, and Bill 213. The following provides a brief summary of the proposed changes.

Bill 108: More Homes, More Choice: Ontario's Housing Supply Action Plan

In May 2019, the Province introduced Bill 108, More Homes, More Choice Act, 2019 which would make changes to the current D.C. legislation. The Bill was passed and given Royal Assent on June 6, 2019. While the legislation has been passed, much of the detailed changes were to be implemented by Regulation, however, these changes were not implemented (subject to Bill 197 discussed later). The following items are currently in effect:

- a. Effective January 1, 2020, rental housing and institutional developments shall pay D.C.s in six (6) equal annual payments commencing at first occupancy. Non-profit housing developments shall pay D.C.s in 21 equal annual payments. Interest may be charged on the instalments, and any



unpaid amounts inclusive of interest payable shall be added to the property tax roll and collected in the same manner as taxes.

- b. Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications made after January 1, 2020), shall be determined based on the D.C. by-law in effect on the day of Site Plan or Zoning By-law Amendment application.

Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019 and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. With respect to the D.C.A., this Bill removed instalment payments for commercial and industrial developments that were originally identified in Bill 108.

Bill 197: COVID-19 Economic Recovery Act, 2020

In March 2020, Canada was impacted by the COVID-19 global pandemic. As a result, the economy was put into a state of emergency in an effort to slow the spread of the virus. In response, the Province tabled legislation on July 8, 2020 which amended a number of Acts, including the D.C.A. and the Planning Act. With Bill 197, many changes proposed in Bill 108 have now been revised. With respect to the above noted changes from Bill 108, the following changes are provided in Bill 197:

- **Eligible Services:** The list of eligible services for the D.C. has now been expanded to include most services eligible under the D.C.A. prior to Bill 108. For the Township of Cavan Monaghan, this means that services currently provided in the D.C. by-law remain eligible.
- **Mandatory 10% Deduction:** The mandatory 10% deduction is removed (consistent with Bill 108). This applies to all D.C.-eligible services.
- **Community Benefits Charges:** a municipality may, by by-law impose a C.B.C. to pay for the capital costs for formerly-eligible D.C. services in addition to parkland dedication and bonus zoning contributions. This process will be examined separately from the D.C. study.



Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government.

These changes to the D.C.A. were proclaimed on September 18, 2020 and are further discussed in Section 1.4 of this report.

- 5. 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 (2022 to 2031), buildout (2022 to buildout) and urban buildout time periods.

Table ES-1
Summary of Growth Forecast by Planning Period

Measure	10 Year 2022-2031	Buildout 2022-Buildout	Urban Buildout 2022-Urban Buildout
(Net) Population Increase	2,782	3,281	3,747
Residential Unit Increase	1,458	1,750	1,646
Non-Residential Gross Floor Area Increase (sq.ft.)	1,608,660	1,608,660	1,010,000

Source: Watson & Associates Economists Ltd. forecast 2021

Note: Residential buildout differs from Non-residential buildout. See Appendix A for details.

- 6. On September 4, 2019, the Township of Cavan Monaghan passed By-law 2019-69 under the D.C.A. There was an amendment of By-law 2019-69 on October 22, 2019 for recalculations of the charge based on future identified needs. By-law 2019-69, as amended establishes D.C.'s for residential and non-residential development in the Township. This by-law will expire on September 4, 2024. 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 April 4, 2022 with adoption of the by-law on May 2, 2022.



7. The Township's D.C.s currently in effect are \$13,497 for single-detached dwelling units for Township wide services. Non-residential charges are \$2.98 per square foot for Township-wide services. Note: Through Motion R/21/10/19/21 Council reduced the Township-wide Services D.C. from 100% to 0% for Industrial development. This report has undertaken a recalculation of the charges based on future identified needs (presented in Table ES-3). Charges have been provided on a Township-wide basis for all services except water and wastewater. The corresponding single-detached unit charge for Township-wide services is \$8,105. The non-residential charge is \$1.90 per square foot of building area. These rates are submitted to Council for its consideration.
8. The Township's area specific development charges for water and wastewater services currently in effect in Millbrook are \$8,387 for single detached dwelling units and \$2.83 per sq.ft. of non-residential development. This report has undertaken a recalculation of the charges based on future identified needs (presented in Table ES-3). The corresponding single-detached unit charge for water and wastewater services is \$21,383. The non-residential charge is \$4.44 per square foot of building area. The total single-detached unit charge for full services is \$29,488 and the total charge per sq. ft. of non-residential development is \$6.34. These rates are submitted to Council for its consideration
9. 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:



Table ES-2
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next five years	\$11,666,758
Less: Benefit to existing development	\$836,250
Less: Post planning period benefit	\$212,500
Less: Ineligible re: Level of Service or Other Funding	\$19,200
Less: Grants, subsidies and other contributions	\$500,000
Net costs to be recovered from development charges	\$10,098,808

This suggests that for the non-D.C. cost over the five-year D.C. by-law (benefit to existing development, ineligible services, and grants, subsidies and other contributions), \$1.36 million (or an annual amount of \$0.27 million) will need to be contributed from taxes and rates, or other sources.

Based on the above table, the Township plans to spend \$11.67 million over the next five years, of which \$10.10 million (87%) is recoverable from D.C.s. Of this net amount, \$8.07 million is recoverable from residential development and \$2.03 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

10. 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 a urban buildout forecast:

- Wastewater Services; and
- Water Services.

The following services are calculated based on a buildout forecast:

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



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

- Parks and Recreation Services (formerly Indoor and Outdoor Recreation);
and
- Library Services;

In addition, a class of service has been established for Growth Studies which is based on a Township-wide 10-year forecast.

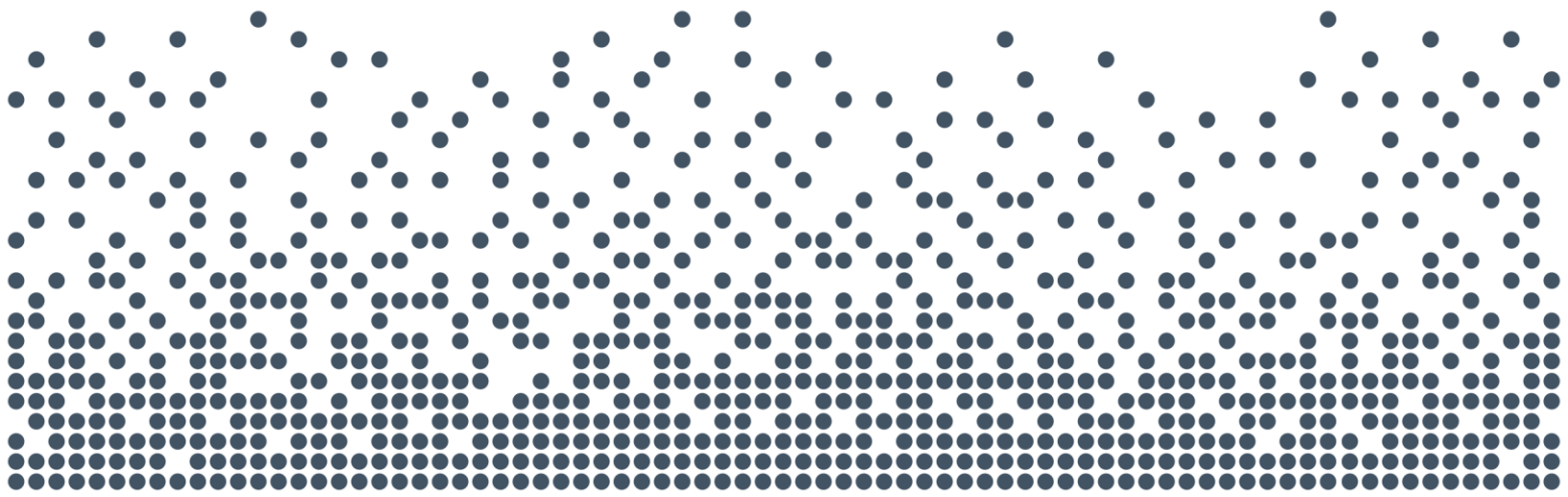
Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix G. These decisions may include:

- 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-3
Schedule of Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	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)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	2,990	2,026	1,890	1,161	1,125	1.16
Fire Protection Services	1,306	885	826	507	491	0.51
Policing Services	37	25	23	14	14	0.01
Parks and Recreation Services	2,635	1,786	1,666	1,023	992	0.11
Library Services	936	634	592	363	352	0.04
Growth Studies	201	136	127	78	76	0.07
Total Municipal Wide Services/Class of Services	8,105	5,492	5,124	3,146	3,050	1.90
Millbrook Area-specific Services						
Wastewater Services	14,520	9,841	9,180	5,638	5,464	2.41
Water Services	6,863	4,651	4,339	2,665	2,583	2.03
Total Urban Services	21,383	14,492	13,519	8,303	8,047	4.44
GRAND TOTAL RURAL AREA	8,105	5,492	5,124	3,146	3,050	1.90
GRAND TOTAL URBAN AREA	29,488	19,984	18,643	11,449	11,097	6.34



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997*, as amended, (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 throughout the latter half of 2021 and early 2022. 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 April 4, 2022. 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 March 2, 2022.

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;
- refinements to the report, if required; 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

Schedule of Study Milestone	Dates
1. Data collection, staff review, D.C. calculations and policy work	August 2021 to January 2022
2. Public release of final D.C. Background study and proposed by-law	March 2, 2022
3. Public meeting advertisement placed in newspaper(s)	No later than March 14, 2022
4. Public meeting of Council	April 4, 2022
5. Council considers adoption of background study and passage of by-law	May 2, 2022
6. Newspaper notice given of by-law passage	By 20 days after passage
7. Last day for by-law appeal	40 days after passage
8. 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 (A.M.P.) (subsection 10 (2) (c.2)). The 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; however, they are silent with respect to how the asset management plan 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 asset management planning. This examination may include both qualitative



and quantitative measures such as examining the annual future lifecycle contribution needs (discussed further in Appendix F of this report).

1.3.3 60-Day Circulation of the 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 March 2, 2022, to ensure the new requirements for release of the study are 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.

1.4 Further Changes to the D.C.A.: Bills 108, 138, 197, and 213

1.4.1 Bill 108: More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "*More Homes, More Choice: Ontario's Housing Supply Action Plan*." The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these



changes were revised through Bill 197). At the time of writing, the following provisions have been proclaimed:

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Interest may be charged on the instalments, and any unpaid amounts may be added to the property and collected as taxes.
- Effective January 1, 2020, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application. 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.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the Planning Act. A summary of these changes to take effect upon proclamation by the Lieutenant Governor is provided below:

Changes to Eligible Services – Prior to Bill 108, the D.C.A. provided a list of ineligible services whereby municipalities could include growth related costs for any service that was not listed. With Bill 108, the changes to the D.C.A. would now specifically list the services that are eligible for inclusion in the by-law. Further, the initial list of eligible services under Bill 108 was limited to "hard services", with the "soft services" being removed from the D.C.A. These "soft services" would be considered as part of a new community benefits charge (discussed below) imposed under the Planning Act. As noted in the next section this list of services has been amended through Bill 197.

Mandatory 10% deduction - The amending legislation would have removed the mandatory 10% deduction for all services that remain eligible under the D.C.A.

Remaining Services to be Included in a New Community Benefits Charge (C.B.C.) Under the Planning Act - It is proposed that a municipality may, by by-law, impose a C.B.C. 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. The C.B.C. was proposed to include formerly eligible D.C. services that are not



included in the above listing, in addition to parkland dedication and bonus zoning contributions.

1.4.2 Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019 and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of instalment payments for commercial and industrial developments that were originally included in Bill 108.

1.4.3 Bill 197: COVID-19 Economic Recovery Act

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197 which provided amendments to a number of Acts, including the D.C.A. and Planning Act. This Bill also revised some of the proposed changes identified in Bill 108. Bill 197 was tabled on July 8, 2020, received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the changes:

1.4.3.1 D.C. Related Changes

List of D.C. Eligible Services

- As noted above, under Bill 108 some services were to be included under the D.C.A. and some would be included under the C.B.C. authority. Bill 197, however, revised this proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:
 - Water supply services, including distribution and treatment services.
 - Wastewater services, including sewers and treatment services.
 - Storm water drainage and control services.
 - Services related to a highway.
 - Electrical power services.
 - Toronto-York subway extension.
 - Transit services.
 - Waste diversion services.
 - Policing services.



- Fire protection services.
- Ambulance services.
- Library services.
- Long-term Care services
- Parks and Recreation services, but not the acquisition of land for parks.
- Public Health services.
- Childcare and early years services.
- Housing services.
- Provincial Offences Act services.
- Services related to emergency preparedness.
- Services related to airports, but only in the Regional Municipality of Waterloo.
- Additional services as prescribed.

Classes of Services – D.C.

Pre-Bill 108/197 legislation (i.e. D.C.A., 1997) allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).

The Act (as amended) repeals and replaces the above with the four following subsections:

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

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

Note: An initial consideration of “class” appears to mean any group of services.



1.4.3.2 C.B.C. Related Changes

C.B.C. Eligibility

- The C.B.C. is limited to lower-tier and single tier municipalities; upper-tier municipalities will not be allowed to impose this charge.
- O. Reg. 509/20 was filed on September 18, 2020. This regulation provides for the following:
 - A maximum rate will be set as a percentage of the market value of the land the day before building permit issuance. The maximum rate is set at 4%. The C.B.C. may only be imposed on developing or redeveloping buildings which have a minimum height of five stories and contain no less than 10 residential units.
 - Bill 197 states that before passing a C.B.C. by-law, the municipality shall prepare a C.B.C. strategy that (a) identifies the facilities, services, and matters that will be funded with C.B.C.s; and (b) complies with any prescribed requirements.
 - Only one C.B.C. by-law may be in effect in a local municipality at a time.

1.4.3.3 Combined D.C. and C.B.C. Impacts

D.C. vs. C.B.C. Capital Cost

- A C.B.C. may be imposed with respect to the services listed in s. 2 (4) of the D.C.A. (eligible services), “provided that the capital costs that are intended to be funded by the community benefits charge are not capital costs that are intended to be funded under a development charge by-law.”

Transition – D.C. and C.B.C.

- The specified date for municipalities to transition to the D.C. and C.B.C. is two years after Schedules 3 and 17 of the COVID-19 Economic Recovery Act comes into force (i.e. September 18, 2022).
- Generally, for existing reserve funds (related to D.C. services that will be ineligible):
 - If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;



- If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
- If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.
- For reserve funds established under s. 37 of the Planning Act (e.g. bonus zoning)
 - If a C.B.C. is passed, the funds are transferred to the C.B.C. special account;
 - If no C.B.C. is passed, the funds are moved to a general reserve fund for the same purpose;
 - If a C.B.C. is passed subsequent to moving funds to a general reserve fund, those monies are then moved again to the C.B.C. special account.

If a municipality passes a C.B.C. by-law, any existing D.C. credits a landowner may retain may be used towards payment of that landowner's C.B.C.

- As a result of the passage of Bill 197, and subsequent proclamation on September 18, 2020, this report has provided the D.C. calculations without the 10% mandatory deduction.

At this time, no decision has been made with respect to developing a C.B.C. therefore, this report does not address any these charges at this time.

1.4.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government. As a result, this mandatory exemption will be included in the D.C. by-law.



Chapter 2

Current Township of Cavan Monaghan Policy



2. Current Township of Cavan Monaghan Policy

2.1 Schedule of Charges

On September 4, 2019, the Township of Cavan Monaghan passed By-law 2019-69 under the D.C.A. There was an amendment of By-law 2019-69 on October 22, 2019 for recalculations of the charge based on future identified needs. By-law 2019-69, as amended establishes D.C.'s for residential and non-residential development in the Township. Council motion R/21/10/19/21 provided an exemption for industrial development with respect to Township-wide D.C.'s. The table below provides the rates currently in effect.

Table 2-1
Township of Cavan Monaghan
Current D.C. Rates
(as of January 1, 2022)

Service	Residential					Non-Residential per Sq.ft.		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	Special Care/ Special Dwelling Units	Non- Residential	Industrial		
Township-wide Services						100%	0%		
Services Related to a Highway	3,832	2,598	2,424	1,489	1,442	1.45	-	3,832	1.45
Fire Protection Services	1,753	1,189	1,108	681	660	0.66	-	1,753	0.66
Policing Services	84	57	52	33	32	0.03	-	84	0.03
Parks and Recreation Services	6,241	4,230	3,945	2,424	2,349	0.55	-	-	-
Library Services	1,083	734	684	420	406	0.09	-	-	-
Growth Studies	504	341	318	193	189	0.20	-	504	0.20
Total Township-wide	13,497	9,149	8,531	5,240	5,078	2.98	-	6,173	2.34
Millbrook Area-specific Services							100%		
Water Services	2,499	1,693	1,580	970	940	1.04	1.04	-	-
Wastewater Services	5,888	3,992	3,723	2,286	2,217	1.79	1.79	-	-
Total Millbrook Area-specific Services	8,387	5,685	5,303	3,256	3,157	2.83	2.83	-	-
Total	21,884	14,834	13,834	8,496	8,235	5.81	2.83	6,173	2.34

2.2 Services Covered

The following services are covered under By-laws 69-2019:

Township-wide Services

- Services Related to a Highway (Roads and Public Works);
- Fire Protection Services;
- Policing Services;
- Parks and Recreation Services (Indoor and Outdoor Recreation Services);



- Library Services; and
- Growth Studies (Administration).

Millbrook Area-Specific Services

- 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 (subject to the amendments to the D.C.A.) and are collected by the Township of Cavan Monaghan Planning and Building Department.

2.4 Indexing

Rates shall be adjusted, without amendment to the By-law, annually on January 1st, in accordance with the prescribed index in the Act.

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.



2.6 Exemptions

In addition to the exemption from Township-wide services for industrial development, the following non-statutory exemptions are provided under By-law 69-2019:

- 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.
- Non-profit Organization; and
- Affordable Housing.



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 (early-2022 to early-2032), buildout, and urban buildout time horizons.

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

The D.C. growth forecast has been derived by Watson. The growth forecast provided herein utilizes growth assumptions established in the May 13, 2020 Township of Cavan Monaghan Growth Management Strategy. The Township is in the process of updating the Growth Management Strategy, which may result in updated growth assumptions for Cavan Monaghan and the Millbrook urban serviced area.

In addition to the Township of Cavan Monaghan Growth Management Strategy, the following information sources were consulted:

- Official Plan of the Township of Cavan Monaghan (Amendments up to February 25, 2022);
- Township of Cavan Monaghan October 18, 2022 Growth Management Strategy & Master Servicing Study Update Council Presentation;
- 2006, 2011 and 2016 population, household and employment Census data;
- Historical residential and non-residential building permit data over the 2011 to 2021 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

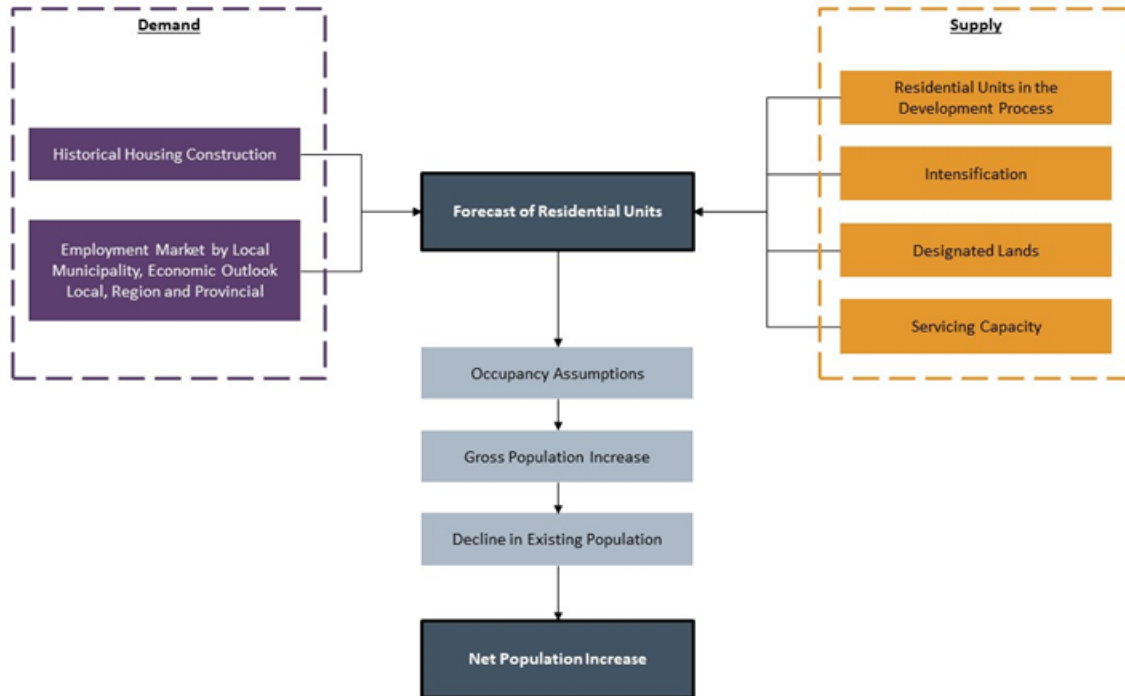
A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the basis for the forecast. The results of the 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*, permanent population in Cavan Monaghan is anticipated to reach approximately 13,010 by early-2032 and 13,500 by Buildout, resulting in an increase of approximately 2,780 and 3,280 persons, respectively over the 10-year and Buildout forecast periods.¹

¹ The population figures used in the calculation of the 2022 D.C. exclude the net Census undercount, which is estimated at approximately 2.5%.



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	<i>Mid 2006</i>	9,050	8,828	208	8,620	2,870	35	100	10	3,015	189	2.928
	<i>Mid 2011</i>	8,820	8,601	211	8,390	2,963	34	89	11	3,097	192	2.777
	<i>Mid 2016</i>	9,050	8,829	209	8,620	3,025	45	110	5	3,185	190	2.772
Forecast	<i>Early 2022</i>	10,480	10,222	237	9,985	3,531	65	121	5	3,722	215	2.746
	<i>Early 2032</i>	13,330	13,005	308	12,697	4,398	401	311	5	5,115	280	2.543
	<i>Residential Buildout</i>	13,840	13,504	320	13,184	4,570	460	362	5	5,397	291	2.502
Incremental	Mid 2006 - Mid 2011	-230	-227	3	-230	93	-1	-11	1	82	3	
	Mid 2011 - Mid 2016	230	228	-2	230	62	11	21	-6	88	-2	
	Mid 2016 - Early 2022	1,430	1,393	28	1,365	506	20	11	0	537	25	
	Early 2022 - Early 2032	2,850	2,783	71	2,712	867	336	190	0	1,393	65	
	Early 2022 - Residential Buildout	3,360	3,282	83	3,199	1,039	395	241	0	1,675	76	

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022.

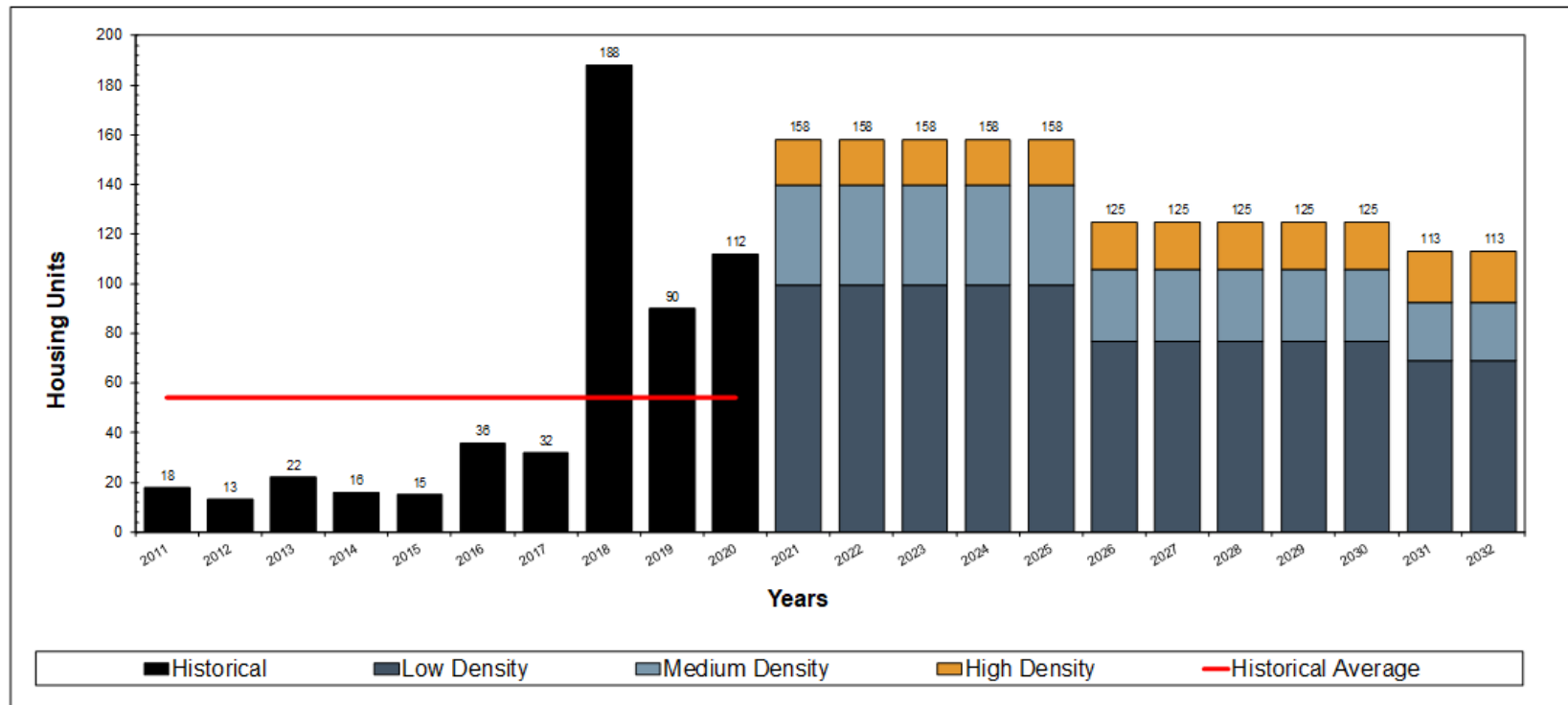
¹ Census undercount estimated at approximately 2.5%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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



Figure 3-1
Township of Cavan Monaghan
Annual Housing Forecast



Source: Historical housing activity derived from the Township of Cavan Monaghan building permit data, 2011 to 2020.

¹ Growth forecast represents calendar year



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 the Township of Cavan Monaghan Growth Management Strategy, 2020.
- Based on the above indicator, the Residential Buildout household growth forecast for the Township is comprised of a unit mix of 62% low density units (single-detached and semi-detached), 24% medium density (multiples except apartments) and 14% high density (bachelor, 1-bedroom and 2-bedroom apartments).

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

- Schedule 2 summarizes the anticipated amount, type, and location of development by urban versus rural areas in the Township of Cavan Monaghan.
- In accordance with forecast demand and available land supply, the amount and percentage of forecast permanent housing growth between early 2022 and Residential Buildout is summarized below.

Development Location	Approximate Amount of Housing Growth, Early 2022 to Residential Buildout	Percentage of Housing Growth, Early 2022 to Residential Buildout
Millbrook (Urban)	1,570	94%
Rural	100	6%
<i>Township Total</i>	<i>1,670</i>	<i>100%</i>

3. Planning Period

- Short and longer-term time horizons are utilized for the D.C. process. This study uses a 10-year planning horizon for services, such as parks, recreation and



libraries. Services related to a highway, fire, police, water and wastewater services utilize a longer planning period.

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

- The number of new housing units to be constructed in the Township of Cavan Monaghan during the short- and long-term periods is presented in Figure 3-1. Over the ten-year forecast period, the Township is anticipated to average 139 new housing units per year.
- Institutional population¹ is anticipated to increase by approximately 70 people between 2022 to 2032 and approximately 80 people between 2022 and Residential Buildout.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 8 summarizes the average P.P.U. assumed for the new housing units by age and type of dwelling based on a 2016 custom Census data for the Township of Cavan Monaghan and Peterborough County. The total calculated P.P.U. for all density types represents a 20-year average. 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 early-2022 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and early-2022 assuming a 6-month lag between construction and occupancy (see Schedule 3).
- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2022 to Buildout forecast period is approximately 1,000.

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.



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

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in a Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data¹ (place of work) for the Township of Cavan Monaghan is outlined in Schedule 10a. The 2016 employment base is comprised of the following sectors:
 - 50 primary (2%);
 - 505 work at home employment (18%);
 - 960 industrial (34%);
 - 870 commercial/population related (31%); and
 - 440 institutional (15%).
- The 2016 employment by usual place of work, including work at home, is approximately 2,830. An additional 590 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).²
- Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 5,910 by early-2032 and Non-Residential Buildout. This represents an employment increase of approximately 1,830 over the forecast period.
- Schedule 10b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been

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

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



included in the employment forecast by usual place of work (i.e. employment and gross floor area generated from N.F.P.O.W. construction employment).

Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (G.F.A.) calculation.

- Total employment for the Township of Cavan Monaghan (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 4,110 by early-2032 and Non-Residential Buildout. This represents an employment increase of approximately 1,400 over the forecast period.

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

- Square footage estimates were calculated in Schedule 10b based on the following employee density assumptions:
 - 4,000 sq.ft. per employee for primary
 - 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 1,608,600 sq.ft. over the 10-year and Non-Residential Buildout forecast periods.
- In terms of percentage growth, the Early 2022 to Non-Residential Buildout incremental G.F.A. forecast by sector is broken down as follows:
 - primary – 17%;
 - industrial – 53%;
 - commercial/population-related – 19%; and
 - institutional – 11%.

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

- Schedule 10c summarizes the anticipated amount, type and location of non-residential development by servicing area for the Township of Cavan Monaghan by area.
- In accordance with forecast demand, the amount and percentage of forecast total non-residential growth between early 2022 and Non-Residential Buildout by development location is summarized below.



Development Location	Amount of Non-Residential G.F.A., Early 2022 to Non-Residential Buildout	Percentage of Non-Residential G.F.A., Early 2022 to Non-Residential Buildout
Millbrook (Urban)	1,010,000	63%
Rural	598,600	37%
<i>Township Total</i>	<i>1,608,600</i>	<i>100%</i>



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 Township service categories which are provided within the Township.

A number of these services are not listed as an eligible service for inclusion in the D.C. by-law as per subsection 2 (4) of the D.C.A. 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 that 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

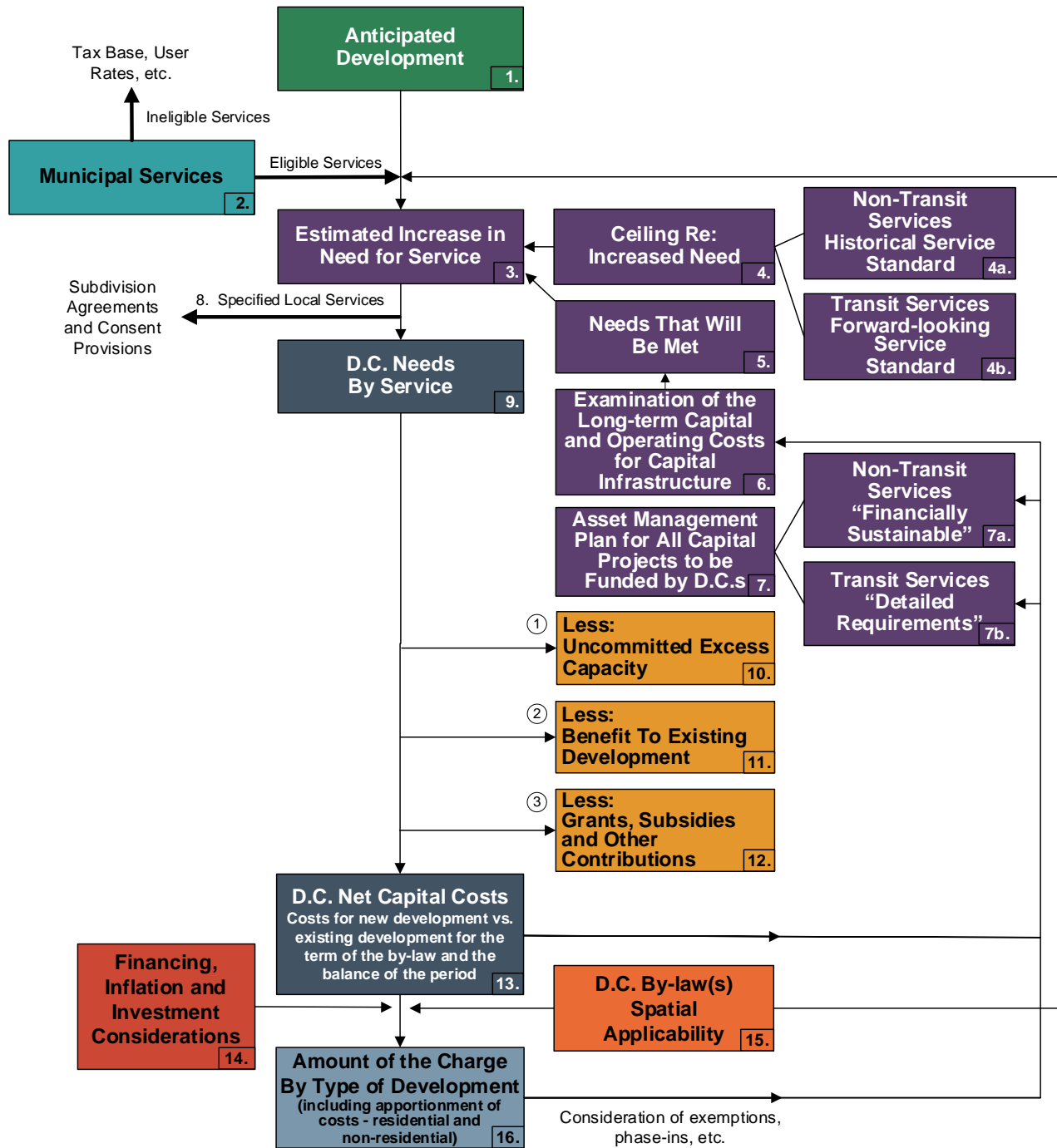




Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

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
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active transportation	100
2. Other Transportation Services	No	2.1 Transit vehicles ¹ & facilities	100
	No	2.2 Other transit infrastructure	100
	No	2.3 Municipal parking spaces - indoor	0
	No	2.4 Municipal parking spaces - outdoor	0
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	0
	n/a	2.8 Airport ²	100
3. Stormwater Drainage and Control Services	Yes	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100

¹with 7+ year life-time

²only eligible for the Region of Waterloo



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire vehicles ¹	100
	Yes	4.3 Small equipment and gear	100
5. Parks 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	100
	n/a	5.3 Development of district parks	100
	Yes	5.4 Development of municipal-wide parks	100
	Yes	5.5 Development of special purpose parks	100
	Yes	5.6 Parks rolling stock ¹ and yards	100
	Yes	5.7 Recreation Trails	100
6. Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
	Yes	6.2 Recreation vehicles and equipment ¹	100
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	100
	n/a	7.2 Library vehicles ¹	100
	Yes	7.3 Library materials	100
8. Emergency Preparedness Services	No	8.1 Facility space (incl. furniture and equipment)	100
	No	8.2 Vehicles ¹	100
	No	8.3 Equipment	100
9. Electrical Power Services	Ineligible	9.1 Electrical substations	0
	Ineligible	9.2 Electrical distribution system	0
	Ineligible	9.3 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 %
10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	10.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	10.2 Tourism facilities and convention centres	0
11. Wastewater Services	Yes	11.1 Treatment plants	100
	Yes	11.2 Sewage trunks	100
	n/a	11.3 Local systems	0
	Yes	11.4 Vehicles and equipment ¹	100
12. Water Supply Services	Yes	12.1 Treatment plants	100
	Yes	12.2 Distribution systems	100
	n/a	12.3 Local systems	0
	Yes	12.4 Vehicles and equipment ¹	100
13. Waste Management Services	Ineligible	13.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	13.2 Landfills and other disposal facilities	0
	n/a	13.3 Waste diversion facilities	100
	n/a	13.4 Waste diversion vehicles and equipment ¹	100
14. Policing Services	Yes	14.1 Policing detachments	100
	n/a	14.2 Policing rolling stock ¹	100
	Yes	14.3 Small equipment and gear	100
15. Homes for the Aged	n/a	15.1 Homes for the aged space	100
	n/a	15.2 Vehicles ¹	100
16. Child Care	n/a	16.1 Child care space	100
	n/a	16.2 Vehicles ¹	100
17. Health	n/a	17.1 Health department space	100
	n/a	17.2 Health department vehicles ¹	100
18. Social Housing	n/a	18.1 Social housing space	100
19. Provincial Offences Act (P.O.A.)	n/a	19.1 P.O.A. space	100
20. Social Services	n/a	20.1 Social service space	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 %
21. Ambulance	n/a n/a	21.1 Ambulance station space 21.2 Vehicles ¹	100 100
22. Hospital Provision	Ineligible	22.1 Hospital capital contributions	0
23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	23.1 Office space 23.2 Office furniture 23.3 Computer equipment	0 0 0
24. Other Services	Yes Yes	24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost 24.2 Interest on money borrowed to pay for growth-related capital	 0-100 0-100

¹with a 7+ year life-time

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. The Township's detailed Local Service Policy is provided in Appendix E.



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. If a credit is available, it will be included as part of the D.C. calculations.

4.7 Classes of Services

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

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

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

- Growth Studies
 - Water Services;
 - Wastewater Services;
 - Services Related to a Highway;
 - Policing Services;
 - Fire Protection Services;
 - Library Services; and
 - Parks and Recreation Services.



4.8 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 7 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 that 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 that contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township’s D.C. reserve fund balances by service at December 31, 2021 (adjusted for commitments) are shown below:



Table 4-2
Summary of Development Charges Reserve Fund Balances
As of December 31, 2021

Service	Estimated Dec. 31, 2021 Balance	Reserve Fund Commitments/ Adjustments	Adjusted Dec. 31, 2021 Balance
Services Related to a Highway - Roads	\$1,055,648	(\$370,200)	\$685,448
Services Related to a Highway - Public Works	\$0	\$280,000	\$280,000
Fire Protection Services	\$515,229	\$0	\$515,229
Policing Services	\$37,147	\$0	\$37,147
Parks and Recreation Services	\$235,910	(\$247,350)	(\$11,440)
Library Services	\$314,684	\$0	\$314,684
Growth Studies	\$190,462	(\$78,567)	\$111,895
Stormwater Drainage and Control Services	\$5,228	\$0	\$5,228
Wastewater Services	\$464,510	(\$80,000)	\$384,510
Water Services	\$299,290	\$0	\$299,290
Total	\$3,118,108	(\$496,117)	\$2,621,991

Note: Amounts in brackets are deficit balances.

4.9 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
- costs related to services that are ineligible as per the D.C.A.

The requirements behind each of these reductions are addressed below.

4.9.1 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” (D.C.A., subsection 5 (1) 4). 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 such 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 factors 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 service 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.

4.9.2 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.



4.9.3 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 service cap in section 4.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

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

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Township-wide system basis. For example, facilities of the same type may provide different services (i.e. leisure pool vs. competitive pool), different programs (i.e. hockey vs. figure skating), and different time availability for the same service (i.e. leisure skating available on Wednesdays in one arena and Thursdays 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.

4.9.4 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).

4.10 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.

4.11 Allocation of Development

This step involves relating the costs 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.

4.12 Asset Management

The new legislation now requires that a D.C. background study must include an asset management plan (A.M.P.) (subsection 10 (2) c. 2). The 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.



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 7 in the D.C.A. and described in Chapter 4 was followed in determining D.C.-eligible costs.

The nature of the capital projects and timing identified in the Chapter reflects Council's current intention. Over time, however, Township projects and Council priorities change; accordingly, Council's intentions may alter and different capital projects (and timing) may be necessary 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 parks and recreation, library services, and growth studies 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 *Parks and Recreation Services (Formerly Outdoor and Indoor Recreation)*

The Township currently has 75.24 acres of parkland within its jurisdiction. This parkland consists of active and passive parks. Based on the inventory of parkland provided over the historical 10-year period (2012 to 2021), the Township has provided an average of 8.10 acres of parkland per 1,000 population. The Township also currently provides 21 parkland amenities. These amenities include playgrounds, baseball diamonds, soccer fields, basketball courts, skate parks, etc. Over the historical 10-year period the Township provided an average of 1.8 amenities per 1,000 population. In addition to parkland development and amenities, the Township has 12,005 linear metres of trails which has provided an average of 1,094.10 linear metres of trails per 1,000 population,



over the historical 10-year period. Including parkland development, amenities and trails the average level of service provided equates to an investment of \$926 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount of \$2,575,047.

With respect to indoor recreation facilities, there are currently four facilities provided by the Township which offer 110,370 sq.ft. of space. Based on the inventory of space provided over the historical 10-year period (2012 to 2021), the Township has provided an average of approximately 6.95 sq.ft. of space per capita or an investment of \$2,297 per capita. Based on this service standard, the Township would be eligible to collect \$6,390,950 from D.C.s for facility space.

The Township utilizes 12 vehicles and related equipment to service the above-mentioned parks and recreation facilities. Over the historical 10-year period, the Township has provided an average level of service of 1.3 vehicles per 1,000 population. This level of service translates to an average investment of \$60 per capita. Over the 10-year forecast period, the Township would be eligible to collect \$168,172 from D.C.s for vehicles and equipment.

In total the Township is eligible to collect approximately \$9.13 million for parks and recreation services.

Based on the projected growth over the 10-year forecast period, the Township has identified \$3,997,000 in future growth-related capital costs for Parks & Recreation. The projects identified include future parkland development and amenities, two new vehicles, Millbrook Yard upgrades (combined Public Works and Parks Building) and provisions for trails and future parkland amenities. Additionally, the Township has identified the need to construct a trail that connects new development (Towerhill North) to the existing trail network. An adjustment has been made to recover the adjusted deficit in the reserve fund. Deductions have been provided for the share of the Millbrook Yard project that benefits existing development (\$380,000) and the share of the project that is funded from the Services Related to a Highway reserve fund (\$246,000). As a result, the net growth-related capital cost of \$3,382,440 has been included in the D.C. calculations.



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



Table 5-1
Infrastructure Cost Included in the Development Charges Calculation
Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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
	2022-2031										
1	Provision for Trails Development	2022-2028	380,000	-		380,000	-		380,000	361,000	19,000
2	Towerhill North Park Development and Amenities	2023-2026	160,000	-		160,000	-		160,000	152,000	8,000
3	Millbrook Yard Upgrade (combined PW and Parks Building)	2022	872,000	-		872,000	380,000	246,000	246,000	233,700	12,300
4	Towerhill South Playground Plan and Development	2022	50,000	-		50,000	-		50,000	47,500	2,500
5	New Amenities (Benches, garbage cans, etc.)	2022	5,000	-		5,000	-		5,000	4,750	250
6	12ft Wingmower	2022	10,000	-		10,000	-		10,000	9,500	500
7	New Pickup Truck	2022	70,000	-		70,000	-		70,000	66,500	3,500
8	New Parkland Development and Amenities - New Subdivisions	2022-2031	750,000	-		750,000	-		750,000	712,500	37,500
9	CMCC Parkland Development and Amenities	2023-2031	700,000	-		700,000	-		700,000	665,000	35,000
10	Provision for Additional Parkland Amenities	2023-2031	1,000,000	-		1,000,000	-	-	1,000,000	950,000	50,000
	Reserve Fund Adjustment		11,440	-		11,440	-	-	11,440	10,868	572
	Total		4,008,440	-	-	4,008,440	380,000	246,000	3,382,440	3,213,318	169,122

Other Contributions for Millbrook Yard reflects portion of project funded from Public Works



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 0.90 sq.ft. of space per capita which equates to an investment of \$315 per capita. Based on this service standard and the anticipated growth over the 10-year forecast period, the Township would be eligible to collect a total of \$875,412 from D.C.s for library facilities.

The Township has an inventory of library collection items with a total replacement cost of approximately \$1 million. These collection items include various materials such as books, public computers and tablets, and electronic resources as well as subscriptions. Over the past ten years, the average level of service was 3.67 collection items per capita or an investment of \$117 per capita. Based on this service standard, the Township would be eligible to collect approximately \$325,633 from D.C.s for library collection items (over the 10-year forecast period).

The Cavan Monaghan Libraries are currently conducting a Strategic Plan which will provide a number of recommendations. These recommendations will include capital needs to accommodate growth in the Township. As a result, the Township has identified a provision for additional facility space in the amount of \$875,000 and a provision for additional materials in the amount of \$326,000. As these amounts are provisional, no deductions for benefit to existing development or post-period benefit have been provided at this time. Once specific growth-related capital projects are identified, the appropriate deductions will be applied. Therefore, the net growth capital cost of \$1,201,000 has been included in the D.C. calculations.

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.



**Table 5-2
Infrastructure Cost Included in the Development Charges Calculation
Library Services**

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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
	2022-2031									95%	5%
1	Provision for Library Additional Space and Amenities	2022-2031	875,000	-		875,000	-		875,000	831,250	43,750
2	Provision for Library Materials	2022-2031	326,000	-		326,000	-		326,000	309,700	16,300
	Total		1,201,000	-	-	1,201,000	-	-	1,201,000	1,140,950	60,050

*Provisions above are in addition to the reserve fund balance of \$314,684



5.2.3 Growth Studies

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

For planning related studies (i.e. Official Plan updates), a deduction of 10% has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. All planning studies have been allocated to the class of services in the following manner:

- Services Related to a Highway – 25%
- Fire Protection Services – 10%
- Policing Services – 1%
- Parks and Recreation Services – 10%
- Wastewater Services – 25%
- Water Services – 25%
- Library Services – 4%

In addition, the capital costs of D.C. studies have been allocated across the different services based on the proportion of the total net growth-related capital costs. The following provides a breakdown of the allocation of D.C. study updates to each service:

- Services Related to a Highway – 13.2%
- Fire Protection Services – 5.8%
- Policing Services – 0.2%
- Parks and Recreation Services – 7.2%
- Wastewater Services – 47%
- Water Services – 24.1%
- Library Services – 2.5%

The remainder of the growth studies identified are as follows:

- Services Related to a Highway: Stormwater Servicing Studies – Future Development Areas
- Parks and Recreation Services: Trails Master Plan and Park and Leisure Plan



- Library Services: Library Strategic Plan and Implementation

The total cost of these studies is \$608,000, of which \$110,500 is attributable to existing benefit. A deduction of \$20,000 has been made to recognize the portion of planning studies related to D.C.-ineligible services. In addition, the existing reserve fund balance of \$111,895 has been deducted from the calculations. The resultant net growth-related capital cost of \$365,605 has been included in the D.C. calculation.

These costs have been allocated 67% residential and 33% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



**Table 5-3
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Growth Studies**

Prj.No	Increased Service Needs Attributable to Anticipated Development 2022-2031	Service to Which Project Relates	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	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 67%	Non-Residential Share 33%
1	Development Charge Study		2022	25,000	-		25,000	-		25,000	16,750	8,250
1A	Development Charge Study	Wastewater Services	2022	12,000	-		12,000	-		12,000	8,040	3,960
1B	Development Charge Study	Water Services	2022	6,000	-		6,000	-		6,000	4,020	1,980
1C	Development Charge Study	Services Related to a Highway	2022	3,000	-		3,000	-		3,000	2,010	990
1D	Development Charge Study	Fire	2022	1,000	-		1,000	-		1,000	670	330
1E	Development Charge Study	Police	2022	-	-		-	-		-	-	-
1F	Development Charge Study	Library	2022	1,000	-		1,000	-		1,000	670	330
1G	Development Charge Study	Parks and Recreation	2022	2,000	-		2,000	-		2,000	1,340	660
2	Development Charge Study		2027	32,000	-		32,000	-		32,000	21,440	10,560
2A	Development Charge Study	Wastewater Services	2027	15,000	-		15,000	-		15,000	10,050	4,950
2B	Development Charge Study	Water Services	2027	7,700	-		7,700	-		7,700	5,159	2,541
2C	Development Charge Study	Services Related to a Highway	2027	4,200	-		4,200	-		4,200	2,814	1,386
2D	Development Charge Study	Fire	2027	1,900	-		1,900	-		1,900	1,273	627
2E	Development Charge Study	Police	2027	100	-		100	-		100	67	33
2F	Development Charge Study	Library	2027	800	-		800	-		800	536	264
2g	Development Charge Study	Parks and Recreation	2027	2,300	-		2,300	-		2,300	1,541	759
3	Offical Plan		2022-2023	200,000	-	20,000	180,000	50,000		130,000	87,100	42,900
3A	Offical Plan Update	Wastewater Services	2022-2023	50,000	-	5,000	45,000	12,500		32,500	21,775	10,725
3B	Offical Plan Update	Water Services	2022-2023	50,000	-	5,000	45,000	12,500		32,500	21,775	10,725
3C	Offical Plan Update	Services Related to a Highway	2022-2023	50,000	-	5,000	45,000	12,500		32,500	21,775	10,725
3D	Offical Plan Update	Fire	2022-2023	20,000	-	2,000	18,000	5,000		13,000	8,710	4,290
3E	Offical Plan Update	Police	2022-2023	2,000	-	200	1,800	500		1,300	871	429
3F	Offical Plan Update	Library	2022-2023	8,000	-	800	7,200	2,000		5,200	3,484	1,716
3G	Offical Plan Update	Parks and Recreation	2022-2023	20,000	-	2,000	18,000	5,000		13,000	8,710	4,290



Table 5-3
Infrastructure Cost Included in the Development Charges Calculation
Class of Service – Growth Studies continued

Prj.No	Increased Service Needs Attributable to Anticipated Development 2022-2031	Service to Which Project Relates	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	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 67%	Non-Residential Share 33%
4	Trails Master Plan	Parks and Recreation	2023	51,000	-		51,000	25,500		25,500	17,085	8,415
5	Stormwater Servicing Studies - Future Development Areas	Services Related to a Highway	2022-2031	180,000	-		180,000	-		180,000	120,600	59,400
6	Library Strategic Plan and Implementation	Library	2023	20,000	-		20,000	10,000		10,000	6,700	3,300
7	Parks and Leisure Plan	Parks and Recreation	2022-2023	100,000	-		100,000	25,000		75,000	50,250	24,750
8	Reserve Fund Adjustment							111,895		(111,895)	(74,970)	(36,926)
	Total			608,000	-	20,000	588,000	222,395	-	365,605	244,955	120,649



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 a transportation network is comprised of roads, sidewalks, and traffic signals. Their inventory includes:

- 231 kilometres of asphalt, surface treated, and gravel roads;
- 11.25 kilometres of sidewalks and multi-use trails; and
- 278 streetlights

The inventory provided over the historical 10-year period results in an average level of investment of \$18,161 per capita, resulting in a D.C.-eligible recovery amount of approximately \$59.58 million over the buildout forecast period.

With respect to future needs, the Township has identified capital needs with a total gross capital cost estimate of approximately \$5.89 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 \$776,100 has been made, along with a deduction of \$500,000 for the share of the works that are a direct responsibility of the developer. A further deduction in the amount of \$685,448 has been made to reflect the balance in the D.C. reserve fund. The resulting D.C.-eligible amount of \$3,926,452 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 70% of the costs allocated to residential development and 30% to non-residential development.



Table 5-4
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway – Roads

Prj .No	Increased Service Needs Attributable to Anticipated Development 2022-Buildout	Timing (year)	Gross Capital Cost Estimate (2022\$)	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 70%	Non-Residential Share 30%
1	Upgrade Whitfield Road - Capacity Improvements	2025	658,000	-		658,000	-		658,000	460,600	197,400
2	Upgrade Bartlett Road - Capacity Improvements	2026	658,000	-		658,000	-		658,000	460,600	197,400
3	Syer Line Improvements	2022	1,002,000	-		1,002,000	100,200		901,800	631,260	270,540
4	Sharpe Line West Cty rd 10 West - Intersection Improvements	2024-2025	417,000	-		417,000	312,800		104,200	72,940	31,260
5	Reconstruction of Wing and Banks Streets from King St. to East Limit (390m) - Urbanization	2030	626,000	-		626,000	313,000		313,000	219,100	93,900
6	Turner Street Reconstruction from King St. to North Limit (150m) (Oversizing component only)	2030	318,000	-		318,000	-		318,000	222,600	95,400
7	Urbanization of Fallis Line - County Road 10 Westerly	2023	600,000	-		600,000	-	500,000	100,000	70,000	30,000
8	Streetlighting Upgrades County Roads	2023-2025	153,000	-		153,000	-		153,000	107,100	45,900
9	Fallis Line East of County Road 10 (Oversizing component only)	2023-2025	506,000	-		506,000	-		506,000	354,200	151,800
10	Fallis Line to Tapley Quarter Line (Oversizing component only)	2023-2025	500,000	-		500,000	-		500,000	350,000	150,000
11	Centre Street Urbanization from Union Street Westerly	2024-2026	124,000	-		124,000	31,000		93,000	65,100	27,900
12	Sidewalk on County Road 10 from Municipal Office to Highland Blvds.	2025-2030	135,000	-		135,000	13,500		121,500	85,050	36,450
13	Streetlights on County Road 10 from Municipal Office to Highlands BLVD.	2025-2030	135,000	-		135,000	-		135,000	94,500	40,500
14	Sidewalk and Boulevard on King Street Easterly to old Standpipe	2028-2030	56,000	-		56,000	5,600		50,400	35,280	15,120
	Reserve Fund Adjustment						685,448		(685,448)	(479,814)	(205,634)
	Total		5,888,000	-	-	5,888,000	1,461,548	500,000	3,926,452	2,748,516	1,177,936



Public Works Facilities, Fleet & Equipment

The Township currently operates their Public Works service out of 15,712 sq.ft. of building area. Over the past 10-years, the Township has provided an average level of service of 1.24 sq.ft. per capita which equates to an investment of \$238 per capita. The Township increased their public works facility complement in 2019 with a new dome which provided an additional 6,162 sq. ft. of public works space. This level of service provides the Township with a maximum D.C.-eligible amount of \$779,959 for recovery over the buildout forecast period.

The Public Works Department has a variety of vehicles and major equipment with a total replacement value of approximately \$4.54 million. Based on the average level of service over the previous 10-year period, the Township has provided a per capita level investment of \$471. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is \$1,544,924.

In total, the D.C. eligible amount for services related to a highway – public works is \$2,324,884.

The Township has identified the need for a provision for additional public works facility space, an upgrade to the Millbrook Yard, an additional tandem dump/plow, trackless sidewalk machine, single axle vehicle, an international tandem truck and a rubber tire backhoe. The total gross capital cost of these capital projects is \$4,848,000. A deduction of \$1.95 million has been made to recognize the share of the projects that benefit existing development and a deduction of \$246,000 has been made to reflect the share of the Millbrook Yard upgrade that will be funded from the parks and recreation reserve fund. A further deduction of \$50,000 has been made to reflect the share of costs that benefit growth outside of the forecast period. Finally, a deduction in the amount of \$280,000 has been made to reflect the balance in the D.C. reserve fund. The total net growth-related capital costs included in the D.C. calculations after the above noted deductions is \$2,322,000.

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 70% of the costs allocated to residential development and 30% to non-residential development.



Table 5-5
Infrastructure Cost Included in the Development Charges Calculation
Services Related to a Highway - Public Works

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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 70%	Non-Residential Share 30%
	2022-Buildout										
1	Provision for Public Works Facilities & Equipment	2022	2,800,000	-		2,800,000	1,440,000		1,360,000	952,000	408,000
2	Tandem Dump/Plow	2022	356,000	-		356,000	-		356,000	249,200	106,800
3	Rubber Tire Backhoe	2022	210,000	-		210,000	-		210,000	147,000	63,000
4	Millbrook Yard Upgrade (combined PW and Parks Building)	2022	872,000	-		872,000	380,000	246,000	246,000	172,200	73,800
5	Trackless Sidewalk Machine	2022	180,000	-		180,000	-		180,000	126,000	54,000
6	Single Axle Vehicle	2022	130,000	-		130,000	-		130,000	91,000	39,000
7	International Tandem Truck	2024	300,000	50,000		250,000	130,000		120,000	84,000	36,000
				-		-	-		-	-	-
				-		-	-		-	-	-
	Reserve Fund Adjustment			-		-	280,000		(280,000)	(196,000)	(84,000)
				-		-	-		-	-	-
	Total		4,848,000	50,000	-	4,798,000	2,230,000	246,000	2,322,000	1,625,400	696,600

Note: Other Contributions for Millbrook Yard reflects portion of project funded from Parks and Recreation



5.3.2 Policing 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 \$14 per capita. This level of investment, when applied to the anticipated growth over the forecast period, results in a D.C. eligible amount of \$46,820.

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 \$68,300. Over the historical 10-year period the Township has provided an average level of investment of \$9 per capita. This level of investment results in a D.C. eligible amount of \$30,776.

In total for police services, the D.C. eligible amount for recovery over the buildout forecast period is \$77,596.

Based on the anticipated growth over the buildout forecast period, a provision for additional capital contract costs has been provided in the amount of \$77,000. 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 70%/30% between residential and non-residential development based on the population to employment ratio over the buildout forecast period.



Table 5-6
Infrastructure Costs Included in the Development Charges Calculation
Policing Services

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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
	2022-Buildout									70%	30%
1	Provision for Additional Capital Contract Costs	2022-2041	77,000	-		77,000	-		77,000	53,900	23,100
	Total		77,000	-	-	77,000	-	-	77,000	53,900	23,100

Note: Provision above is in addition to the reserve fund balance of \$37,147.



5.3.3 Fire Protection Services

Cavan Monaghan currently operates its fire services from two stations with a total amount of space of 8,463 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 \$354 per capita. The fire department has a current inventory of 11 vehicles with a total replacement cost of approximately \$3.01 million. Based on the historical average level of service, the Township has provided an average level of investment of \$320 per capita for fire vehicles. Additionally, the fire department utilizes equipment and gear with a total replacement cost of approximately \$1.70 million. The Township has provided an average level of service of \$160 per capita for fire equipment and gear. For fire stations, vehicles, and equipment and gear, the total level of investment provided by the Township was \$835 per capita. This provides for a D.C.-eligible amount over the forecast period of \$2,738,454 for fire services.

Based on growth-related needs, the fire department has identified the need to include a provision for additional fire facilities, equipment and vehicles at a gross capital cost of approximately \$2,730,000. The Township is currently reviewing their fire services needs and is considering construction of a new fire facility. The proposed new fire facility will replace the existing Station #1. The new station is anticipated to be approximately 12,000 sq.ft. and will be replacing approximately 3,600 sq.ft. of space. The Township is currently entering the tender process and as a result, does not have an estimated capital cost. The Township is anticipating the need for additional equipment and vehicles to help facilitate fire services at the expanded facility. As the amount included in the calculation 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. The provisional amount of \$2.73 million has been included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 70% being allocated to residential development and 30% being allocated to non-residential development.



Table 5-7
Infrastructure Costs Included in the Development Charges Calculation
Fire Protection Services

Prj .No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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 70%	Non- Residential Share 30%
1	2022-Buildout Provision for Fire Facility, Equipment and Vehicles	2022-2041	2,730,000	-		2,730,000	-		2,730,000	1,911,000	819,000
	Total		2,730,000	-	-	2,730,000	-	-	2,730,000	1,911,000	819,000

Note: Provision above is in addition to the reserve fund balance of \$515,229.



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 water and wastewater services with capital costs identified over the urban buildout forecast.

Currently, the Township is undertaking an update to its Growth Management Strategy (2020) along with a review of water and wastewater servicing requirements (Master Servicing Study). The Township has retained RV Anderson to identify the capital projects required to service growth. The following capital needs are based on the preliminary review undertaken by RV Anderson and revised through discussions with Township staff.

5.4.1 Water Services

Based on anticipated buildout of all residential and non-residential lands in the Millbrook area, the Township has identified the need for a number of water projects. 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 discounted outstanding debt payments equates to approximately \$940,000. Various watermain projects were also identified with a total gross capital cost of \$337,300.

Further, the Township has identified the need to expand capacity through a number of project investments that may include: the water treatment plant, construct new storage, add pump capacity for the booster pumping station, and a provision for property acquisition related to the growth-related projects. In total, the gross capital costs are identified at \$15,684,089. Of this amount, \$299,290 has been deducted from the calculations to reflect the balance in the water reserve fund. Deductions for post-period benefit in the amount of approximately \$4.01 million, have also been applied to the calculations. These costs reflect the share of the treatment plant capacity expansion and the new water storage that benefit growth outside of the current urban boundary. Therefore, the total net growth-related capital cost included in the D.C. calculations is \$11,372,599.



The D.C. eligible costs have been shared 82%/18% between residential and non-residential development based on the servicing capacity of the plants in the Township.



Table 5-8
Infrastructure Costs Included in the Development Charges
Water Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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
	2022-Urban Buildout									82%	18%
1	Outstanding Debt - Growth-related Principal	2022-2037	727,004	-		727,004	-		727,004	596,143	130,861
2	Outstanding Debt - Discounted Growth-related Interest	2022-2037	211,786	-		211,786	-		211,786	173,664	38,121
3	Duke Street from King Street Southwards	2025-2030	169,000	-		169,000	-		169,000	138,580	30,420
4	King Street from Queen Street to IO Property	2025-2030	56,000	-		56,000	-		56,000	45,920	10,080
5	Water Servicing Studies - Future Development Areas	2025-2030	112,300	-		112,300	-		112,300	92,086	20,214
6	Ground Water Exploration	2025-2026	164,000	-		164,000	-		164,000	134,480	29,520
7	WTP Expansion - Class EA and Design	2025	274,000	126,400		147,600	-		147,600	121,032	26,568
8	WTP Expansion - Construction to 5374 m3/day (well supply and treatment)*	2026	4,700,000	2,167,600		2,532,400	-		2,532,400	2,076,568	455,832
9	Class EA & Design new additional storage	2025	380,000	86,100		293,900	-		293,900	240,998	52,902
10	Construction of new 2115 m3 storage volume; total storage of 4230m3*	2026	7,200,000	1,632,100		5,567,900	-		5,567,900	4,565,678	1,002,222
11	Add pump capacity of at least 640 m3/day. Update water model to verify planned expansion	2025	390,000	-		390,000	-		390,000	319,800	70,200
12	Provision for additional booster pumping station	2040	1,000,000	-		1,000,000	-		1,000,000	820,000	180,000
13	Provision for property acquisition associated with above projects.	2025	300,000	-		300,000	-		300,000	246,000	54,000
							-		-	-	-
	Reserve Fund Adjustment						299,290		(299,290)	(245,418)	(53,872)
	Total		15,684,089	4,012,200	-	11,671,889	299,290	-	11,372,599	9,325,531	2,047,068



5.4.2 Wastewater Services

5.4.2.1 Linear

Based on anticipated growth over the forecast period, the Township has identified the need for sanitary trunk works, related studies, infiltration solutions, a pump station and forcemain, sanitary sewer oversizing for Coldbrook/Nina Court, and sanitary mains for Duke Street and King Street. The total gross capital cost estimate of these projects totals \$10,423,000. A deduction in the amount of \$275,000 has been made to reflect the share of the I&I solutions study that benefits existing development. The resulting net growth-related capital cost included in the D.C. calculations is \$10,148,000.

The D.C. eligible costs have been shared 89%/11% between residential and non-residential development based on the servicing capacity of the plants in the Township.

5.4.2.2 Treatment

As noted in the previous section, the Township has issued debt for recently constructed growth-related water and wastewater projects. The wastewater portion of this debt relates to the wastewater treatment plant work previously undertaken. The total debt was issued for approximately \$3.32 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. In addition to the outstanding debt payments, the Township is anticipating the need to expand the wastewater treatment plant at a total gross cost estimate of approximately \$14.56 million. Deductions for the share of the expansion that benefit growth outside of the forecast period have been made in the amount of \$5,481,000. The costs are further reduced by \$384,510 which represents the balance in the D.C. reserve fund. The resulting net growth-related capital cost included in the D.C. calculations is \$12,021,924.

The D.C. eligible costs have been shared 89%/11% between residential and non-residential development based on the servicing capacity of the plants in the Township.



**Table 5-9
Infrastructure Costs Included in the Development Charges Calculation
Wastewater Services - Linear**

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	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	Total	Residential Share 89%	Non-Residential Share 11%
	2022-Urban Buildout										
1	Sanitary Sewer Trunk (East of County Road 10)	2023-2025	224,700	-		224,700	-		224,700	199,983	24,717
2	Cambium Studies	2022-2025	112,300	-		112,300	-		112,300	99,947	12,353
3	I&I Solutions	2022-2025	1,100,000	-		1,100,000	275,000		825,000	734,250	90,750
4	Duke Street from King Street Southwards	2025-2030	281,000	-		281,000	-		281,000	250,090	30,910
5	King Street from Queen Street to IO Property	2025-2030	112,000	-		112,000	-		112,000	99,680	12,320
6	Nina Court Extension Sanitary Sewer Oversizing	2025-2030	124,000	-		124,000	-		124,000	110,360	13,640
7	Wastewater Servicing Studies - Future Development Areas	2025-2030	169,000	-		169,000	-		169,000	150,410	18,590
8	New Sewage Pumping Station & Forcemain for northern employment land	2030	8,300,000	-		8,300,000	-		8,300,000	7,387,000	913,000
	Total		10,423,000	-	-	10,423,000	275,000	-	10,148,000	9,031,720	1,116,280



Table 5-10
Infrastructure Costs Included in the Development Charges Calculation
Wastewater Services - Treatment

Prj.No	Increased Service Needs Attributable to Anticipated Development 2022-Urban Buildout	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Developmen t	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 89%	Non- Residential Share 11%
1	Outstanding Debt - Growth-related Principal	2022-2037	2,577,558	-		2,577,558	-		2,577,558	2,294,027	283,531
2	Outstanding Debt - Discounted Growth-related Interest	2022-2037	750,876	-		750,876	-		750,876	668,280	82,596
3	Stress testing and re-rating process for capacity increase	2023-2025	164,000	-		164,000	-		164,000	145,960	18,040
4	WWTP Headworks at Wet Well	2023-2025	789,000	-		789,000	-		789,000	702,210	86,790
5	WWTP Expansion - Class EA	2027	274,000	110,400		163,600	-		163,600	145,604	17,996
6	WWTP Expansion - Design	2028	493,000	198,600		294,400	-		294,400	262,016	32,384
7	WWTP Expansion - Construction	2029-2032	12,839,000	5,172,000		7,667,000	-		7,667,000	6,823,630	843,370
							-		-	-	-
	Reserve Fund Adjustment						384,510		(384,510)	(342,214)	(42,296)
							-		-	-	-
	Total		17,887,434	5,481,000	-	12,406,434	384,510	-	12,021,924	10,699,513	1,322,412



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C.s to be imposed for Township-wide services based upon an urban buildout horizon (wastewater and water). Table 6-2 calculates the proposed uniform D.C. to be imposed on anticipated development in Cavan Monaghan for Township-wide services over a buildout planning horizon. Table 6-3 calculates the proposed uniform D.C. to be imposed on anticipated development 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, multiples, apartments 2+ bedrooms, apartments bachelor and 1 bedroom, and special care/special dwellings). The non-residential development charge has been calculated on a per sq.ft. of gross floor area basis for all types of non-residential development.

The D.C.-eligible costs for each service component were developed in Chapter 5 for all Township services and classes of 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 charge 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 G.F.A.

Table 6-4 summarizes the total D.C. that is applicable for Township-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
Water and Wastewater Services
2022 to Urban Buildout

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Treatment plants	10,699,513	1,322,412	7,874	1.31
1.2 Sewers	9,031,720	1,116,280	6,646	1.10
	19,731,233	2,438,692	14,520	2.41
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	9,325,531	2,047,068	6,863	2.03
	9,325,531	2,047,068	6,863	2.03
TOTAL	\$29,056,764	\$4,485,760	\$21,383	4.44
D.C.-Eligible Capital Cost	\$29,056,764	\$4,485,760		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	3,972	1,010,000		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$7,315.40	\$4.44		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.923	\$21,383		
Other Multiples	1.981	\$14,492		
Apartments - 2 Bedrooms +	1.848	\$13,519		
Apartments - Bachelor and 1 Bedroom	1.135	\$8,303		
Special Care/Special Dwelling Units	1.100	\$8,047		



Table 6-2
Township of Cavan Monaghan
Development Charge Calculation
Township-wide Services and Classes of Services
2022 to Buildout

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads	2,748,516	1,177,936	1,879	0.73
3.2 Public Works Facilities and Fleet	1,625,400	696,600	1,111	0.43
	4,373,916	1,874,536	2,990	1.16
4. <u>Fire Protection Services</u>				
4.1 Fire facilities, vehicles & equipment	1,911,000	819,000	1,306	0.51
	1,911,000	819,000	1,306	0.51
5. <u>Policing Services</u>				
5.1 Facilities, vehicles and equipment, small equipment and gear	53,900	23,100	37	0.01
	53,900	23,100	37	0.01
TOTAL	\$6,338,816	\$2,716,636	\$4,333	\$1.68
D.C.-Eligible Capital Cost	\$6,338,816	\$2,716,636		
Buildout Gross Population/GFA Growth (sq.ft.)	4,276	1,608,600		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,482.42	\$1.68		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.923	\$4,333		
Other Multiples	1.981	\$2,937		
Apartments - 2 Bedrooms +	1.848	\$2,740		
Apartments - Bachelor and 1 Bedroom	1.135	\$1,683		
Special Care/Special Dwelling Units	1.100	\$1,631		



Table 6-3
Township of Cavan Monaghan
Development Charge Calculation
Township-wide Services and Classes of Services
2022 to 2031

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
6. <u>Parks and Recreation Services</u>				
6.1 Parkland development, amenities, trails, vehicles & equipment, and recreation facilities	3,213,318	169,122	2,635	0.11
	3,213,318	169,122	2,635	0.11
7. <u>Library Services</u>				
7.1 Library facilities, materials and vehicles	1,140,950	60,050	936	0.04
	1,140,950	60,050	936	0.04
8. <u>Growth Studies</u>				
8.1 Wastewater Services	30,523	15,034	25	0.01
8.2 Water Services	23,700	11,673	19	0.01
8.3 Services Related to a Highway	112,705	55,511	92	0.03
8.4 Fire	8,157	4,017	7	-
8.5 Police	718	354	1	-
8.6 Library	8,721	4,295	7	-
8.7 Parks and Recreation	60,431	29,764	50	0.02
	244,955	120,649	201	0.07
TOTAL	\$4,599,223	\$349,821	\$3,772	\$0.22
D.C.-Eligible Capital Cost	\$4,599,223	\$349,821		
10-Year Gross Population/GFA Growth (sq.ft.)	3,564	1,608,600		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,290.47	\$0.22		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.923	\$3,772		
Other Multiples	1.981	\$2,556		
Apartments - 2 Bedrooms +	1.848	\$2,385		
Apartments - Bachelor and 1 Bedroom	1.135	\$1,465		
Special Care/Special Dwelling Units	1.100	\$1,420		

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

	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Urban-wide Services/Classes Urban Buildout	29,056,764	4,485,760	21,383	4.44
Municipal-wide Services/Classes Buildout	6,338,816	2,716,636	4,333	1.68
Municipal-wide Services/Classes 10 Year	4,599,223	349,821	3,772	0.22
TOTAL	39,994,803	7,552,217	29,488	6.34



Table 6-5
Township of Cavan Monaghan
Gross Expenditure and Sources of Revenue Summary
For Costs to be Incurred over the Life of the By-law

Service/Class	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		Residential	Non-Residential
1. Wastewater Services							
1.1 Treatment plants	2,062,478	-	-	-	-	1,835,606	226,873
1.2 Sewers	1,665,667	-	275,000	-	-	1,237,693	152,973
2. Water Services							
2.1 Treatment, storage and distribution systems	1,933,363	-	-	-	212,500	1,411,108	309,755
3. Services Related to a Highway							
3.1 Roads	4,095,000	-	450,750	500,000	-	2,200,975	943,275
3.2 Public Works Facilities and Fleet	-	-	-	-	-	-	-
4. Fire Protection Services							
4.1 Fire facilities, vehicles & equipment	682,500	-	-	-	-	477,750	204,750
5. Policing Services							
5.1 Facilities, vehicles and equipment, small equipment and gear	19,250	-	-	-	-	13,475	5,775
6. Parks and Recreation Services							
6.1 Parkland development, amenities, trails, vehicles & equipment, and recreation facilities	-	-	-	-	-	-	-
7. Library Services							
12.1 Library facilities	-	-	-	-	-	-	-
12.2 Library materials	-	-	-	-	-	-	-
12.3 Library vehicles	-	-	-	-	-	-	-
7.1 Library facilities, materials and vehicles	600,500	-	-	-	-	570,475	30,025
8. Growth Studies							
8.1 Wastewater Services	77,000	5,000	12,500	-	-	39,865	19,635
8.2 Water Services	63,700	5,000	12,500	-	-	30,954	15,246
8.3 Services Related to a Highway	237,200	5,000	12,500	-	-	147,199	72,501
8.4 Fire	22,900	2,000	5,000	-	-	10,653	5,247
8.5 Police	2,100	200	500	-	-	938	462
8.6 Library	29,800	-	12,000	-	-	11,390	5,610
8.7 Parks and Recreation	175,300	2,000	55,500	-	-	78,926	38,874
Total Expenditures & Revenues	\$11,666,758	\$19,200	\$836,250	\$500,000	\$212,500	\$8,067,007	\$2,031,001



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 subsection 5 (1) 2-7 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; with consideration for the changes to the D.C.A. resulting from Bills 108, 197, and 213. 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:

- classes of services be established for growth studies;
- the Township use a uniform Township-wide D.C. calculation for all services and classes of services except for water and wastewater;
- the Township use an area-specific D.C. for Water and Wastewater services within the Millbrook servicing area; and
- one Township-wide D.C. by-law be used for all services and classes of services referenced above.

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 G.F.A. constructed for eligible uses.
- 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 growth studies, the costs have been based on a population to employment growth ratio (67%/33%) for residential and non-residential, respectively) over the 10-year forecast period;
 - for parks and recreation and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for fire services, police services, and services related to a highway, a 70% residential/30% non-residential attribution has been made based on a population vs. employment growth ratio over the buildout forecast period;
 - for water services, an 82% residential/18% non-residential allocation has been made based on urban buildout of land in the forecast period; and
 - for wastewater services, an 89% residential/11% non-residential allocation has been made based on urban buildout of land in the forecast period

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition 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;



- 2) the G.F.A. of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable.

The demolition credit is allowed only if the land was improved by occupied structures and if the demolition permit related to the site was issued within five (5) years prior to the issuance of a building permit. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions (full or partial)

a) Statutory exemptions

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., 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 in existing buildings: 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);
- residential development in new dwellings: development that includes the creation of up to two detached dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98); and
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario.

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

Currently, the D.C.s for all services and classes are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Township and an owner under s. 27 of the D.C.A. Through recent work completed on the water and wastewater rate study update, it was recommended to refine the timing of collection of water and wastewater D.C.'s at the time of development agreement. The draft by-law includes this recommendation.

Commencing January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Moreover, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Instalment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges calculated based on the Township's D.C. Interest Rate Policy, as may be amended from time to time.

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2023 and each anniversary date thereafter, in accordance with the



Statistics Canada Quarterly, Non-Residential Building “Construction Price Statistics” (Table 18-10-0135-01)¹ for the most recent year-over-year.

7.3.8 The Applicable Areas

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

- Water and wastewater charges will be imposed within the Millbrook specific area of the Township; and
- Remaining Services – the residential and non-residential charge will be imposed on all lands within the Township.

7.4 Other D.C. By-law Provisions

It is recommended that:

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

The Township’s development charge collections are currently reserved in 9 separate reserve funds: Services Related to a Highway, Fire Protection, Police, Indoor and Outdoor Recreation Services, Libraries, Administration Studies, Water Services, Wastewater Services, and Stormwater Management. Appendix D outlines the reserve fund policies that the Township is required to follow as per the *Development Charges Act*.

It is recommended that the Township rename the Indoor and Outdoor Recreation reserve fund to “Parks and Recreation” to align with the eligible service definitions as per the D.C.A., as amended. Further it is recommended that the Township rename the Administration studies reserve fund to “Growth Studies” related to the classes of services required under the D.C.A., as amended.

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.



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 D.C.A. 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 does provide water and wastewater service on an area-specific basis. All other Township services are recovered based on a uniform, Township-wide basis. There have been several reasons why area-specific charges for these services have not been imposed:



1. All Township services, with the exception of water, wastewater, 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 that 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.” In other words, 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 D.C.s 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 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 approach of providing all services/classes of 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;”

“A class of service be established for growth studies;”

“Continue the D.C. approach to calculate all services/classes of services except for water and wastewater on a uniform Township-wide basis;”

“Continue the D.C. approach to calculate water and wastewater services on an urban-specific basis;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated March 2, 2022 subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated March 2, 2022, 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. Council's consideration should incorporate 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 Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal (LPAT) and 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, G.F.A. exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

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 that follow present an overview of 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 that 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 OLT, 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 OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT 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 OLT.



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 that 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*.”

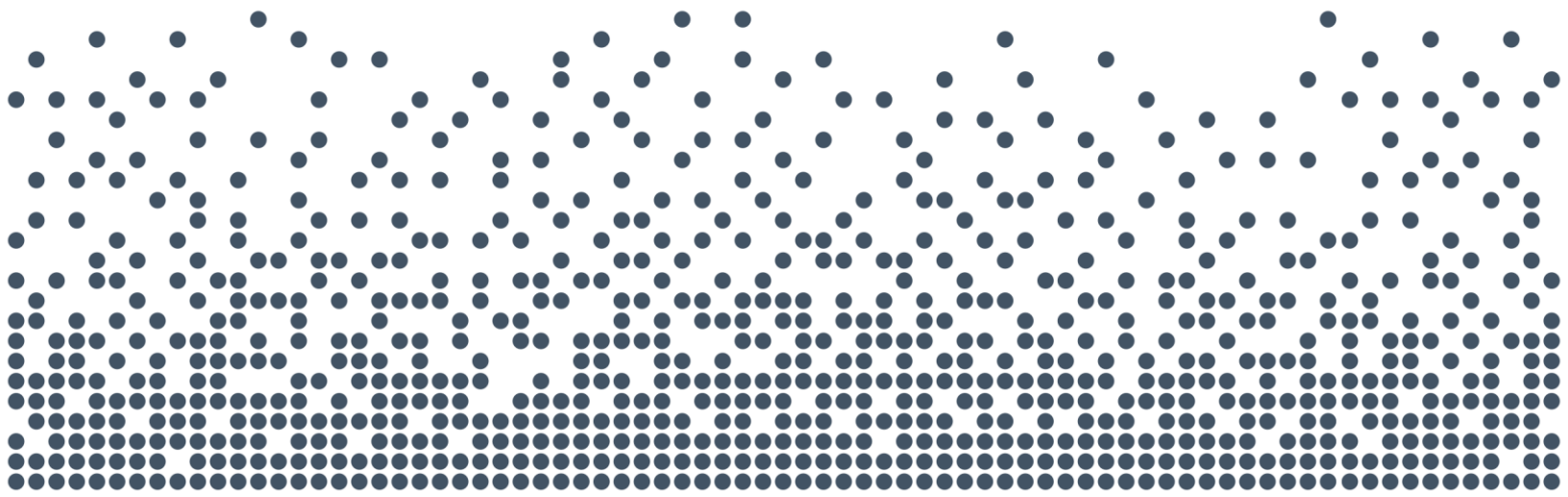


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s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

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



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



Schedule 1 The 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	9,050	8,828	208	8,620	2,870	35	100	10	3,015	189	2.928
	Mid 2011	8,820	8,601	211	8,390	2,963	34	89	11	3,097	192	2.777
	Mid 2016	9,050	8,829	209	8,620	3,025	45	110	5	3,185	190	2.772
Forecast	Early 2022	10,480	10,222	237	9,985	3,531	65	121	5	3,722	215	2.746
	Early 2032	13,330	13,005	308	12,697	4,398	401	311	5	5,115	280	2.543
	Residential Buildout	13,840	13,504	320	13,184	4,570	460	362	5	5,397	291	2.502
Incremental	Mid 2006 - Mid 2011	-230	-227	3	-230	93	-1	-11	1	82	3	
	Mid 2011 - Mid 2016	230	228	-2	230	62	11	21	-6	88	-2	
	Mid 2016 - Early 2022	1,430	1,393	28	1,365	506	20	11	0	537	25	
	Early 2022 - Early 2032	2,850	2,783	71	2,712	867	336	190	0	1,393	65	
	Early 2022 - Residential Buildout	3,360	3,282	83	3,199	1,039	395	241	0	1,675	76	

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022.

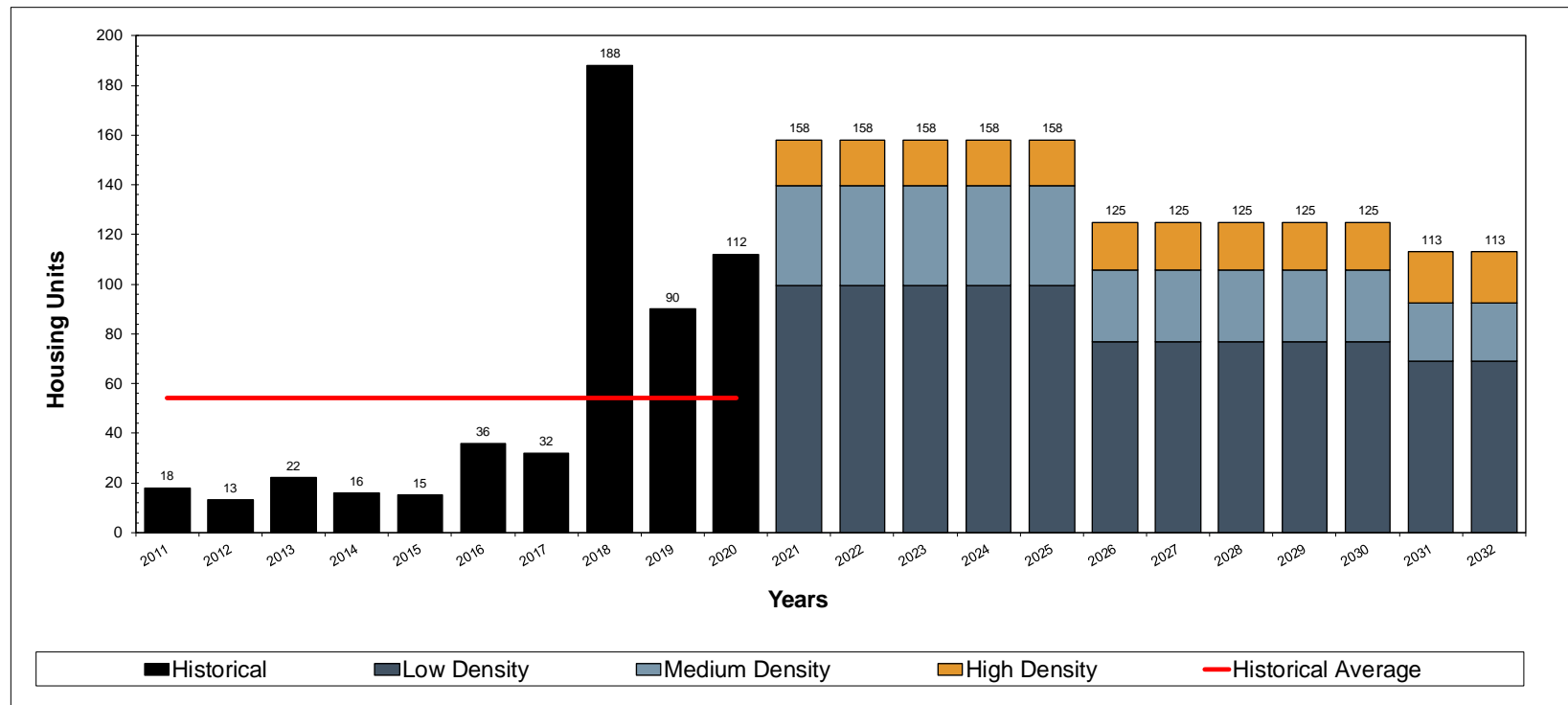
¹ Census undercount estimated at approximately 2.5%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

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



Figure A-1
The Township of Cavan Monaghan
Annual Housing Forecast



Source: Historical housing activity derived from the Township of Cavan Monaghan building permit data, 2011 to 2020.

¹ Growth forecast represents calendar year.



Schedule 2
The 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)	Early 2022 - Early 2032	780	336	190	1,306	3,240	-177	3,063	71	3,134
	Early 2022 - Residential Buildout	935	395	241	1,571	3,889	-225	3,664	83	3,747
Rural	Early 2022 - Early 2032	87	0	0	87	253	-605	-352	0	-352
	Early 2022 - Residential Buildout	104	0	0	104	304	-770	-466	0	-466
Township of Cavan Monaghan	Early 2022 - Early 2032	867	336	190	1,393	3,493	-782	2,711	71	2,782
	Early 2022 - Residential Buildout	1,039	395	241	1,675	4,193	-995	3,198	83	3,281

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022.

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
The Township of Cavan Monaghan
Current Year Growth Forecast, Mid 2016 to Early 2022

		Population
Mid 2016 Population		8,829
Occupants of New Housing Units, Mid 2016 to Early 2022	<i>Units (2)</i>	537
	<i>multiplied by P.P.U. (3)</i>	2,932
	<i>gross population increase</i>	1,574
Occupants of New Equivalent Institutional Units, Mid 2016 to Early 2022	<i>Units</i>	25
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	27
Decline in Housing Unit Occupancy, Mid 2016 to Early 2022	<i>Units (4)</i>	3,185
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.065
	<i>total decline in population</i>	-208
Population Estimate to Early 2022		10,222
<i>Net Population Increase, Mid 2016 to Early 2022</i>		1,393

(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	94%	2.826
<i>Multiples (6)</i>	2.045	4%	0.076
<i>Apartments (7)</i>	1.429	2%	0.030
Total		100%	2.932

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 4
The Township of Cavan Monaghan
Ten Year Growth Forecast, Early 2022 to Early 2032

		Population
Early 2022 Population		10,222
Occupants of New Housing Units, Early 2022 to Early 2032	<i>Units (2)</i>	1,393
	<i>multiplied by P.P.U. (3)</i>	2,508
	<i>gross population increase</i>	3,493
Occupants of New Equivalent Institutional Units, Early 2022 to Early 2032	<i>Units</i>	65
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	72
Decline in Housing Unit Occupancy, Early 2022 to Early 2032	<i>Units (4)</i>	3,722
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.210
	<i>total decline in population</i>	-782
Population Estimate to Early 2032		13,005
Net Population Increase, Early 2022 to Early 2032		2,783

(1) Early 2022 Population based on:

2016 Population (8,829) + Mid 2016 to Early 2022 estimated housing units to beginning of forecast period (537 x 2.932 = 1,574) + (25 x 1.1 = 27) + (3,185 x -0.065 = -208) = 10,222

(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	62%	1.819
<i>Multiples (6)</i>	1.981	24%	0.478
<i>Apartments (7)</i>	1.550	14%	0.211
<i>one bedroom or less</i>	1.135		
<i>two bedrooms or more</i>	1.848		
Total		100%	2.508

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) Early 2022 households based upon 2016 Census (3,185 units) + Mid 2016 to Early 2022 unit estimate (537 units) = 3,722 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
The Township of Cavan Monaghan
Longer Term Growth Forecast, Early 2022 to Residential Buildout

			Population
Early 2022 Population			10,222
Occupants of New Housing Units, Early 2022 to Residential Buildout	<i>Units (2)</i>	1,675	
	<i>multiplied by P.P.U. (3)</i>	2.503	
	<i>gross population increase</i>	4,193	4,193
Occupants of New Equivalent Institutional Units, Early 2022 to Residential Buildout	<i>Units</i>	76	
	<i>multiplied by P.P.U. (3)</i>	1.100	
	<i>gross population increase</i>	84	84
Decline in Housing Unit Occupancy, Early 2022 to Residential Buildout	<i>Units (4)</i>	3,722	
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.267	
	<i>total decline in population</i>	-995	-995
Population Estimate to Residential Buildout			13,504
Net Population Increase, Early 2022 to Residential Buildout			3,282

(1) Early 2022 Population based on:

2016 Population (8,829) + Mid 2016 to Early 2022 estimated housing units to beginning of forecast period (537 x 2.932 = 1,574) + (25 x 1.1 = 27) + (3,185 x -0.065 = -208) = 10,222

(2) 2016 Population (8,829) + Mid 2016 to Early 2022 estimated housing units to beginning of forecast period (537 x 2.932 = 1,574) + (25 x 1.1 = 27) + (3,185 x -0.065 = -208) = 10,222

(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	62%	1.813
<i>Multiples (6)</i>	1.981	24%	0.467
<i>Apartments (7)</i>	1.550	14%	0.223
<i>one bedroom or less</i>	1.135		
<i>two bedrooms or more</i>	1.848		
Total		100%	2.503

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) Early 2022 households based upon 2016 Census (3,185 units) + Mid 2016 to Early 2022 unit estimate (537 units) = 3,722 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 6
Summary of Housing Potential by Area Municipality as of May 2019

Millbrook

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total
Registered Not Built	279	65	0	344
<i>% Breakdown</i>	<i>81%</i>	<i>19%</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	528	259	210	997
<i>% Breakdown</i>	<i>53%</i>	<i>26%</i>	<i>21%</i>	<i>100%</i>
Total	839	324	210	1,373
<i>% Breakdown</i>	<i>61%</i>	<i>24%</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



Rural Areas

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

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>	82%	18%	0%	100%
Draft Plans Approved	32	0	0	32
<i>% Breakdown</i>	100%	0%	0%	100%
Application Under Review	562	259	210	1,031
<i>% Breakdown</i>	55%	25%	20%	100%
Total	886	324	210	1,420
<i>% Breakdown</i>	62%	23%	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 7
The Township of Cavan Monaghan
Historical Residential Building Permits
Years 2011 to 2020

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2011	18	0	0	18
2012	13	0	0	13
2013	22	0	0	22
2014	16	0	0	16
2015	15	0	0	15
Sub-total	84	0	0	84
Average (2011 - 2015)	17	0	0	17
% Breakdown	100.0%	0.0%	0.0%	100.0%
2016	36	0	0	36
2017	32	0	0	32
2018	188	0	0	188
2019	90	0	0	90
2020	110	0	2	112
Sub-total	456	0	2	458
Average (2016 - 2020)	91	0	0	92
% Breakdown	99.6%	0.0%	0.4%	100.0%
2011 - 2020				
Total	540	0	2	542
Average	54	0	0	54
% Breakdown	99.6%	0.0%	0.4%	100.0%

Source: Historical housing activity derived from the Township of Cavan Monaghan building permit data, 2011 to 2020.

¹ Includes townhouses and apartments in duplexes.

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



Schedule 8a
The Township of Cavan Monaghan
Person 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
Person 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.

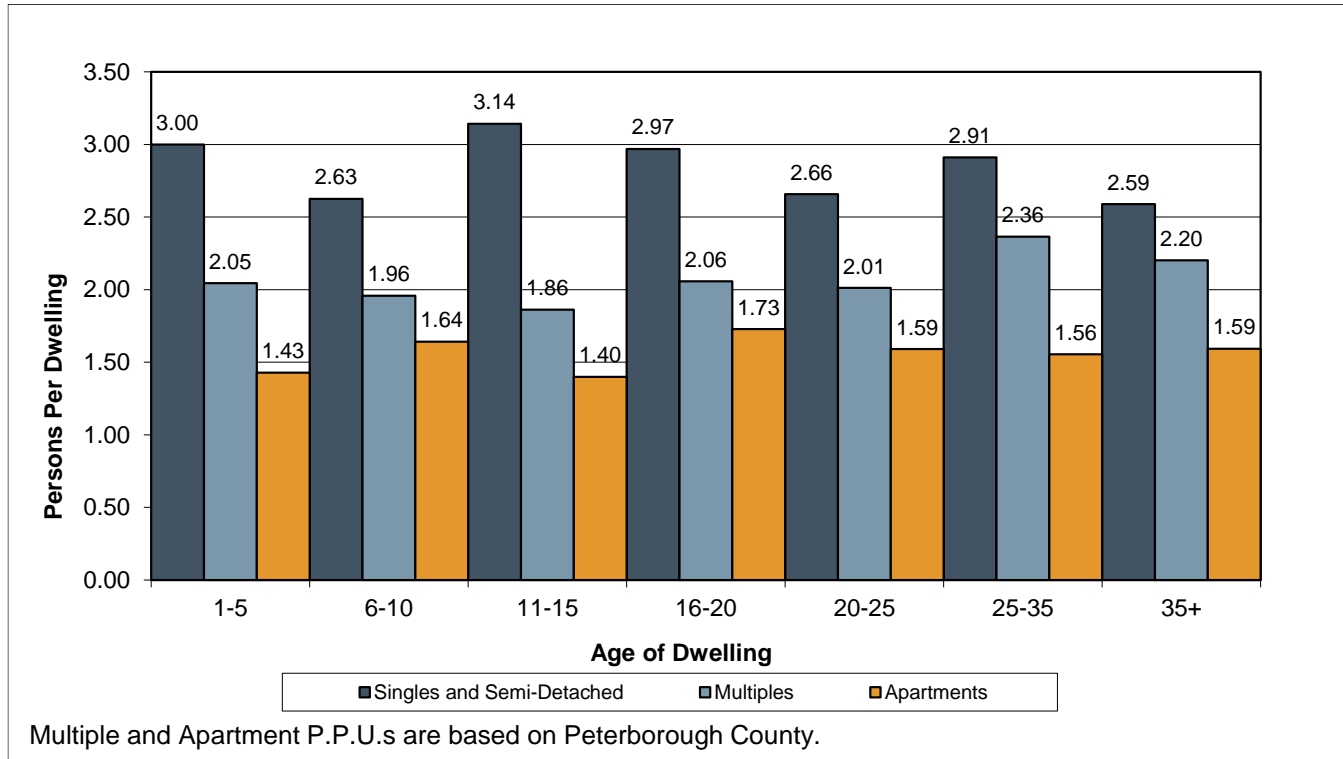
³ Adjusted based on 2001-2016 historical trends.

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
The Township of Cavan Monaghan
Person Per Unit Structural Type and Age of Dwelling
(2016 Census)





Schedule 10a The Township of Cavan Monaghan Employment Forecast, 2022 to Non-Residential Buildout

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home)
		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.)	
Mid 2006	8,828	0.006	0.066	0.088	0.084	0.041	0.284	0.042	0.326	50	580	775	740	360	2,505	370	2,875	1,925
Mid 2011	8,601	0.009	0.069	0.110	0.079	0.048	0.315	0.058	0.374	80	590	948	683	410	2,710	503	3,213	2,120
Mid 2016	8,829	0.006	0.057	0.108	0.099	0.050	0.320	0.067	0.387	50	505	958	873	440	2,825	592	3,417	2,320
Early 2022	10,222	0.008	0.057	0.099	0.107	0.052	0.322	0.077	0.400	80	579	1,011	1,095	529	3,294	790	4,084	2,715
Early 2032	13,005	0.012	0.056	0.119	0.127	0.059	0.372	0.082	0.454	150	729	1,546	1,647	772	4,843	1,067	5,910	4,114
Non-Residential Buildout	13,005	0.012	0.056	0.119	0.127	0.059	0.372	0.082	0.454	150	729	1,546	1,647	772	4,843	1,067	5,910	4,114
Incremental Change																		
Mid 2006 - Mid 2011	-227	0.004	0.003	0.022	-0.004	0.007	0.031	0.017	0.048	30	10	173	-58	50	205	133	338	195
Mid 2011 - Mid 2016	228	-0.004	-0.011	-0.002	0.019	0.002	0.005	0.009	0.013	-30	-85	10	190	30	115	89	204	200
Mid 2016 - Early 2022	1,393	0.002	-0.001	-0.010	0.008	0.002	0.002	0.010	0.013	30	74	54	223	89	469	198	667	395
Early 2022 - Early 2032	2,783	0.004	-0.001	0.020	0.019	0.008	0.050	0.005	0.055	70	150	535	552	243	1,549	277	1,826	1,399
Early 2022 - Non-Residential Buildout	2,783	0.004	-0.001	0.020	0.019	0.008	0.050	0.005	0.055	70	150	535	552	243	1,549	277	1,826	1,399
Annual Average																		
Mid 2006 - Mid 2011	-45	0.0007	0.0006	0.0045	-0.0009	0.0014	0.0063	0.0033	0.0096	6	2	35	-12	10	41	27	68	39
Mid 2011 - Mid 2016	46	-0.0007	-0.0023	-0.0003	0.0039	0.0004	0.0010	0.0017	0.0027	-6	-17	2	38	6	23	18	41	40
Mid 2016 - Early 2022	253	0.0004	-0.0001	-0.0017	0.0015	0.0003	0.0004	0.0019	0.0023	5	13	10	40	16	85	36	121	72
Early 2022 - Early 2032	278	0.0004	-0.0001	0.0020	0.0019	0.0008	0.0050	0.0005	0.0055	7	15	53	55	24	155	28	183	140

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022. Primary employment growth updated for the purposes of this study.
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.
 Note: Buildout of employment lands within the Millbrook urban boundary is anticipated to occur in line with the 10-year forecast period.



Schedule 10b
The Township of Cavan Monaghan
Employment and Gross Floor Area (G.F.A.) Forecast, 2022 to Non-Residential Buildout

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹				
		Primary ²	Industrial	Commercial/ Population Related	Institutional	Total	Primary ²	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	50	958	873	440	2,320					
Early 2022	10,222	80	1,011	1,095	529	2,715					
Early 2032	13,005	150	1,546	1,647	772	4,114					
Non-Residential Buildout	13,005	150	1,546	1,647	772	4,114					
Incremental Change											
Mid 2006 - Mid 2011	-227	30	173	-58	50	195					
Mid 2011 - Mid 2016	228	-30	10	190	30	200					
Mid 2016 - Early 2022	1,393	30	54	223	89	395	120,000	85,600	122,400	62,300	390,300
Early 2022 - Early 2032	2,783	70	535	552	243	1,399	280,000	855,200	303,300	170,100	1,608,600
Early 2022 - Non-Residential Buildout	2,783	70	535	552	243	1,399	280,000	855,200	303,300	170,100	1,608,600
Annual Average											
Mid 2006 - Mid 2011	-45	6	35	-12	10	39					
Mid 2011 - Mid 2016	46	-6	2	38	6	40					
Mid 2016 - Early 2022	253	5	10	40	16	72	21,818	15,564	22,255	11,327	70,964
Early 2022 - Early 2032	278	7	53	55	24	140	28,000	85,520	30,330	17,010	160,860

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022. 'Primary' employment growth updated for the purposes of this study.

¹ Square Foot Per Employee Assumptions

Primary	4,000
Industrial	1,600
Commercial/ Population Related	550
Institutional	700

² Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment.

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



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

Development Location	Timing	Primary G.F.A. S.F. ^{1,2}	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 ³
Millbrook (Urban)	Early 2022 - Early 2032	-	555,200	288,200	166,600	1,010,000	1,109
	Early 2022 - Non-Residential Buildout	-	555,200	288,200	166,600	1,010,000	1,109
Rural	Early 2022 - Early 2032	280,000	300,000	15,100	3,500	598,600	290
	Early 2022 - Non-Residential Buildout	280,000	300,000	15,100	3,500	598,600	290
Township of Cavan Monaghan	Early 2022 - Early 2032	280,000	855,200	303,300	170,100	1,608,600	1,399
	Early 2022 - Non-Residential Buildout	280,000	855,200	303,300	170,100	1,608,600	1,399

Source: Growth forecast and buildout of the existing Millbrook urban boundary derived from the Township of Cavan Monaghan Growth Management Strategy (2020), by Watson & Associates Economists Ltd., 2022.

¹Primary employment growth updated for the purposes of this study.

¹ Square feet per employee assumptions:

Primary	4,000
Industrial	1,600
Commercial	550
Institutional	700

² Primary industry includes bona-fide, non bona-fide farming and cannabis growing operation related employment.

³ Employment Increase does not include No Fixed Place of Work.

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



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

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	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-XB

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



Schedule 12
The 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					
Primary Industry Employment					
11	<i>Agriculture, forestry, fishing and hunting</i>	185	150	-35	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	0	10	10	
Sub-total		185	160	-25	
Industrial and Other Employment					
22	<i>Utilities</i>	0	0	0	Categories which relate primarily to industrial land supply and demand
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	
Population Related Employment					
44-45	<i>Retail trade</i>	180	235	55	Categories which relate primarily to population growth within the municipality
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	
Institutional					
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	
Employment to Population Ratio					
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)		
Service Related to a Highway	Services Related to a Highway - Roads	\$17,783.30	0.0255	km of roadways	697,384	per km	58,347,007
	Services Related to a Highway - Sidewalks and Active Transportation	\$282.70	0.0012	km of sidewalks and active transportation	235,583	per km	927,539
	Services Related to a Highway - Streetlights	\$94.60	0.0295	No. of Traffic Signals	3,207	per signal	310,383
Public Works	Services Related to a Highway - Facilities	\$237.72	1.2435	sq.ft. of building area	191	per sq.ft.	779,959
	Services Related to a Highway - Vehicles & Equipment	\$470.87	0.0023	No. of vehicles and equipment	204,726	per vehicle	1,544,924
Fire Protection	Fire Protection Services - Facilities	\$354.27	0.9231	sq.ft. of building area	384	per sq.ft.	1,162,360
	Fire Protection Services - Vehicles & Equipment	\$320.02	0.0011	No. of vehicles	290,927	per vehicle	1,049,986
	Fire Protection Services - Small Equipment and Gear	\$160.35	0.0860	No. of equipment and gear	1,865	per item	526,108
Policing	Policing Services - Facilities	\$14.27	0.0434	sq.ft. of building area	329	per sq.ft.	46,820
	Policing Services - Small Equipment and Gear	\$9.38	0.0005	No. of equipment and gear	18,760	per item	30,776
Parks & Recreation	Parkland Development	\$618.94	0.0081	Acres of Parkland	76,412	per acre	1,721,891
	Parkland Amenities	\$257.37	0.0018	No. of parkland amenities	142,983	per amenity	716,003
	Parkland Trails	\$49.30	1.0941	Linear Metres of Paths and Trails	45	per linear m	137,153
	Recreation Facilities	\$2,297.25	6.9532	sq.ft. of building area	330	per sq.ft.	6,390,950
	Parks & Recreation Vehicles and Equipment	\$60.45	0.0013	No. of vehicles and equipment	46,500	per vehicle	168,172
Library	Library Services - Facilities	\$314.67	0.9016	sq.ft. of building area	349	per sq.ft.	875,412
	Library Services - Collection Materials	\$117.05	3.6703	No. of library collection items	32	per collection item	325,633



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

Service: Services Related to a Highway - Roads
Unit Measure: km of roadways

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/km)
Surface Treated Roads	144	144	144	144	144	144	144	144	144	144	\$774,000
Gravel Roads	66	66	66	66	66	66	66	66	66	66	\$385,000
Asphalt Roads	21	21	21	21	21	21	21	21	21	21	\$1,156,000
Total	231	231	231	231	231	231	231	231	231	231	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0267	0.0266	0.0264	0.0263	0.0262	0.0259	0.0258	0.0243	0.0237	0.0230

10 Year Average	2012-2021
Quantity Standard	0.0255
Quality Standard	\$697,384
Service Standard	\$17,783

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$17,783
Eligible Amount	\$58,347,007



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

Service: Services Related to a Highway - Sidewalks and Active Transportation
Unit Measure: km of sidewalks and active transportation

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/km)
Sidewalks	9.25	9.50	9.50	9.75	10.00	11.00	11.25	11.25	11.25	11.25	\$247,200
Total	9.25	9.50	9.50	9.75	10.00	11.00	11.25	11.25	11.25	11.25	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
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	2012-2021
Quantity Standard	0.0012
Quality Standard	\$235,583
Service Standard	\$283

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$283
Eligible Amount	\$927,539



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Elliptical Arm	199	199	199	206	212	218	223	223	223	223	\$2,200
Full Pole	21	21	21	21	21	39	39	39	39	39	\$8,400
Old Black Pole	34	34	34	34	34	16	16	16	16	16	\$5,600
Total	254	254	254	261	267	273	278	278	278	278	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0294	0.0292	0.0290	0.0297	0.0302	0.0307	0.0310	0.0293	0.0286	0.0277

10 Year Average	2012-2021
Quantity Standard	0.0295
Quality Standard	\$3,207
Service Standard	\$95

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$95
Eligible Amount	\$310,383



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 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	\$200	\$228
Dome	-	-	-	-	-	-	-	6,162	6,162	6,162	\$85	\$101
Storage Shed	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	\$85	\$101
Equipment Storage Shed	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	\$200	\$228
Total	9,550	9,550	9,550	9,550	9,550	9,550	9,550	15,712	15,712	15,712		

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	1.1039	1.0997	1.0918	1.0865	1.0815	1.0726	1.0650	1.6542	1.6140	1.5657

10 Year Average	2012-2021
Quantity Standard	1.2435
Quality Standard	\$191
Service Standard	\$238

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$238
Eligible Amount	\$779,959



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
Tandem Dump/Plows	6	6	6	6	6	6	6	6	6	6	\$315,000
Single Axle Dump/Plow	1	1	1	1	1	1	1	1	1	1	\$130,000
Pick up Trucks	2	2	2	2	2	2	2	2	2	2	\$55,000
Pick up Truck	2	2	2	2	2	2	2	2	2	2	\$70,000
Graders	2	2	2	2	2	2	2	2	2	2	\$420,000
Backhoe	1	1	1	1	1	1	1	1	1	1	\$105,000
Loader	1	1	1	1	1	1	1	1	1	1	\$205,000
Bobcat	1	1	1	1	1	1	1	1	1	1	\$105,000
Trailer, Chipper, Steamer	1	1	1	1	1	1	1	2	2	2	\$175,000
Rubber Tire Excavator	1	1	1	1	1	1	1	1	1	1	\$315,000
Water Truck	1	1	1	1	1	1	1	1	1	1	\$85,000
Calcium Truck	1	1	1	1	1	1	1	1	1	1	\$85,000
Trackless Sidewalk Plow	-	-	-	-	-	-	-	-	1	1	\$180,000
Total	20	20	20	20	20	20	20	21	22	22	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0023	0.0023	0.0023	0.0023	0.0023	0.0022	0.0022	0.0022	0.0023	0.0022

10 Year Average	2012-2021
Quantity Standard	0.0023
Quality Standard	\$204,726
Service Standard	\$471

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$471
Eligible Amount	\$1,544,924



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bid'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Station #1	3,663	3,663	3,663	3,663	3,663	3,663	3,663	3,663	3,663	3,663	\$426	\$499
Station #2	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	3,784	\$284	\$335
Storage at Municipal Building	736	736	736	736	736	736	736	736	736	736	\$102	\$125
Storage at Station #2	144	144	144	144	144	144	144	280	280	280	\$102	\$125
Total	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,463	8,463	8,463		

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.9625	0.9589	0.9520	0.9473	0.9430	0.9352	0.9286	0.8910	0.8693	0.8433

10 Year Average	2012-2021
Quantity Standard	0.9231
Quality Standard	\$384
Service Standard	\$354

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$354
Eligible Amount	\$1,162,360



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

Service: Fire Protection Services - Vehicles & Equipment
Unit Measure: No. of vehicles

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
Freightliner Pumper #1	1	1	1	1	1	1	1	1	1	1	\$417,500
Pumper #2	1	1	1	1	1	1	1	1	1	1	\$417,500
GMC 1700 gallon Tanker #1	1	1	1	1	1	1	1	1	1	1	\$381,900
INT 1700 gallon Tanker #4	1	1	1	-	-	-	-	-	-	-	\$292,200
INT 2800 gallon Tanker	-	-	-	1	1	1	1	1	1	1	\$414,300
Tanker INT 2 2800 gallon (2013)	-	1	1	1	1	1	1	1	1	1	\$505,500
GMC Rescue Vehicle Unit R1	1	1	1	1	1	1	1	1	1	1	\$278,400
Ford Rapid Response - Unit R2	1	1	1	1	1	1	1	1	1	1	\$278,400
Med - Unit #1	1	1	1	1	1	1	1	1	1	1	\$104,400
Ford 3/4 Service - Car 3	1	1	1	1	1	1	1	1	1	1	\$69,700
1/2 Mini Tanker - Car 5	1	1	1	1	1	1	1	1	1	1	\$104,400
UTV Unit with Trailer	-	-	-	-	-	1	1	1	1	1	\$39,300
Total	9	10	10	10	10	11	11	11	11	11	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0010	0.0012	0.0011	0.0011	0.0011	0.0012	0.0012	0.0012	0.0011	0.0011

10 Year Average	2012-2021
Quantity Standard	0.0011
Quality Standard	\$290,927
Service Standard	\$320

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$320
Eligible Amount	\$1,049,986



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Auto Extrication c/w Cutters & Spreaders	5	5	5	5	5	6	6	6	6	6	\$22,500
Station Air Compressor	2	2	2	2	2	2	2	2	2	2	\$8,700
SCBA c/w bottle	16	16	16	17	18	19	20	20	30	30	\$10,700
SCBA spare Bottles	40	40	40	45	50	55	60	60	60	60	\$1,700
Defibrillators	3	3	3	3	3	3	3	3	5	5	\$3,100
Defib Training Unit	2	2	2	2	2	2	2	2	2	2	\$10,300
Communications Equipment (Station radios)	5	5	5	5	5	5	5	5	5	5	\$2,000
Communications Equipment (Repeater)	1	1	1	1	1	1	1	1	1	1	\$56,200
Mobile Radios	12	12	12	12	12	12	12	12	12	12	\$1,700
Portable Radios	30	30	30	30	30	30	30	30	30	30	\$1,300
Portable Pumps	10	10	10	10	10	10	10	10	10	10	\$11,200
Gas Unit Detector Rattlers	14	14	14	14	14	14	14	14	14	14	\$1,100
Air Bags L/P	2	2	2	2	2	2	2	2	2	2	\$3,400
Gas Detector M-40	4	4	4	4	4	4	4	4	4	4	\$2,700
Medical Supplies Kits	5	5	5	5	5	5	5	5	5	5	\$1,100
Exhaust Fans - Electric	4	4	4	4	4	4	4	4	4	4	\$4,000
Saws Alls	2	2	2	2	2	2	2	2	2	2	\$700
K12 Power Saw	1	1	1	1	1	1	1	1	1	1	\$6,900
Hose (38mm) (100ft per length)	79	79	79	79	79	79	79	79	79	79	\$600
Hose (65mm) (100ft per length)	18	18	18	18	18	18	18	18	18	18	\$700
Hose (100mm) (100ft per length)	40	40	40	40	40	40	40	40	40	40	\$1,100
Nozzles - 2 1/2 inch	4	4	4	4	4	4	4	4	4	4	\$1,800
Nozzles - 1 1/2 inch	10	10	10	10	10	10	10	10	10	10	\$1,700



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
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	\$1,700
Foam - Class A & B - 20 Lt Pails	40	40	40	40	40	40	40	40	40	40	\$200
Ladders - Attic - 8 feet	2	2	2	2	2	2	2	2	2	2	\$1,100
Ladders - Roof - 12 feet	2	2	2	2	2	2	2	2	2	2	\$1,300
Ladders - Extension - 30 feet	3	3	3	3	3	3	3	3	3	3	\$6,000
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	\$5,600
Porta Tanks	2	2	2	2	3	4	4	4	4	4	\$2,700
Stokes Baskets	1	1	1	1	3	3	3	3	3	3	\$2,700
Thermal Imaging Cameras	2	2	2	2	2	2	2	2	2	2	\$7,900
Bunker Suits	50	50	50	65	80	105	105	105	105	105	\$3,800
Helmets	50	50	50	65	80	105	105	105	105	105	\$300
Boots	75	75	75	80	90	100	100	100	100	100	\$300
RAM Kits	1	1	1	1	1	1	1	1	1	1	\$4,400
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	\$7,600
Radio Recorder - Taling Clock	1	1	1	1	1	1	1	1	1	1	\$4,200
Radio Recorder - Computer System	1	1	1	1	1	1	1	1	1	1	\$3,800
Unmanned Monitor	-	-	-	-	1	1	1	1	1	1	\$5,600
Portable Generator	5	5	5	5	5	5	5	5	5	5	\$6,100
Total	685	685	685	726	776	844	850	850	862	862	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.079	0.079	0.078	0.083	0.088	0.095	0.095	0.090	0.089	0.086

10 Year Average	2012-2021
Quantity Standard	0.0860
Quality Standard	\$1,865
Service Standard	\$160

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$160
Eligible Amount	\$526,108



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

Service: Policing Services - Facilities
Unit Measure: sq.ft. of building area

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Police Facility (Old Millbrook School)	875	875	875	875	-	-	-	-	-	-	\$279	\$329
Police Space in Municipal Building	-	-	-	-	50	50	50	50	50	50	\$279	\$329
Total	875	875	875	875	50	50	50	50	50	50		

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.1011	0.1008	0.1000	0.0995	0.0057	0.0056	0.0056	0.0053	0.0051	0.0050

10 Year Average	2012-2021
Quantity Standard	0.0434
Quality Standard	329
Service Standard	\$14

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$14
Eligible Amount	\$46,820



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

Service: Policing Services - Small Equipment and Gear
Unit Measure: No. of equipment and gear

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Police Officer Equipment and Gear	7	7	7	7	-	-	-	-	-	-	\$6,400
Police Vehicle Equipment and Gear	2	2	2	2	-	-	-	-	-	-	\$31,800
Contract (Capital Component)	-	-	-	-	1	1	1	1	1	1	\$68,300
Total	9	9	9	9	1	1	1	1	1	1	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0010	0.0010	0.0010	0.0010	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001

10 Year Average	2012-2021
Quantity Standard	0.0005
Quality Standard	\$18,760
Service Standard	\$9

D.C. Amount (before deductions)	Buildout
Forecast Population	3,281
\$ per Capita	\$9
Eligible Amount	\$30,776



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

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Acre)
Community Parks	68.02	68.02	68.02	68.02	68.02	68.02	68.02	68.02	68.02	68.02	\$75,600
Neighbourhood Parks	4.24	4.24	4.24	4.24	4.24	4.24	4.24	4.24	6.10	6.10	\$80,700
Parkette	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	\$86,100
Total	73.38	73.38	73.38	73.38	73.38	73.38	73.38	73.38	75.24	75.24	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.009	0.009	0.008	0.008	0.008	0.008	0.008	0.008	0.008	0.008

10 Year Average	2012-2021
Quantity Standard	0.0081
Quality Standard	\$76,412
Service Standard	\$619

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$619
Eligible Amount	\$1,721,891



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Storage Facility	1	1	1	1	1	1	1	1	1	1	\$66,800
Senior Play Equipment	2	2	2	2	2	2	2	2	2	2	\$112,300
Junior Play Equipment	3	3	3	3	3	3	3	3	3	3	\$39,300
Ball Diamonds (Unlit)	1	1	1	1	1	1	1	1	1	1	\$59,200
Ball Diamond (Lit)	1	1	1	1	1	1	1	1	1	1	\$233,800
Soccer Pitch	2	2	-	-	-	-	-	-	-	-	\$190,900
New Soccer Pitches (Category 3)	-	-	2	2	2	2	2	2	2	2	\$591,800
Open Air Shelter	3	2	1	1	1	1	1	1	1	1	\$8,700
Main Shelter With Facilities	1	1	1	1	1	1	1	1	1	1	\$417,500
Field House	1	1	1	1	1	1	1	1	1	1	\$6,900
Skateboard Park	1	1	1	1	1	1	1	1	1	1	\$139,100
Dock	1	1	1	1	1	1	1	1	1	1	\$11,900
Playground- TowerHill South Park	-	-	-	-	-	-	-	-	-	1	\$83,100
Fitness Equipment- TowerHill South Park	-	-	-	-	-	-	-	-	-	1	\$40,900
Basketball Court- TowerHill South Park	-	-	-	-	-	-	-	-	-	1	\$12,800
Benches- TowerHill South Park	-	-	-	-	-	-	-	-	-	1	\$5,200
Garbage Receptacles- TowerHill South Park	-	-	-	-	-	-	-	-	-	2	\$2,800
Total	17	16	15	15	15	15	15	15	21	21	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0020	0.0018	0.0017	0.0017	0.0017	0.0017	0.0017	0.0016	0.0022	0.0021

10 Year Average	2012-2021
Quantity Standard	0.0018
Quality Standard	\$142,983
Service Standard	\$257

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$257
Eligible Amount	\$716,003



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

Service: Parkland Trails
Unit Measure: Linear Metres of Paths and Trails / Number of Bridges

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/ Linear Metre / item)
Millbrook Valley Trails	8,000	8,000	8,000	9,000	10,000	10,400	10,400	10,400	10,400	10,400	\$38
Bridge and Boardwalk	1	1	1	1	2	2	2	2	2	2	\$31,300
Pedestrian Bridge	-	-	-	-	3	3	3	3	3	3	\$11,200
Station Trail (Multi-Use)	-	-	-	-	-	-	-	1,600	1,600	1,600	\$40
Total	8,001	8,001	8,001	9,001	10,005	10,405	10,405	12,005	12,005	12,005	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.92	0.92	0.91	1.02	1.13	1.17	1.16	1.26	1.23	1.20

10 Year Average	2012-2021
Quantity Standard	1.0941
Quality Standard	\$45
Service Standard	\$49

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$49
Eligible Amount	\$137,153



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
Riding Mowers	3	3	3	3	3	3	4	4	4	4	\$46,100
Pick ups	3	3	3	3	3	3	3	3	3	3	\$76,000
Ice Resurfacers	1	1	1	1	1	1	1	1	1	1	\$110,600
Ice Edger	3	3	1	1	1	1	1	1	1	1	\$6,100
Trailers	2	2	2	2	2	2	2	2	2	2	\$5,100
Massey Tractor	1	1	1	1	1	1	1	1	1	1	\$34,500
Total	13	13	11	11	11	11	12	12	12	12	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.0015	0.0015	0.0013	0.0013	0.0012	0.0012	0.0013	0.0013	0.0012	0.0012

10 Year Average	2012-2021
Quantity Standard	0.0013
Quality Standard	\$46,500
Service Standard	\$60

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$60
Eligible Amount	\$168,172



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Millbrook Arena	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	\$277	\$313
Old Millbrook School	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	9,870	\$277	\$313
Gymnasium	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	\$277	\$313
Cavan Monaghan Community Centre	-	-	-	-	-	-	-	-	58,000	58,000	\$371	\$416
Total	52,370	52,370	52,370	52,370	52,370	52,370	52,370	52,370	110,370	110,370		

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	6.0536	6.0306	5.9872	5.9579	5.9309	5.8816	5.8403	5.5138	11.3374	10.9985

10 Year Average	2012-2021
Quantity Standard	6.9532
Quality Standard	\$330
Service Standard	\$2,297

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$2,297
Eligible Amount	\$6,390,950



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

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 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	\$283	\$349
Bruce Johnston	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	2,670	\$283	\$349
Total	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170	8,170		

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	0.9444	0.9408	0.9340	0.9295	0.9253	0.9176	0.9111	0.8602	0.8392	0.8142

10 Year Average	2012-2021
Quantity Standard	0.9016
Quality Standard	\$349
Service Standard	\$315

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$315
Eligible Amount	\$875,412



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

Service: Library Services - Collection Materials
Unit Measure: No. of library collection items

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Collection Materials	33,362	34,217	33,288	33,344	33,920	33,681	33,323	32,722	32,918	31,238	\$30
Overdrive (e-books)	-	1	1	1	1	1	1	1	1	1	\$20,400
E-resources - various database subscriptions	-	-	1	2	2	2	2	2	2	2	\$13,700
Flipster (magazine service)	-	-	-	-	-	5	5	5	5	5	\$3,400
Public Computers	14	14	14	14	14	14	14	14	14	14	\$1,000
Public-use Tablets	-	-	-	7	7	7	10	10	10	10	\$500
Total	33,376	34,232	33,304	33,368	33,944	33,710	33,355	32,754	32,950	31,270	

Population	8,651	8,684	8,747	8,790	8,830	8,904	8,967	9,498	9,735	10,035
Per Capita Standard	3.86	3.94	3.81	3.80	3.84	3.79	3.72	3.45	3.38	3.12

10 Year Average	2012-2021
Quantity Standard	3.6703
Quality Standard	\$32
Service Standard	\$117

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$117
Eligible Amount	\$325,633



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 *Development Charges Act, 1997*, as amended, 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 development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings 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 2020 Financial Information Return (F.I.R.).

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

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
Lifecycle Cost Factors and Average Useful Lives

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	80	0.00516
Facilities	50	0.01182
Services Related to a Highway - Roads	50	0.01182
Parkland Development and Amenities	40	0.01656
Vehicles	15	0.05783
Small Equipment & Gear	10	0.09133

Table C-2 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-2
Township of Cavan Monaghan
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Treatment plants	17,502,924	366,314	417,852	784,166
1.2 Sewers	10,148,000	252,507	203,838	456,345
2. Water Services				
2.1 Treatment, storage and distribution systems	15,384,799	365,547	159,748	525,295
3. Services Related to a Highway				
3.1 Roads	4,426,452	162,680	696,193	858,873
3.2 Public Works Facilities and Fleet	2,618,000	69,094	13,364	82,458
4. Fire Protection Services				
4.1 Fire facilities, vehicles & equipment	2,730,000	82,536	247,825	330,361
5. Policing Services				
5.1 Facilities, vehicles and equipment, small equipment and gear	77,000	11,305	373,443	384,748
6. Parks and Recreation Services				
6.1 Parkland development, amenities, trails, vehicles & equipment, and rec	3,628,440	125,022	182,318	307,340
7. Library Services				
7.1 Library facilities, materials and vehicles	1,201,000	64,140	253,996	318,136
8. Growth Studies				
8.1 Wastewater Services	64,500	-	-	-
8.2 Water Services	51,200	-	-	-
8.3 Services Related to a Highway	224,700	-	-	-
8.4 Fire	17,900	-	-	-
8.5 Police	1,600	-	-	-
8.6 Library	17,800	-	-	-
8.7 Parks and Recreation	119,800	-	-	-
Total	58,214,115	1,499,145	2,548,577	4,047,722



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997*, as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. 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; section 7, however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. 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 used as an interim financing source for capital undertakings for which D.C.s 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 prescribe 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 asset's 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 D.C.s, 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 the beginning of the year, given in the year, and outstanding at the end of the year by the 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 D.C. 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
	Services Related to a Highway	Water Services	Wastewater Services	Policing Services	Fire Protection Services	Parks and Recreation Services	Library Services	Growth Studies	Stormwater Management	
Opening Balance, January 1, _____										0
Plus:										
Development Charge Collections										0
Accrued Interest										0
Repayment of Monies Borrowed from Fund and Associated Interest ¹										0
Sub-Total	0	0	0	0	0	0	0	0	0	0
Less:										
Amount Transferred to Capital (or Other) Funds ²										0
Amounts Refunded										0
Amounts Loaned to Other D.C. Service Category for Interim Financing										0
Credits ³										0
Sub-Total	0	0	0	0	0	0	0	0	0	0
Closing Balance, December 31, _____	0	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			Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim 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	\$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	\$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	\$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 a Highway	\$0	\$0	\$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	\$0	\$0
Wastewater Services									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



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 Development Charges Act, 1997, as amended (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:

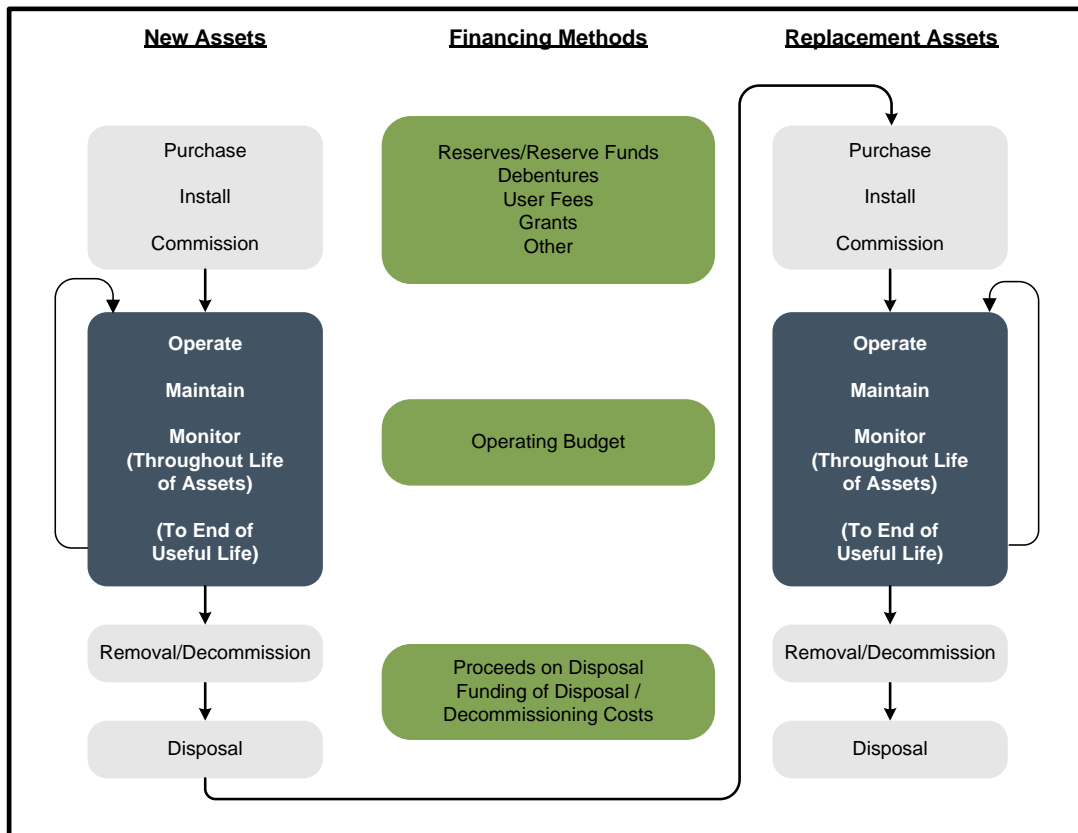
“The asset management plan shall,

- (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 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 in 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 development charge (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 2022 for core municipal services and 2024 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.

In accordance with the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) the Township completed an Asset Management Policy in 2019. The Township is undertaking an update to their Asset Management Plan to meet the requirements of Infrastructure for Jobs and Prosperity Act; however, the updated plan is not complete as at the time of writing this background study. 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 2022 \$) 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. Due to the timing of the A.M.P. currently underway, not all capital costs included in the D.C. have been included in the Township's A.M.P. yet. 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 that 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 2022 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 \$5.00 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 \$3.84 million. This amount, totalled with the existing operating revenues of \$17.33 million, provide annual revenues of \$21.17 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
2022 \$

	2041 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	33,781
Annual Debt Payment on Post Period Capital ²	702,205
Lifecycle:	
Annual Lifecycle	\$1,717,117
Incremental Operating Costs (for D.C. Services)	\$2,548,577
Total Expenditures	\$5,001,681
Revenue (Annualized)	
Total Existing Revenue ³	\$17,331,118
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$3,843,387
Total Revenues	\$21,174,505

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 2022 - ___

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 4th of April, 2022 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. DEFINITIONS

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

“accessory”, when used to describe a use, a building or a structure, means a use, a building or a structure that is incidental, subordinate and exclusively devoted to a main use, building or structure and located on the same lot therewith;

“act” means the *Development Charges Act*, as amended, or any successor thereof;

“affordable housing” means dwelling units within assisted or social housing programs including Habitat for Humanity and assisted living;

“ancillary residential building” means a residential building that would be ancillary to a detached dwelling, semi-detached dwelling, or row dwelling.

“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 and:

(a) includes (but not limited to):

- (i) cultivation of crops, whether on open land or in greenhouses, including (but not limited to) fruit, vegetables, herbs, grains, field crops, cannabis, sod, trees, shrubs, flowers, and ornamental plants;
- (ii) raising of animals, including (but not limited to) cattle, horses, pigs, poultry, livestock, fish; and



(iii) agricultural animal husbandry, dairying, equestrian activities, horticulture, fallowing, pasturing, and market gardening;

(b) but excludes:

(i) retail sales activities; including but not limited to restaurants, banquet facilities, hospitality facilities, and gift shops;

(ii) services related to grooming, boarding, or breeding or household pets; and

(iii) cannabis processing or production facilities.

“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;



"charitable dwelling" means a residential building, a part of a residential building or the residential portion of a mixed-use building maintained and operated by a corporation approved under the Charitable Institutions Act, R.S.O. 1990, c. C.9, for persons requiring residential, specialized or group care and charitable dwelling includes a children's residence under the Child, Youth and Family Services Act, 2017, S.O. 2017, C. 14, Sched. 1, a psychiatric facility under the Mental Health Act, R.S.O. 1990, c. M.7, long-term care home under the Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, c. N.7, and a home for special care under the Homes for Special Care Act, R.S.O. 1990, c. H.12;

"class" means a grouping of services combined to create a single service for the purposes of this By-law and as provided in section 7 of the Development Charges Act;

"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;

"hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill in a home or homelike setting so that quality of life is maintained, and family members may be active participants in care;

"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;



"institutional development" means development of a building or structure, or portions thereof, intended for use;

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

"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-profit housing development" means development of a building or structure intended for use as residential premises by:

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

“non-profit organization” means:

- i) a "registered charity" as defined in subsection 248(1) of the Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.), as amended;
- ii) a corporation that is a non-profit organization for the purposes of paragraph 57(1)(b) of the Corporations Tax Act, R.S.O. 1990, c. C.40; or

“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;

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

“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;

"retirement home or lodge" means a residential building or the portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall, but do not include private culinary facilities and instead where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;

“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 electriTownship, 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 electriTownship grid in circuits at a substation to provide electriTownship 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) Policing Services;
- (f) Library Services;
- (g) Parks & Recreation Services; and
- (h) Growth 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 developments or portions of developments as follows:
- (a) the enlargement to an existing residential dwelling unit;
 - (b) one or two additional dwelling units in an existing single detached dwelling or prescribed ancillary structure to the existing residential building;
 - (c) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;
 - (d) the creation of one additional dwelling unit in any other existing residential building already containing at least one dwelling unit or prescribed ancillary structure to the existing residential building; or
 - (e) the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions:



Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new detached dwelling must only contain two dwelling units. The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
2	Proposed new semi-detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units. The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
3	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit. The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.

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(d), 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 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;
- d) Non-profit Organization; and
- e) Affordable Housing.

Amount of Charges Residential

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



residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential

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

3.12.1 Notwithstanding subsections 3.11 and 3.12 of this By-law, the following percentages of each service for industrial uses, as provided below, shall be imposed for the period of May 3, 2022 to May 2, 2027.

Percentage of Schedule "B" Non-residential Charges to be Imposed for Industrial Uses

Service	May 3, 2022 to May 2, 2023	May 3, 2023 to May 2, 2024	May 3, 2024 to May 2, 2025	May 3, 2025 to May 2, 2026	May 3, 2026 to May 2, 2027
Municipal Wide Services/Class of Service:					
Services Related to a Highway	100%	100%	100%	100%	100%
Fire Protection Services	100%	100%	100%	100%	100%
Policing Services	100%	100%	100%	100%	100%
Parks and Recreation Services	100%	100%	100%	100%	100%
Library Services	100%	100%	100%	100%	100%
Growth Studies	100%	100%	100%	100%	100%
Millbrook Area-specific Services	100%	100%	100%	100%	100%
Wastewater Services	100%	100%	100%	100%	100%
Water Services	100%	100%	100%	100%	100%

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 the first building permit for the development for all services except water and wastewater.
- 3.15 For water and wastewater services, the development charges imposed under this By-law, with respect to an approval of a plan of subdivision or a severance under section 51 or 53 of the Planning Act, are calculated, payable and collected immediately upon entering into the subdivision/consent agreement, based upon the number and type of residential lots created, and, in the case of subdivision blocks, based on the maximum zoned capacity of each block pursuant to the Township's Zoning By-law.
- 3.16 Notwithstanding subsections 3.14 and 3.15 development charges for rental housing and institutional developments are due and payable in 6 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with the Township's D.C. Interest Rate Policy.



- 3.17 Notwithstanding subsections 3.14 and 3.15 development charges for non-profit housing developments are due and payable in 21 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with the Township's D.C. Interest Rate Policy, continuing on the anniversary of that date.
- 3.18 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.11 and 3.12 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest as per the Township's D.C. Interest Rate Policy. Where both planning applications apply, development charges under subsections 3.11 and 3.12 shall be calculated on the rates, including interest as provided in the Township's D.C. Interest Rate Policy, payable on the anniversary date each year thereafter, set out in Schedule "B" on the date of the later planning application, including interest.
- 3.19 Despite sections 3.14 to 3.18, 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 to 3.18, 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, 2023 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 - Residential and Non-Residential Development Charges

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 May 3, 2022.

10. Date By-law Expires

10.1 This By-law will expire at 12:01 AM on May 2, 2027 unless it is repealed by Council at an earlier date.



11. Existing By-laws Repealed

11.1 By-law number 2019-69 is hereby repealed as of the date and time of this By-law coming into effect.

Passed this 2nd day of May 2022.

Mayor Scott McFadden

Clerk



Schedule A
To By-law No. 2022-___
Township of Cavan Monaghan Components of Services Designated in
Subsection 2.1

Township-wide Services and Classes of Services

Services Related to a Highway

Roads, Sidewalks & Streetlights
Public Works Facilities and Fleet

Fire Protection Services

Fire Facilities
Fire Vehicles
Fire Small Equipment and Gear

Policing Services

Police Facilities
Police Small Equipment and Gear

Parks & Recreation Services

Parkland Development, Amenities and Trails
Recreation Rolling Stock and Equipment
Recreation Facilities

Library Services

Library Facilities
Library Materials

Growth Studies

Services Related to a Highway
Fire Protection Services
Policing Services
Parks and Recreation Services
Library Services

Millbrook Area-Specific Services

Water Services
Wastewater Services



SCHEDULE "B"
BY-LAW NO. 2022 – __
SCHEDULE OF DEVELOPMENT CHARGES

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	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)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	2,990	2,026	1,890	1,161	1,125	1.16
Fire Protection Services	1,306	885	826	507	491	0.51
Policing Services	37	25	23	14	14	0.01
Parks and Recreation Services	2,635	1,786	1,666	1,023	992	0.11
Library Services	936	634	592	363	352	0.04
Growth Studies	201	136	127	78	76	0.07
Total Municipal Wide Services/Class of Services	8,105	5,492	5,124	3,146	3,050	1.90
Millbrook Area-specific Services						
Wastewater Services	14,520	9,841	9,180	5,638	5,464	2.41
Water Services	6,863	4,651	4,339	2,665	2,583	2.03
Total Urban Services	21,383	14,492	13,519	8,303	8,047	4.44
GRAND TOTAL RURAL AREA	8,105	5,492	5,124	3,146	3,050	1.90
GRAND TOTAL URBAN AREA	29,488	19,984	18,643	11,449	11,097	6.34



SCHEDULE "C"
BY-LAW NO. 2022 – ___
MAP DESIGNATING WATER AND WASTEWATER DEVELOPMENT CHARGE AREA
FOR MILLBROOK

