



# Development Charges Background Study

Township of Adelaide Metcalfe

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Report for Public Circulation and Comment

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## List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
A.M.P.	Asset management plan
D.C.	Development charge
D.C.A.	<i>Development Charges Act, 1997, as amended</i>
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
LPAT	Local Planning Appeal Tribunal
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.	<i>Provincial Offences Act</i>
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
sq.ft.	square foot/feet
sq.m	square metre/metres



# Executive Summary



# Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Township of Adelaide Metcalfe 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 – Summary of the residential and non-residential growth forecasts for the Township;
  - Chapter 3 – Approach to calculating the D.C.;
  - Chapter 4 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
  - Chapter 5 – Calculation of the D.C.s;
  - Chapter 6 – D.C. policy recommendations and rules; and
  - Chapter 7 – 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 3; a simplified summary is provided below.
  - a) Identify amount, type and location of growth.
  - b) Identify servicing needs to accommodate growth.
  - c) Identify capital costs to provide services to meet the needs.
  - d) 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);
  - e) Net costs are then allocated between residential and non-residential benefit.



- f) Net costs divided by growth to provide the D.C.
3. The D.C. process needs to address a number of items that were established through the *Smart Growth for Our Communities Act, 2015* (Bill 73). These items have been incorporated throughout the report and in the 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.
- **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 lower or single-tier 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. A C.B.C. strategy has not been examined as part of this study process.



## 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 1.3 of this report.

5. The growth forecast (Chapter 2) 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) and 20-year (2022 to 2041) periods.

Measure	10 Year 2022-2031	20 Year 2022-2041
(Net) Population Increase	642	826
Residential Unit Increase	233	307
Non-Residential Gross Floor Area Increase (sq.ft.)	203,600	276,000

6. The Township is undertaking a D.C. public process and anticipates passing a new by-law for eligible services. The mandatory public meeting has been set for October 17, 2022 with adoption of the by-law anticipated for November 7, 2022.
7. The Township does not currently impose development charges. This report has undertaken a calculation of charges based on future identified needs (presented in Schedule ES-1 for residential and non-residential). Charges have been provided on a Township-wide basis for all services. The corresponding single detached unit charge is \$12,376. The non-residential charge is \$3.00 per sq.ft. of building area. These rates are submitted to Council for its consideration.
8. 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 5-4. A summary of these costs is provided below:



Total gross expenditures planned over the next five years	\$5,741,600
Less:	
Benefit to existing development	\$3,272,600
Post planning period benefit	\$40,000
Ineligible re: Level of Service	-
Grants, subsidies and other contributions	-
<b>Net costs to be recovered from development charges</b>	<b>\$2,429,000</b>

This suggests that for the non-D.C. cost over the five-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), \$3.27 million (or an annual amount of \$0.65 million) will need to be contributed from taxes, rates, or other sources. With respect to the post period benefit amount of \$0.04 million, it will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth in the post period D.C. forecasts.

Based on the above table, the Township plans to spend \$5.74 million over the next five years, of which \$2.43 million (42%) is recoverable from D.C.s. Of this net amount, \$2.02 million is recoverable from residential development and \$0.41 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

9. 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 20-year forecast:

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

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

- Parks and Recreation Services

In addition, a class of service has been established for Growth Studies which are calculated based on a municipal-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-1  
Schedule of Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwellings	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
<b>Township-wide Services/Class of Service:</b>						
Services Related to a Highway	7,792	5,154	4,919	3,101	2,667	2.07
Fire Protection Services	2,362	1,562	1,491	940	808	0.63
Parks and Recreation Services	1,445	956	912	575	495	0.09
Growth Studies	769	509	485	306	263	0.21
<b>Total Township-wide Services/Class of Services</b>	<b>12,368</b>	<b>8,181</b>	<b>7,807</b>	<b>4,922</b>	<b>4,233</b>	<b>3.00</b>



# 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 development charges (D.C.s) and policies for the Township of Adelaide Metcalfe.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process throughout 2021 and 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 3. It also addresses the requirement for "rules" (contained in Chapter 6) 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 3), and the growth anticipated within the Township (Chapter 2), to make the exercise understandable to those who are involved.

Finally, it addresses post-adoption implementation requirements (Chapter 7) which are critical to the successful application of the new policy.

The chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



## 1.2 Summary of the Process

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The public meeting required under section 12 of the D.C.A. has been scheduled for October 17, 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 September 8, 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; and
- finalization of the report and Council consideration of the by-law subsequent to the public meeting.

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

Figure 1-1  
Schedule of Key D.C. Process Dates for the Township of Adelaide Metcalfe

Schedule of Study Milestone	Dates
1. Data collection, staff review, engineering work, D.C. calculations and policy work	Fall 2021 to Summer 2022
2. Background study and proposed by-law available to public	September 8, 2022
3. Public meeting advertisement placed in newspaper(s)	At least 21 days prior to the public meeting
4. Public meeting of Council	October 17, 2022
5. Council considers adoption of background study and passage of by-law	November 7, 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 108, 138, 197 and 213

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### 1.3.1 **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 proposes 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.



Furthermore, 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 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 remove 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.

### **1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019**

On November 6, 2019, the Province release 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.

### **1.3.3 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.



### 1.3.3.1 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 section 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.

### 10-Year Planning Horizon

The 10-year planning horizon has been removed for all services except transit.

### *1.3.3.2 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.

Furthermore, a C.B.C. may be imposed with respect to the services listed in subsection 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.”

Currently, the Township is not undertaking a C.B.C. process.

#### **1.3.4 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

## Anticipated Development in the Township of Adelaide Metcalfe



## 2. Anticipated Development in the Township of Adelaide Metcalfe

### 2.1 Requirement of the Act

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The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of Adelaide Metcalfe will be required to provide services over a 10-year (2022 to 2032) and a longer-term (2022 to 2041) time horizon.

Chapter 3 provides the methodology for calculating a D.C. as per the D.C.A. Figure 3-1 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 subsection 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.”

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

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

- Middlesex County Population and Housing Allocations Report, December 2020, Watson & Associates Economists Ltd.;
- 2006, 2011, 2016 and 2021 population and household Census data;
- 2006, 2011 and 2016 employment Census data;
- Historical residential building permit data over the 2012 to 2021 period;
- Residential and non-residential supply opportunities as identified by Township of Adelaide Metcalfe staff; and
- Discussions with municipal staff regarding anticipated residential and non-residential development in the Township of Adelaide Metcalfe.



## 2.3 Summary of Growth Forecast

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A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 2-1. 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 2-1 below, and Schedule 1 in Appendix A.

As identified in Table 2-1 and Appendix A – Schedule 1, population in the Township of Adelaide Metcalfe is anticipated to reach approximately 3,660 by mid-2032, and 3,840 by mid-2041, resulting in an increase of 640 and 830 persons, respectively, over the 10-year and longer-term forecast periods. <sup>[1]</sup><sup>[2]</sup>

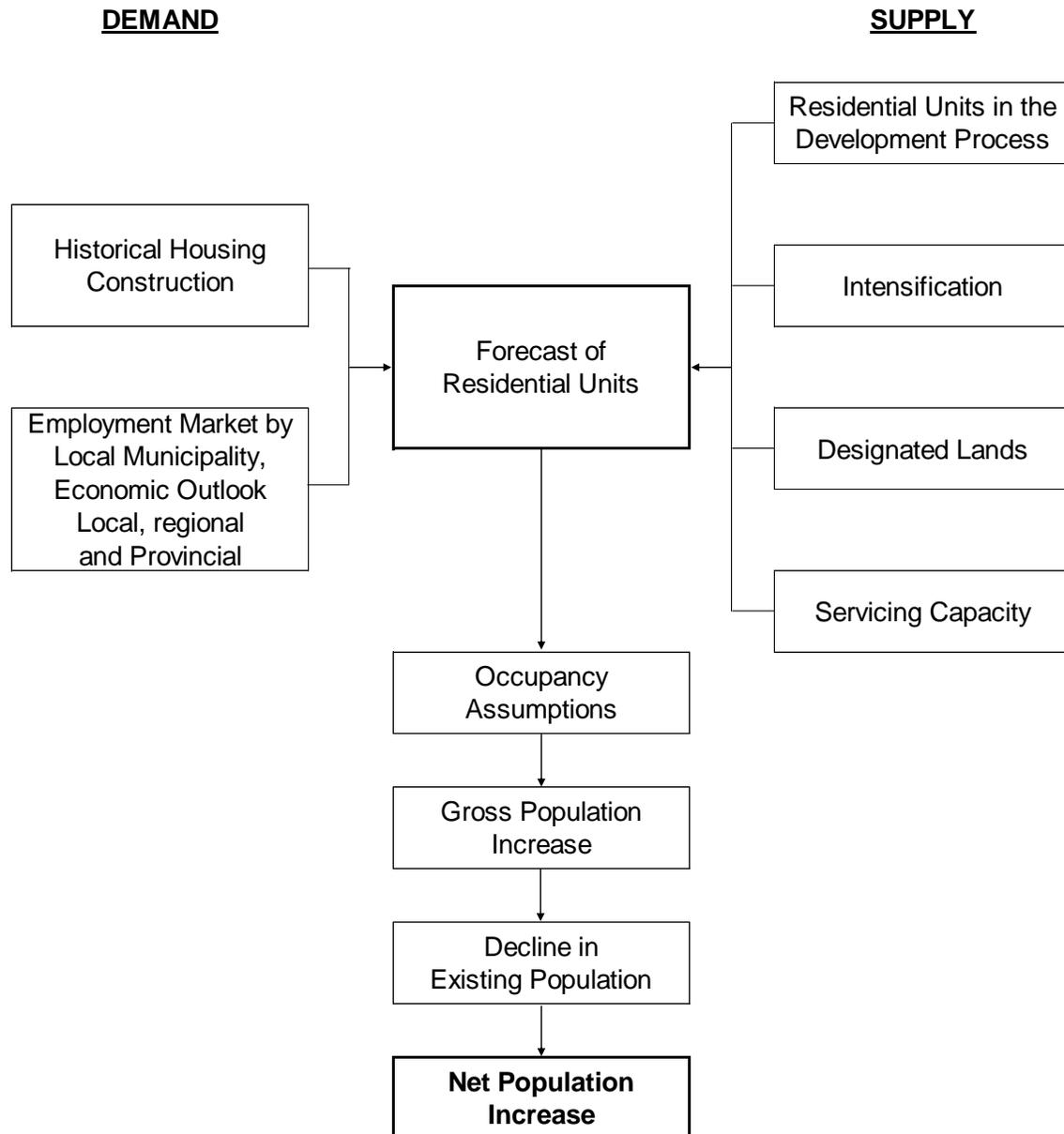
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<sup>[1]</sup> The population figures used in the calculation of the 2022 D.C. exclude the net Census undercount, which is estimated at approximately 3.5%.

<sup>[2]</sup> Upon further review of the Middlesex County Official Plan forecast prepared in late 2020, it was subsequently observed by Watson that the overall P.P.U. decline was overly aggressive based on a comparative analysis with other municipalities across Southern Ontario. Accordingly, the P.P.U. decline was moderated to reflect these observations. The 2021 Census population and housing results released earlier this year support this adjustment. It is noted that the overall housing forecast remains consistent with the Official Plan; however, the overall population forecast has been increased.



Figure 2-1  
Population and Household Forecast Model





**Table 2-1  
Township of Adelaide Metcalfe  
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) <sup>[1]</sup>	Excluding Census Undercount			Housing Units					Persons Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>[2]</sup>	Apartments <sup>[3]</sup>	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2011	3,130	3,028	18	3,010	998	9	5	5	1,017	16	2.977
	Mid 2016	3,090	2,990	130	2,860	980	0	5	0	985	118	3.036
	Mid 2021	3,120	3,011	131	2,880	1,005	0	10	5	1,020	119	2.952
Forecast	Mid 2022	3,120	3,016	133	2,883	1,005	0	15	5	1,025	121	2.942
	Mid 2032	3,780	3,658	161	3,497	1,234	0	19	5	1,258	146	2.908
	Mid 2041	3,980	3,842	168	3,674	1,301	0	26	5	1,332	153	2.884
Incremental	Mid 2011 - Mid 2016	-40	-38	112	-150	-18	-9	0	-5	-32	102	
	Mid 2016 - Mid 2021	30	21	1	20	25	0	5	5	35	1	
	Mid 2021 - Mid 2022	0	5	2	3	0	0	5	0	5	2	
	Mid 2022 - Mid 2032	660	642	28	614	229	0	4	0	233	25	
	Mid 2022 - Mid 2041	860	826	35	791	296	0	11	0	307	32	

<sup>[1]</sup> Census undercount estimated at approximately 3.5%.

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

<sup>[3]</sup> Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

**Notes:**

1. Population including the Census undercount has been rounded.

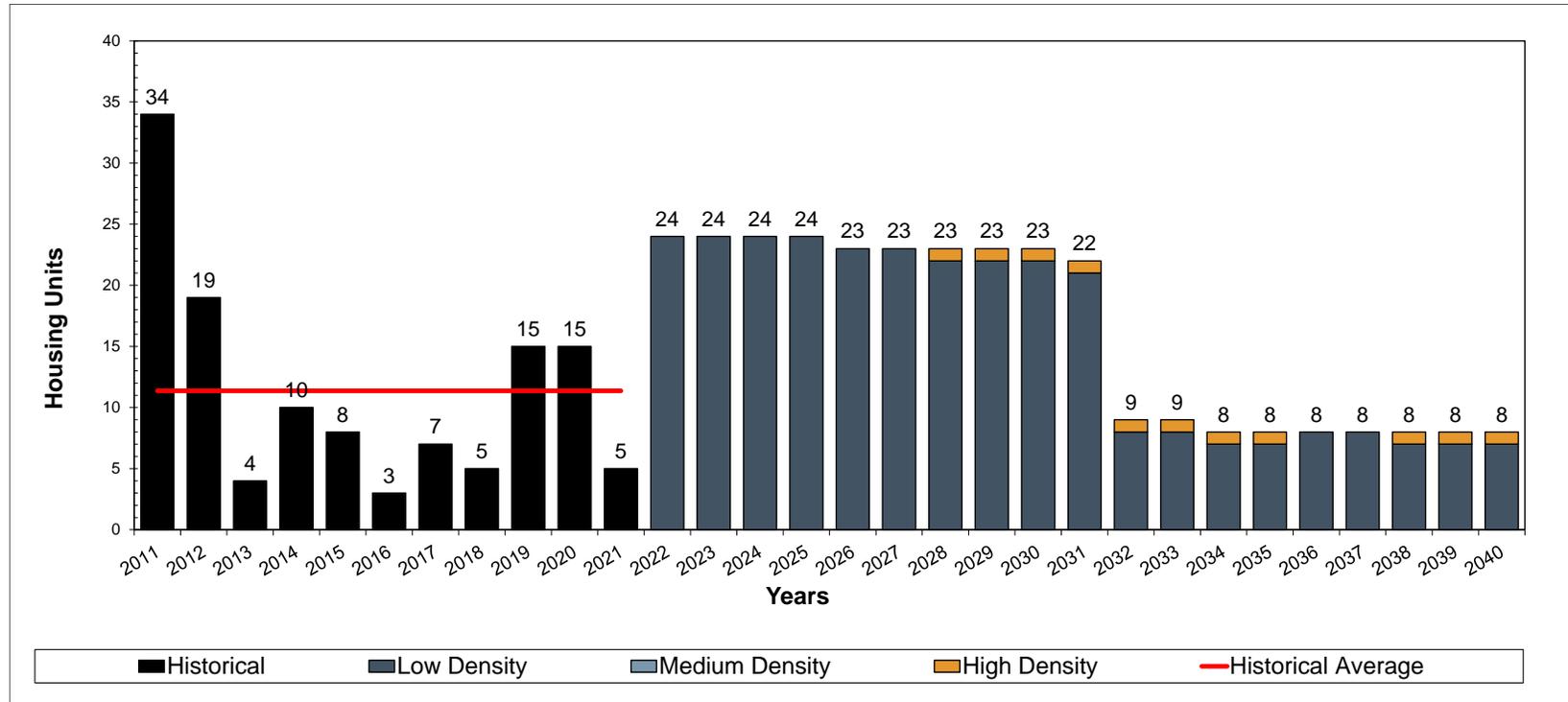
2. Numbers may not add due to rounding.

3. Upon further review of the Middlesex County Official Plan forecast prepared in late 2020, it was subsequently observed by Watson that the overall P.P.U. decline was overly aggressive based on a comparative analysis with other municipalities across southern Ontario. Accordingly, the P.P.U. decline was moderated to reflect these observations. The 2021 Census population and housing results released earlier this year support this adjustment. It is noted that the overall housing forecast remains consistent with the Official Plan; however, the overall population forecast has been increased.

Source: Derived from Middlesex County Population and Housing Allocations Report, December 2020, Reference Scenario, and discussions with municipal staff regarding servicing and land supply by Watson & Associates Economists Ltd., 2022.



Figure 2-2  
Township of Adelaide Metcalfe  
Annual Housing Forecast <sup>[1]</sup>



<sup>[1]</sup> Growth forecast represents calendar year.

Source: Historical housing activity derived from Township of Adelaide Metcalfe building permit data, by Watson & Associates Economists Ltd.



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

- The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications and discussions with Municipal staff regarding anticipated development trends for the Township of Adelaide Metcalfe.
- Based on the above indicators, the 2022 to 2041 household growth forecast for the Township is comprised of a unit mix of 96% low density units (single detached and semi-detached), 0% medium density (multiples except apartments) and 4% high density (bachelor, 1-bedroom and 2-bedroom apartments).

## 2. Planning Period

- Short- and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

## 3. Population in New Units (Appendix A – Schedules 3,4 and 5)

- The number of housing units to be constructed by 2041 in the Township of Adelaide Metcalfe over the forecast period is presented in Table 2-1. Over the 2022 to 2041 forecast period, the Township is anticipated to average approximately 16 new housing units per year.
- Institutional population<sup>[1]</sup> is anticipated to increase by approximately 35 people between 2022 to 2041.
- Population in new units is derived from Schedules 3 to 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.

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<sup>[1]</sup> Institutional population largely 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 collective households.



- Schedule 7a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2016 custom Census data for the Township of Adelaide Metcalfe. Due to data limitations, medium- and high-density P.P.U. data was derived from Middlesex County which includes the Township of Adelaide Metcalfe, and is outlined in Schedule 8b. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which has been recently experienced in both new and older units. Forecast 25-year average P.P.U.s by dwelling type are as follows:
  - Low density: 3.214
  - Medium density: 2.126
  - High density: 1.718

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

- Existing households for mid-2022 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a six-month lag between construction and occupancy (see Schedule 3).
- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 and 4, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2022 to 2041 forecast period is approximately 180.

#### 5. Employment (Appendix A – Schedules 9a, 9b and 9c)

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the 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 data <sup>[1]</sup> (place of work) for the Township of Adelaide Metcalfe is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
  - 325 primary (28.6%);
  - 280 work at home employment (24.7%);
  - 240 industrial (21.1%);
  - 180 commercial/population-related (15.9%); and
  - 110 institutional (9.7%).
- The 2016 employment by usual place of work, including work at home, is 1,135. An additional 36 employees have been identified for the Township of Adelaide Metcalfe in 2016 that have no fixed place of work (N.F.P.O.W.).<sup>[2]</sup>
- Total employment, including work at home and N.F.P.O.W. for the Township of Adelaide Metcalfe is anticipated to reach approximately 1,470 by mid-2032 and 1,550 by mid-2041. This represents an employment increase of approximately 250 for the 10-year forecast period, and 330 for the 2022 to 2041 forecast period.
- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (G.F.A.) calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.

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

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



- Total employment for the Township of Adelaide Metcalfe (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 1,070 by mid-2032 and 1,120 by mid-2041. This represents an employment increase of approximately 160 for the 2022 to 2031 forecast period and approximately 210 for the 2022 to 2041 forecast period.<sup>[1]</sup>

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

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
  - 3,000 sq.ft. per employee for primary;
  - 1,300 sq.ft. per employee for industrial;
  - 550 sq.ft. per employee for commercial/population-related; and
  - 690 sq.ft. per employee for institutional employment.
- The Township-wide incremental gross floor area (G.F.A.) is anticipated to increase by 203,600 sq.ft. over the 2022 to 2031 forecast period and 276,000 million over the 2022 to 2041 forecast period.
- In terms of percentage growth, the 2022 to 2041 incremental G.F.A. forecast by sector is broken down as follows:
  - primary – 54.9%;
  - industrial – 23.6%;
  - commercial/population-related – 12.9%; and
  - institutional – 8.6%.

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<sup>[1]</sup> G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 9a and 9b. Total employment growth in Schedule 9b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 9b is anticipated to reach approximately 1,060 by mid-2032 and 1,100 by mid-2041.



# Chapter 3

## The Approach to the Calculation of the Charge



## 3. The Approach to the Calculation of the Charge

### 3.1 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 3-1.

### 3.2 Services Potentially Involved

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Table 3-1 lists the full range of municipal services that are provided within the Township.

A number of these services are defined in subsection 2 (4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 3-1. 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.”

### 3.3 Increase in the Need for Service

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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 Municipal 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 3-1  
The Process of Calculating a Development Charge under the Act  
that must be followed

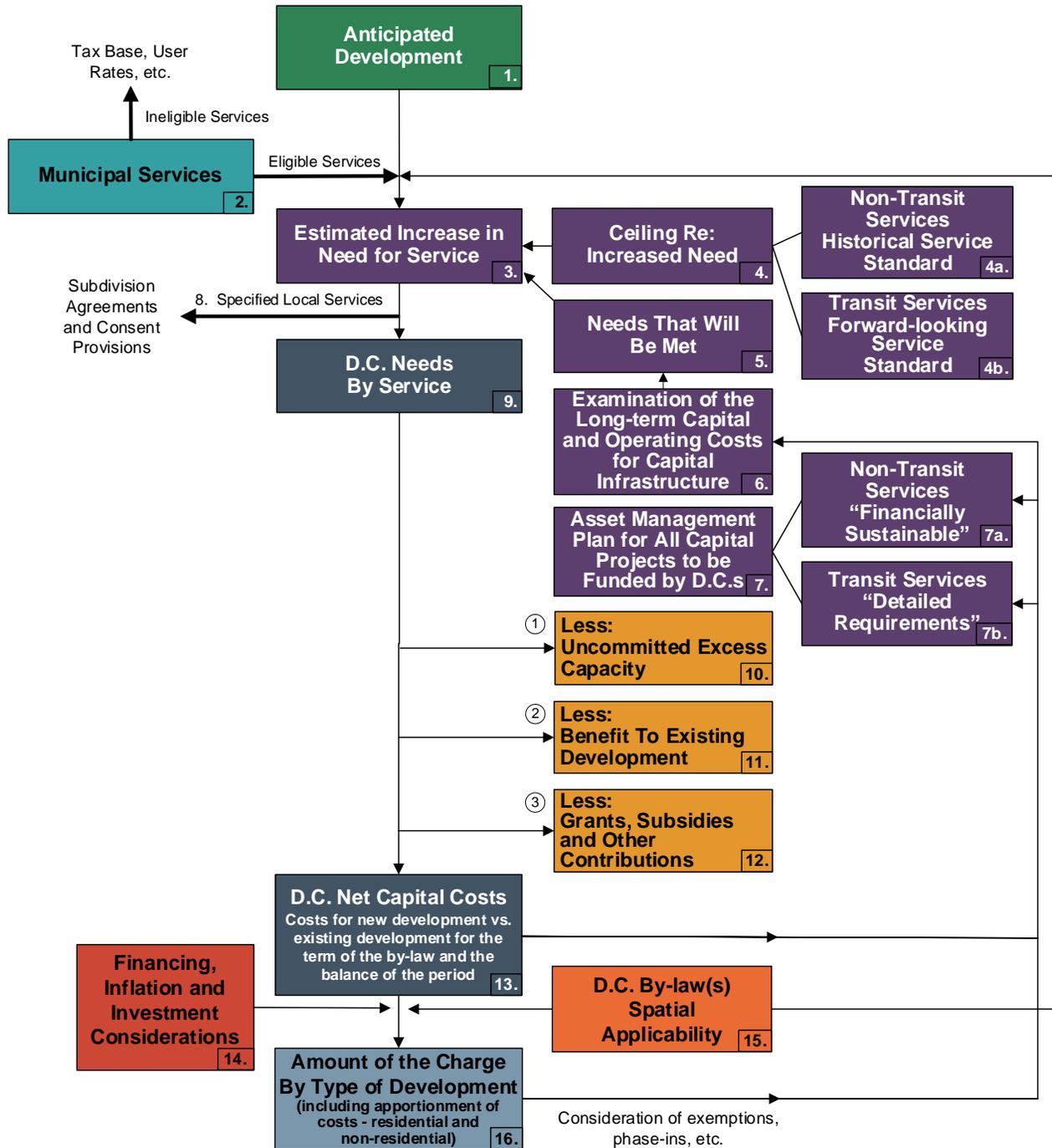




Table 3-1  
Categories of Municipal Services to be Addressed as Part of the Calculation

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 <sup>1</sup> & facilities	100
	No	2.2 Other transit infrastructure	100
	Ineligible	2.3 Municipal parking spaces – indoor <sup>2</sup>	100
	Ineligible	2.4 Municipal parking spaces – outdoor <sup>2</sup>	100
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock <sup>1</sup>	100
	n/a	2.7 Ferries	100
	n/a	2.8 Airport <sup>3</sup>	100

<sup>1</sup> With 7+ year life-time

<sup>2</sup> Ineligible as of September 18, 2022

<sup>3</sup> Only 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 %
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles <sup>1</sup>	100
	Yes	4.3 Small equipment and gear	100
5. Parks and Recreation Services	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	100
	Yes	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 and recreation rolling stock <sup>1</sup> and yards	100
	No	5.7 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
6. Library Services	No	6.1 Public library space (incl. furniture and equipment)	100
	n/a	6.2 Library vehicles <sup>1</sup>	100
	No	6.3 Library materials	100
7. Emergency Preparedness Services	No	7.1 Facility space (incl. furniture and equipment)	100
	No	7.2 Vehicles <sup>1</sup>	100
	No	7.3 Equipment	100
8. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	8.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	8.2 Tourism facilities and convention centres	0



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
9. Wastewater Services	No	9.1 Treatment plants	100
	No	9.2 Sewage trunks	100
	Ineligible	9.3 Local systems	0
	No	9.4 Vehicles and equipment <sup>1</sup>	100
10. Water Supply Services	No	10.1 Treatment plants	100
	No	10.2 Distribution systems	100
	Ineligible	10.3 Local systems	0
	No	10.4 Vehicles and equipment <sup>1</sup>	100
11. Waste Management Services	Ineligible	11.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	11.2 Landfills and other disposal facilities	0
	No	11.3 Waste diversion facilities	100
	No	11.4 Waste diversion vehicles and equipment <sup>1</sup>	100
12. Policing Services	No	12.1 Policing detachments	100
	No	12.2 Policing rolling stock <sup>1</sup>	100
	No	12.3 Small equipment and gear	100
13. Homes for the Aged	No	13.1 Homes for the aged space	100
	No	13.2 Vehicles <sup>1</sup>	100
14. Child Care	No	14.1 Child care space	100
	No	14.2 Vehicles <sup>1</sup>	100
15. Health	No	15.1 Health department space	100
	No	15.2 Health department vehicles <sup>1</sup>	100
16. Social Housing	No	16.1 Social housing space	100
17. Provincial Offences Act (P.O.A.)	No	17.1 P.O.A. space	100
18. Social Services	Ineligible	18.1 Social service space	0
19. Ambulance	No	19.1 Ambulance station space	100
	No	19.2 Vehicles <sup>1</sup>	100
	No	19.3 Equipment and gear	100
20. Hospital Provision	Ineligible	20.1 Hospital capital contributions	0

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



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
21. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	21.1 Office space	0
	Ineligible	21.2 Office furniture	0
	Ineligible	21.3 Computer equipment	0
22. Other Services	Yes	22.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land <sup>2</sup> and facilities, including the D.C. background study cost	0-100
	No	22.2 Interest on money borrowed to pay for growth-related capital	0-100

<sup>[1]</sup> same percentage as service component to which it pertains.

### 3.4 Local Service Policy

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

### 3.5 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, Municipal 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.

### **3.6 Treatment of Credits**

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Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that “the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs. As the Township has not had a previous D.C. by-law, there are no outstanding credit obligations to be included in the D.C. calculations.



## 3.7 Classes of Services

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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. Furthermore, 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 includes a class for growth studies. This class is comprised of the following services:

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

The Township has included studies related to water, wastewater and stormwater services. Upon the completion of these studies, the Township intends to update the D.C. study by including the anticipated growth-related capital requirements for these services.

## 3.8 Existing Reserve Funds

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

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 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).

Since the Township does not currently have a D.C. by-law, no adjustments for reserve fund balances are required.

### **3.9 Deductions**

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

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies, and other contributions; and
- costs related to services that are ineligible as per the D.C.A.

The requirements behind each of these reductions are addressed below.



### **3.9.1 Reduction Required by Level of Service Ceiling**

This is designed to ensure that the increase in need included in section 3.3 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 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.

### **3.9.2 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.

### **3.9.3 Reduction for Benefit to Existing Development**

Subsection 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 subsection 3.9.1 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 Municipal-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. Furthermore, 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.

### **3.9.4 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).

## **3.10 Township-wide vs. Area Rating**

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This step involves determining whether all of the subject costs are to be recovered on a uniform township-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 subsection 6.4.4.

## **3.11 Allocation of Development**

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



## 3.12 Asset Management

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The legislation 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 Township's existing assumptions, approaches, and policies on the asset management planning. This examination has been included in Appendix F.

## 3.13 Transit

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The D.C.A. provides for the following matters for Transit:

- The background study requires the following in regard to transit costs (as per subsection 8 (2) of the regulations):
  - The calculations that were used to prepare the estimate for the planned level of service for transit services, as mentioned in subsection 5.2 (3) of the Act.
  - An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
    - i. the anticipated development over the 10-year period immediately following the preparation of the background study, or
    - ii. the anticipated development after the 10-year period immediately following the preparation of the background study.
  - An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
  - An assessment of ridership forecasts for all modes of transit services proposed to be funded by the D.C. over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecast ridership will be from existing or planned development.



- An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- A forward-looking service standard (as per subsection 6.1 (2) of the regulations) requires the following:
  - The service is a discrete service.
  - No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
  - No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- A very detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, a summary of how to achieve the proposed level of service, discussion on procurement measures and risk are required.

The Township has not included transit as part of the D.C. calculations. Therefore, the above calculation and reporting requirements are not required.



# Chapter 4

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



## 4. D.C.-Eligible Cost Analysis by Service

### 4.1 Introduction

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This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A. and described in Chapter 3 was followed in determining D.C.-eligible costs.

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.

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.

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

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This section evaluates the development-related capital requirements for parks and recreation services and growth studies over a 10-year planning period.

#### 4.2.1 *Parks and Recreation Services*

The Township’s Parks and Recreation services are currently provided through the following assets;

- 6 acres of parkland;
- 7 amenities including items such as playground equipment, baseball diamonds, a basketball court, pavilions, etc.; and
- 2 parks and recreation vehicles and equipment (lawnmower and a ½ ton truck).

In total, the Township’s parks and recreation service has provided a 10-year historical level of service that equates to an investment of \$574 per capita. This level of



investment provides the Township with a D.C.-eligible amount of approximately \$369,000 towards future parks and recreation capital.

Based on the projected growth over the 10-year forecast period, the Township has identified \$660,000 in future growth-related capital costs for Parks & Recreation. The projects identified include park improvements (pickle ball court, dugout, pathways, etc.), a new trail network, as well as an additional truck. A deduction of \$255,000 has been made to account for the benefit to the existing development. A further deduction of \$40,000 has been made to recognize the benefit to growth beyond the forecast period. Therefore, the net growth-related capital cost for parks and recreation services is \$365,000 and is being included in the D.C. calculations.

As the predominant users of parks and recreation services tend to be residents of the Township, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.





## **4.2.2 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 3.7, these studies have been allocated as a class of services based on each service to which the study relates.

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

- Services Related to a Highway – 25%;
- Fire Protection Services – 15%;
- Parks and Recreation – 10%;
- Water Services – 25%; and
- Wastewater Services – 25%.

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 – 70%;
- Fire Protection Services – 21%; and
- Parks and Recreation Services – 9%.

The remainder of the growth studies identified are as follows:

- Water and Wastewater Capacity Study;
- Fire Services Delivery Plan;
- Roads Needs Study (Kerwood & Centre Road);
- Facility Needs Study; and
- Stormwater Management Plan

The cost of these studies is \$327,200, of which \$94,500 is attributable to existing benefit. A deduction of \$5,000 has been made to recognize the portion of planning studies related to D.C.-ineligible services. The net growth-related capital cost of \$227,700 has been included in the D.C. calculation.



These costs have been allocated 81% residential and 19% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



**Table 4-2**  
**Infrastructure Cost Included in the Development Charges Calculation**  
**Growth Studies**

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	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	Non-Residential Share
	2022-2031										81%	19%
<b>1</b>	<b>Development Charges Study:</b>			<b>33,600</b>								
1a	Development Charges Study	2022	Services Related to a Highway	23,590	-		23,590	-		23,590	19,108	4,482
1b	Development Charges Study	2022	Fire Protection Services	7,150	-		7,150	-		7,150	5,792	1,359
1c	Development Charges Study	2022	Parks and Recreation Services	2,860	-		2,860	-		2,860	2,317	543
	<b>Sub-total Development Charges Study</b>			<b>33,600</b>	-	-	<b>33,600</b>	-	-	<b>33,600</b>	<b>27,216</b>	<b>6,384</b>
<b>2</b>	<b>Development Charges Study:</b>			<b>33,600</b>								
2a	Development Charges Study	2027	Services Related to a Highway	23,590	-		23,590	-		23,590	19,108	4,482
2b	Development Charges Study	2027	Fire Protection Services	7,150	-		7,150	-		7,150	5,792	1,359
2c	Development Charges Study	2027	Parks and Recreation Services	2,860	-		2,860	-		2,860	2,317	543
	<b>Sub-total Development Charges Study</b>			<b>33,600</b>	-	-	<b>33,600</b>	-	-	<b>33,600</b>	<b>27,216</b>	<b>6,384</b>
<b>3</b>	<b>Official Plan Update:</b>			<b>50,000</b>								
3a	Official Plan Update	2023	Water Services	12,500		1,250	11,250	1,100		10,150	8,222	1,929
3b	Official Plan Update	2023	Wastewater Services	12,500		1,250	11,250	1,100		10,150	8,222	1,929
3c	Official Plan Update	2023	Services Related to a Highway	12,500	-	1,250	11,250	1,100		10,150	8,222	1,929
3d	Official Plan Update	2023	Fire Protection Services	7,500	-	750	6,750	700		6,050	4,901	1,150
3e	Official Plan Update	2023	Parks and Recreation Services	5,000	-	500	4,500	500		4,000	3,240	760
	<b>Sub-total Development Charges Study</b>			<b>50,000</b>	-	<b>5,000</b>	<b>45,000</b>	<b>4,500</b>	-	<b>40,500</b>	<b>32,805</b>	<b>7,695</b>



**Table 4-2 (Cont'd)**  
**Infrastructure Cost Included in the Development Charges Calculation**  
**Growth Studies**

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	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	Non-Residential Share
	2022-2031										81%	19%
<b>4</b>	<b>Water &amp; Wastewater Capacity Study</b>			<b>50,000</b>	-		<b>50,000</b>	<b>10,000</b>		<b>40,000</b>	<b>32,400</b>	<b>7,600</b>
4a	Water & Wastewater Capacity Study	2023	Water Services	25,000	-	-	25,000	5,000	-	20,000	16,200	3,800
4b	Water & Wastewater Capacity Study	2023	Wastewater Services	25,000	-	-	25,000	5,000	-	20,000	16,200	3,800
	<b>Sub-total Water &amp; Wastewater Capacity Study</b>			<b>50,000</b>	-	-	<b>50,000</b>	<b>10,000</b>	-	<b>40,000</b>	<b>32,400</b>	<b>7,600</b>
5	Fire Services Delivery Plan	2022	Fire Protection Services	20,000	-		20,000	10,000		10,000	8,100	1,900
6	Road Needs Study (Kerwood & Centre Road)	2023	Services Related to a Highway	50,000	-		50,000	25,000		25,000	20,250	4,750
7	Facility Needs Study	2023	Services Related to a Highway	30,000	-		30,000	15,000		15,000	12,150	2,850
8	Stormwater Management Plan	2023	Stormwater Services	60,000	-		60,000	30,000		30,000	24,300	5,700
	<b>Total</b>			<b>327,200</b>	-	<b>5,000</b>	<b>322,200</b>	<b>94,500</b>	-	<b>227,700</b>	<b>184,437</b>	<b>43,263</b>



## 4.3 Service Levels and 20-Year Capital Costs for Adelaide Metcalfe's D.C. Calculation

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This section evaluates the development-related capital requirements for those services with 20-year capital costs.

### 4.3.1 Services Related to a Highway

#### 4.3.1.1 Roads and Related Infrastructure

Adelaide Metcalfe owns and maintains the following roads and related infrastructure:

- 216 lane km of roadways;
- 4 km of sidewalks;
- 47 bridges and culverts; and
- 29 streetlights.

This provides an average level of investment of \$63,007 per capita, resulting in a D.C.-eligible recovery amount of \$52 million over the 20-year forecast period.

With respect to future needs, the Township's roads capital program has a gross cost of \$5.5 million. The capital projects include various works related to upgrading roadways from tar and chip to asphalt, new sidewalks, additional streetlights, as well as a general provision for future road works. A deduction of \$3.3 million has been made to account for the benefit of these works to the existing community. Therefore, the net D.C.-eligible amount of \$2,228,000 has been included in the calculations.

These costs have been allocated 81% residential and 19% non-residential based on the incremental growth in population to employment for the 20-year forecast period.



**Table 4-3**  
**Infrastructure Cost Included in the Development Charges Calculation**  
**Services Related to a Highway – Roads and Related Infrastructure**

Prj .No	Increased Service Needs Attributable to Anticipated Development  2022-2041	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 81%	Non-Residential Share 19%
1	Mullifarry Drive Upgrade from Tar and Chip to Ashphalt (10.6km)	2023-2027	3,750,000	-		3,750,000	2,850,000		900,000	729,000	171,000
2	Sidewalks (HWY 81) 1.3km	2023	203,000	-		203,000	121,800		81,200	65,772	15,428
3	Sidewalks along second st to hickory to buttery creek. (1.3 km)	2023	203,000	-		203,000	121,800		81,200	65,772	15,428
4	Street Lights (HWY 81 & Buttery Creek) (2.6km, every 50 metres)	2027	324,000	-		324,000	194,400		129,600	104,976	24,624
5	Sidewalks - Kerwood (0.14 km)	2022	36,000	-		36,000	-		36,000	29,160	6,840
6	General Road Works Provision	2022-2041	1,000,000	-		1,000,000	-		1,000,000	810,000	190,000
	<b>Total</b>		<b>5,516,000</b>	<b>-</b>	<b>-</b>	<b>5,516,000</b>	<b>3,288,000</b>	<b>-</b>	<b>2,228,000</b>	<b>1,804,680</b>	<b>423,320</b>



#### *4.3.1.2 Public Works Facilities, Fleet & Equipment*

The Township operates its public works department out of the Adelaide and Napier locations, which provides a combined total of 8,180 sq.ft. of facility space. The Township's historical service standard provides an average level of service of 2.7 sq.ft. per capita or an average investment of \$902 per capita. This provides the Township with a D.C.-eligible amount of approximately \$745,000 for future D.C. funding over the 20-year forecast period.

The Township's public works fleet inventory, which currently includes 18 vehicles and equipment items, provides an average level of 4.90 items per 1,000 population. This level of service equates to an average level of investment of \$886 per capita, which provides the Township with approximately \$732,000 over the forecast period.

In total, the Township is eligible to collect \$1.48 million for public works.

Based on the projected growth over the next 20-years, the Township has identified the need for new vehicles and equipment, as well as a provision for additional facility space. The estimated costs of these capital works total \$780,000 and has been included in the D.C. calculation.

These costs have been allocated 81% residential and 19% non-residential based on the incremental growth in population to employment for the 20-year forecast period.





### **4.3.2 Fire Protection Services**

Adelaide Metcalfe currently operates its fire services out of the Kerwood fire station, which totals 6,004 sq.ft. of facility space. Over the historical 10-year period, the per capita average level of service was 1.98 sq.ft. which equates to an investment of \$712 per capita. This level of service provides the Township with a maximum D.C.-eligible amount of approximately \$590,000 for recovery over the forecast period.

The Fire Department has a current inventory of 5 vehicles. These include a pumper, tanker, pumper/tanker, rescue vehicle, and pick-up truck. The historical 10-year level of service equates to a level of investment of \$485 per capita which translates into a D.C.-eligible amount of approximately \$400,000.

In addition to the vehicles, the fire department utilizes an assortment of equipment (i.e., protective gear, SCBA equipment, thermal imaging cameras, extrication equipment, etc.) with a total value of approximately \$630,000. This results in a calculated average level of service for the historical 10-year period of \$198 per capita, providing for a D.C.-eligible amount over the forecast period of \$163,000 for equipment and gear

Based on the above, the maximum D.C.-eligible amount for recovery over the 20-year forecast period for fire services is \$1.15 million.

To service the forecast population, the Township has identified an additional pumper tanker, a satellite one bay fire hall, bunker gear, and provisions for additional various equipment. The gross capital cost for these projects is \$1.36 million. Of this amount, \$440,000 has been deducted to recognize the benefit to the existing community. Therefore, the D.C.-eligible amount of \$912,000 has been included in the calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 81% being allocated to residential development and 19% being allocated to non-residential development.



**Table 4-10**  
**Infrastructure Cost Included in the Development Charges Calculation**  
**Fire Protection Services**

Prj .No	Increased Service Needs Attributable to Anticipated Development  2022-2041	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  81%	Non- Residential Share  19%
1	Pumper Tanker Upgrade	2024-2025	416,000	-		416,000	364,000		52,000	42,120	9,880
2	Satellite one bay fire hall (Hwy 81/Centre Road) Estimated 2000 square feet	2026-2027	800,000	-		800,000	80,000		720,000	583,200	136,800
3	Firefighters (8) Bunker Gear	2027-2028	80,000	-		80,000	-		80,000	64,800	15,200
4	Provision for Fire Equipment	2027-2028	60,000	-		60,000	-		60,000	48,600	11,400
	<b>Total</b>		<b>1,356,000</b>	<b>-</b>	<b>-</b>	<b>1,356,000</b>	<b>444,000</b>	<b>-</b>	<b>912,000</b>	<b>738,720</b>	<b>173,280</b>



# Chapter 5

## D.C. Calculation



## 5. D.C. Calculation

Table 5-1 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 20-year planning horizon. Table 5-2 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 10-year planning horizon.

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

The D.C.-eligible costs for each service component were developed in Chapter 4 for all municipal 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 5-1 and 5-2.

For 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. and is reflected in Tables 5-1 and 5-2.

Table 5-3 summarizes the total D.C. that is applicable for Township-wide services and Table 5-4 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the five-year life of the by-law.



Table 5-1  
Township of Adelaide Metcalfe  
Development Charge Calculation  
Township-wide Services and Classes of Services  
2022 to 2041

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Services Related to a Highway</u>				
1.1 Roads and Related	1,804,680	423,320	5,772	1.53
1.2 Public Works - Facilities, Vehicles, and Equipment	631,800	148,200	2,020	0.54
	2,436,480	571,520	7,792	2.07
2. <u>Fire Protection Services</u>				
2.1 Fire Facilities, Vehicles & Equipment	738,720	173,280	2,362	0.63
	738,720	173,280	2,362	0.63
<b>TOTAL</b>	<b>\$3,175,200</b>	<b>\$744,800</b>	<b>\$10,154</b>	<b>\$2.70</b>
D.C.-Eligible Capital Cost	\$3,175,200	\$744,800		
20-Year Gross Population/GFA Growth (sq.ft.)	1,005	276,000		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$3,159.40</b>	<b>\$2.70</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwellings	3.214	\$10,154		
Multiples	2.126	\$6,717		
Apartments - 2 Bedrooms +	2.029	\$6,410		
Apartments - Bachelor and 1 Bedroom	1.279	\$4,041		
Special Care/Special Dwelling Units	1.100	\$3,475		



Table 5-2  
Township of Adelaide Metcalfe  
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.
	\$	\$	\$	\$
3. <u>Parks and Recreation Services</u>				
3.1 Park Development, Amenities, and Recreation Facilities	346,750	18,250	1,445	0.09
	346,750	18,250	1,445	0.09
4. <u>Growth Studies</u>				
4.1 Water Services	24,422	5,729	102	0.03
4.2 Wastewater Services	24,422	5,729	102	0.03
4.3 Stormwater Services	24,300	5,700	101	0.03
4.4 Services Related to a Highway	78,837	18,493	329	0.08
4.5 Fire Protection Services	24,584	5,767	102	0.03
4.6 Parks and Recreation Services	7,873	1,847	33	0.01
	184,437	43,263	769	0.21
<b>TOTAL</b>	<b>\$531,187</b>	<b>\$61,513</b>	<b>\$2,214</b>	<b>\$0.30</b>
D.C.-Eligible Capital Cost	\$531,187	\$61,513		
10-Year Gross Population/GFA Growth (sq.ft.)	771	203,600		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$688.96</b>	<b>\$0.30</b>		
<b><u>By Residential Unit Type</u></b>				
	<b><u>P.P.U.</u></b>			
Single and Semi-Detached Dwellings	3.214	\$2,214		
Multiples	2.126	\$1,465		
Apartments - 2 Bedrooms +	2.029	\$1,398		
Apartments - Bachelor and 1 Bedroom	1.279	\$881		
Special Care/Special Dwelling Units	1.100	\$758		



Table 5-3  
Township of Adelaide Metcalfe  
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.
	\$	\$	\$	\$
<b>Township-wide Services/Classes 20 Year</b>	3,175,200	744,800	10,154	2.70
<b>Township-wide Services/Classes 10 Year</b>	531,187	61,513	2,214	0.30
<b>TOTAL</b>	<b>3,706,387</b>	<b>806,313</b>	<b>12,368</b>	<b>3.00</b>



Table 5-4  
Township of Adelaide Metcalfe  
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. Services Related to a Highway							
1.1 Roads and Related	3,692,000	0	2,523,600	0	0	946,404	221,996
1.2 Public Works - Facilities, Vehicles, and Equipment	330,000	0	0	0	0	267,300	62,700
2. Fire Protection Services							
2.1 Fire Facilities, Vehicles & Equipment	816,000	0	404,000	0	0	333,720	78,280
3. Parks and Recreation Services							
3.1 Park Development, Amenities, and Recreation Facilities	660,000	0	255,000	0	40,000	346,750	18,250
4. Growth Studies							
4.1 Water Services	25,000	0	5,000	0	0	16,200	3,800
4.2 Wastewater Services	25,000	0	5,000	0	0	16,200	3,800
4.3 Stormwater Services	60,000	0	30,000	0	0	24,300	5,700
4.4 Services Related to a Highway	103,590	0	40,000	0	0	51,508	12,082
4.5 Fire Protection Services	27,150	0	10,000	0	0	13,892	3,259
4.6 Parks and Recreation Services	2,860	0	0	0	0	2,317	543
<b>Total Expenditures &amp; Revenues</b>	<b>\$5,741,600</b>	<b>\$0</b>	<b>\$3,272,600</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$2,018,590</b>	<b>\$410,410</b>



# Chapter 6

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



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

### 6.1 Introduction

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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. There are items under consideration at this time, however, and these may be refined prior to adoption of the by-law.



## 6.2 D.C. By-law Structure

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**It is recommended that:**

- classes of services be established for growth studies;
- the Township uses a uniform Township-wide D.C. calculation for all municipal services (contained within this report); and
- one municipal D.C. by-law be used for all services and classes of services referenced above.

## 6.3 D.C. By-law Rules

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

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

### ***6.3.1 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.”



### **6.3.2 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 (i.e., industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
  - for growth studies, the costs have been based on a population vs. employment growth ratio (81%/19%) for residential and non-residential, respectively) over the 10-year forecast period;
  - for parks and recreation, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and
  - for services related to a highway and fire protection services, an 81% residential/19% non-residential attribution has been made based on a population vs. employment growth ratio over the 20-year forecast period.

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

Where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months 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:

- 1) the number of dwelling units demolished/converted multiplied by the relevant D.C.s when the D.C.s are calculated with respect to the redevelopment;
- 2) the G.F.A. of the building demolished/converted multiplied by the relevant D.C.s when the D.C.s are calculated with respect to the redevelopment.



The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

### **6.3.4 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.);
- Adelaide Metcalfe municipal facilities, or a local board thereof;
- a board as defined in subsection 1 (1) of the *Education Act*;
- 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
- land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from D.C.s imposed under the D.C.A. if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university. 2020, c. 34, Sched. 10, s. 1.

b) Non-statutory exemptions for Council's consideration:

- 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*;
- non-residential farm buildings; and
- a temporary building or structure.



### **6.3.5 Phasing in**

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

### **6.3.6 Timing of Collection**

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 by the Township and an owner under section 27 of the D.C.A.

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 commencing at occupancy. Moreover, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after 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.

### **6.3.7 Indexing**

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2023, and each January 1<sup>st</sup> thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)<sup>[1]</sup> for the most recent year-over-year period.

### **6.3.8 The Applicable Areas**

The charges developed herein provide charges applicable to all development in the Township.

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<sup>[1]</sup> 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.



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

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It is recommended that:

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

It is recommended that the Township create new reserve funds for: parks and recreation services, growth studies, services related to a highway, and fire protection services.

Appendix D outlines the reserve fund policies that the Township is required to follow as per the D.C.A.

### **6.4.2 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.

### **6.4.3 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).

### **6.4.4 Area Rating**

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

1. Subsection 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. Subsection 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.

It is recommended that all Township services be recovered on a uniform, Township-wide basis. There have been several reasons why area-specific charges have not been imposed:

1. All municipal services, with the exception of water, wastewater, and stormwater, require that the average 10-year service standard be calculated. This average service standard, multiplied by growth in the Township, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Subsection 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township, hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.
2. Extending on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a municipal-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) 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 calculate the charges on a uniform Township-wide basis for all services/classes of services.

## 6.5 Other Recommendations

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### 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;”

“Establish classes of services for growth studies;”

“Adopt the D.C. approach to calculate the services on a uniform Township-wide basis;”

“Approve the capital project listing set out in Chapter 4 of the D.C. Background Study dated September 8, 2022, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated September 8, 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 7

## By-law Implementation



## 7. By-law Implementation

### 7.1 Public Consultation Process

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#### **7.1.1 Introduction**

This chapter addresses the mandatory, formal public consultation process (subsection 7.1.2), as well as the optional, informal consultation process (subsection 7.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Subsection 7.1.4 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

#### **7.1.2 Public Meeting of Council**

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

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

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

#### **7.1.3 Other Consultation Activity**

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

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



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

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

## **7.2 Anticipated Impact of the Charge on Development**

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

On the other hand, D.C.s or other municipal 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.



## 7.3 Implementation Requirements

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### 7.3.1 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 overview the requirements in each case.

### 7.3.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the municipal 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.

### 7.3.3 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.

### **7.3.4 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 Municipal 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.

### **7.3.5 Complaints**

A person required to pay a D.C., or his agent, may complain to the Township’s 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’s Council to the OLT.



### **7.3.6 Credits**

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

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

### **7.3.7 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 municipality assesses whether this mechanism is appropriate for its use, as part of funding projects prior to municipal funds being available.

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

If the municipality is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities 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 Township of Adelaide Metcalfe Residential Growth Forecast Summary

Year	Population (Including Census Undercount) <sup>[1]</sup>	Excluding Census Undercount			Housing Units						Persons Per Unit (P.P.U.): Total Population/ Total Households	
		Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings <sup>[2]</sup>	Apartments <sup>[3]</sup>	Other	Total Households	Equivalent Institutional Households		
Historical	<i>Mid 2011</i>	3,130	3,028	18	3,010	998	9	5	5	1,017	16	2.977
	<i>Mid 2016</i>	3,090	2,990	130	2,860	980	0	5	0	985	118	3.036
	<i>Mid 2021</i>	3,120	3,011	131	2,880	1,005	0	10	5	1,020	119	2.952
Forecast	<i>Mid 2022</i>	3,120	3,016	133	2,883	1,005	0	15	5	1,025	121	2.942
	<i>Mid 2032</i>	3,780	3,658	161	3,497	1,234	0	19	5	1,258	146	2.908
	<i>Mid 2041</i>	3,980	3,842	168	3,674	1,301	0	26	5	1,332	153	2.884
Incremental	<b>Mid 2011 - Mid 2016</b>	<b>-40</b>	<b>-38</b>	<b>112</b>	<b>-150</b>	<b>-18</b>	<b>-9</b>	<b>0</b>	<b>-5</b>	<b>-32</b>	<b>102</b>	
	<b>Mid 2016 - Mid 2021</b>	<b>30</b>	<b>21</b>	<b>1</b>	<b>20</b>	<b>25</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>35</b>	<b>1</b>	
	<b>Mid 2021 - Mid 2022</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>2</b>	
	<b>Mid 2022 - Mid 2032</b>	<b>660</b>	<b>642</b>	<b>28</b>	<b>614</b>	<b>229</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>233</b>	<b>25</b>	
	<b>Mid 2022 - Mid 2041</b>	<b>860</b>	<b>826</b>	<b>35</b>	<b>791</b>	<b>296</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>307</b>	<b>32</b>	

<sup>[1]</sup> Census undercount estimated at approximately 3.5%.

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

<sup>[3]</sup> Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

**Notes:**

1. Population including the Census undercount has been rounded.

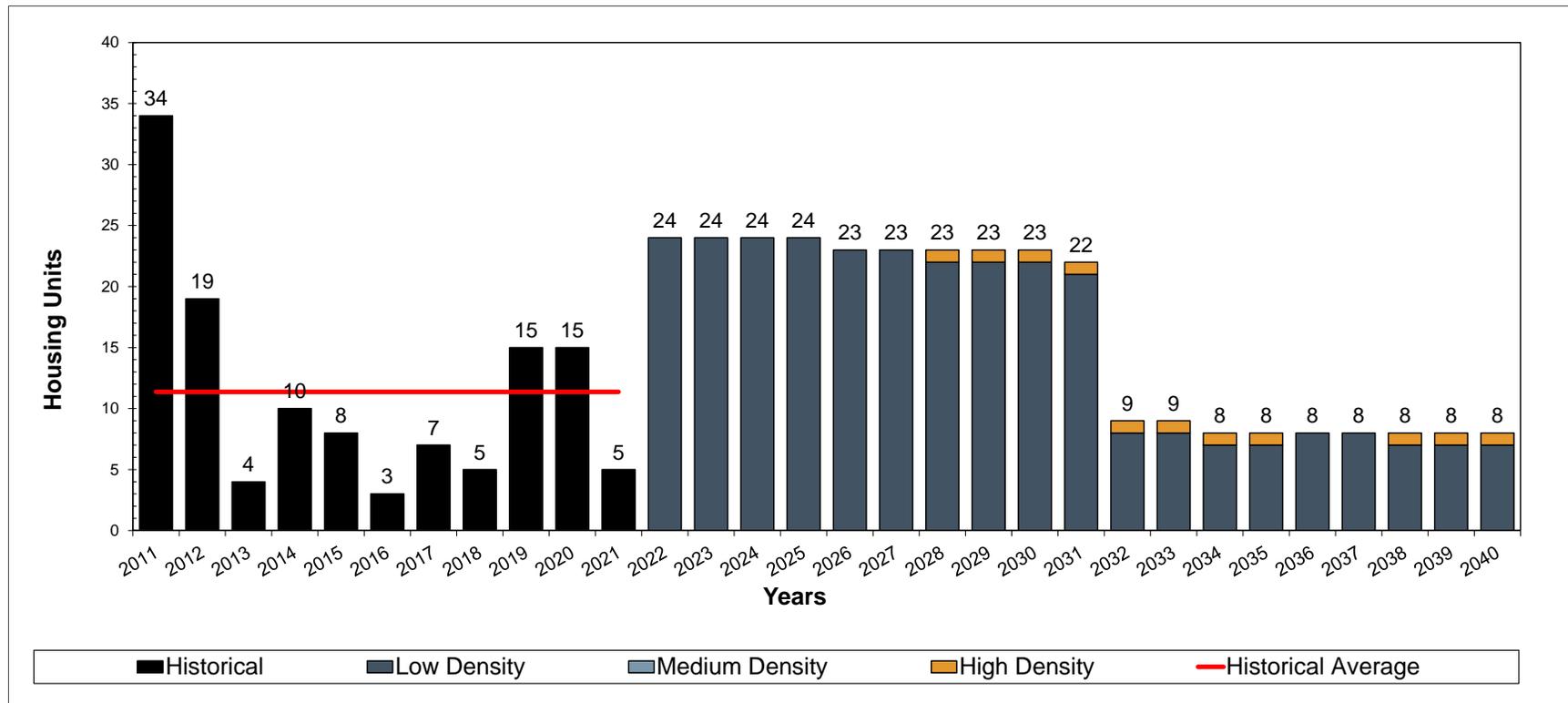
2. Numbers may not add due to rounding.

3. Upon further review of the Middlesex County Official Plan forecast prepared in late 2020, it was subsequently observed by Watson that the overall P.P.U. decline was overly aggressive based on a comparative analysis with other municipalities across southern Ontario. Accordingly, the P.P.U. decline was moderated to reflect these observations. The 2021 Census population and housing results released earlier this year support this adjustment. It is noted that the overall housing forecast remains consistent with the Official Plan; however, the overall population forecast has been increased.

Source: Derived from Middlesex County Population and Housing Allocations Report, December 2020, Reference Scenario, and discussions with municipal staff regarding servicing and land supply by Watson & Associates Economists Ltd., 2022.



Figure A-1  
Township of Adelaide Metcalfe  
Annual Housing Forecast<sup>[1]</sup>



<sup>[1]</sup> Growth forecast represents calendar year.

Source: Historical housing activity derived from Township of Adelaide Metcalfe building permit data, 2012-2021.



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

Development Location	Timing	Single & Semi-Detached	Multiples <sup>[1]</sup>	Apartments <sup>[2]</sup>	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Township of Adelaide-Metcalfe	2022 - 2032	229	0	4	233	743	(129)	614	28	642
	2022 - 2041	296	0	11	307	970	(179)	791	35	826

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

<sup>[2]</sup> Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Watson & Associates Economists Ltd.



Schedule 3  
Township of Adelaide Metcalfe  
Current Year Growth Forecast  
Mid-2021 to Mid-2022

		Population
Mid 2021 Population		3,011
Occupants of New Housing Units, Mid 2021 to Mid 2022	<i>Units (2)</i>	5
	<i>multiplied by P.P.U. (3)</i>	1.721
<i>gross population increase</i>		9
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2022	<i>Units</i>	2
	<i>multiplied by P.P.U. (3)</i>	1.100
<i>gross population increase</i>		2
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2022	<i>Units (4)</i>	1,020
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.006
<i>total decline in population</i>		-6
Population Estimate to Mid 2022		3,016
<i>Net Population Increase, Mid 2021 to Mid 2022</i>		5

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

Structural Type	Persons Per Unit <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.094	0%	0.000
<i>Multiples (6)</i>	2.308	0%	0.000
<i>Apartments (7)</i>	1.721	100%	1.721
Total		100%	1.721

<sup>1</sup> Based on 2021 Census custom database

<sup>2</sup> Based on Building permit/completion activity

- (4) 2016 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.
- Note: Numbers may not add to totals due to rounding.



**Schedule 4**  
**Township of Adelaide Metcalfe**  
**10-Year Growth Forecast**  
**Mid-2022 to Mid-2032**

		Population
<b>Mid 2022 Population</b>		<b>3,016</b>
Occupants of New Housing Units, Mid 2022 to Mid 2032	<i>Units (2)</i>	233
	<i>multiplied by P.P.U. (3)</i>	3,188
	<i>gross population increase</i>	743
Occupants of New Equivalent Institutional Units, Mid 2022 to Mid 2032	<i>Units</i>	25
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	28
Decline in Housing Unit Occupancy, Mid 2022 to Mid 2032	<i>Units (4)</i>	1,025
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.126
	<i>total decline in population</i>	-129
<b>Population Estimate to Mid 2032</b>		<b>3,658</b>
<i>Net Population Increase, Mid 2022 to Mid 2032</i>		<i>642</i>

(1) Mid 2022 Population based on:

2021 Population (3,011) + Mid 2021 to Mid 2022 estimated housing units to beginning of forecast period (5 x 1.721 = 9) + (2 x 1.1 = 2) + (1,020 x -0.006 = -6) = 3,016

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

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

Structural Type	Persons Per Unit <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.214	98%	3.158
<i>Multiples (6)</i>	2.126	0%	0.000
<i>Apartments (7)</i>	1.718	2%	0.029
<i>one bedroom or less</i>	1.279		
<i>two bedrooms or more</i>	2.029		
<b>Total</b>		100%	3.188

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

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

(4) Mid 2022 households based upon 2021 Census (1,020 units) + Mid 2021 to Mid 2022 unit estimate (5 units) = 1,025 units.

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

(6) Includes townhouses and apartments in duplexes.

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

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



**Schedule 5**  
**Township of Adelaide Metcalfe**  
**Long-Term Growth Forecast**  
**Mid-2022 to Mid-2041**

		Population
<b>Mid 2022 Population</b>		<b>3,016</b>
Occupants of New Housing Units, Mid 2022 to Mid 2041	<i>Units (2)</i>	307
	<i>multiplied by P.P.U. (3)</i>	3,160
	<i>gross population increase</i>	970
Occupants of New Equivalent Institutional Units, Mid 2022 to Mid 2041	<i>Units</i>	32
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	35
Decline in Housing Unit Occupancy, Mid 2022 to Mid 2041	<i>Units (4)</i>	1,025
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.175
	<i>total decline in population</i>	-179
<b>Population Estimate to Mid 2041</b>		<b>3,842</b>
<i>Net Population Increase, Mid 2022 to Mid 2041</i>		<b>826</b>

(1) Mid 2022 Population based on:

2021 Population (3,011) + Mid 2021 to Mid 2022 estimated housing units to beginning of forecast period (5 x 1.721 = 9) + (2 x 1.1 = 2) + (1,020 x -0.006 = -6) = 3,016

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

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

Structural Type	Persons Per Unit <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.214	96%	3.098
<i>Multiples (6)</i>	2.126	0%	0.000
<i>Apartments (7)</i>	1.718	4%	0.062
<i>one bedroom or less</i>	1.279		
<i>two bedrooms or more</i>	2.029		
<b>Total</b>		<b>100%</b>	<b>3.160</b>

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

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

(4) Mid 2022 households based upon 2021 Census (1,020 units) + Mid 2021 to Mid 2022 unit estimate (5 units) = 1,025 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  
Township of Adelaide Metcalfe  
Historical Residential Building Permits  
Years 2012 to 2021

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>[1]</sup>	Apartments <sup>[2]</sup>	Total
2012	12	0	0	12
2013	3	0	0	3
2014	7	0	0	7
2015	7	0	0	7
2016	2	0	0	2
Sub-total	31	0	0	31
<b>Average (2012 - 2016)</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2017	6	0	0	6
2018	2	0	0	2
2019	14	0	0	14
2020	7	0	0	7
2021	5	0	0	5
Sub-total	34	0	0	34
<b>Average (2017 - 2021)</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2012 - 2021				
Total	65	0	0	65
<b>Average</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%

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

<sup>[2]</sup> Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Source: Historical housing activity derived from Township of Adelaide Metcalfe building permit data, 2012-2021.



Schedule 7a  
Township of Adelaide Metcalfe  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						25 Year Average	25 Year Average Adjusted <sup>[1]</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	-		
6-10	-	-	-	-	-	<b>3.000</b>		
11-15	-	-	-	-	-	-		
16-20	-	-	-	-	-	<b>3.818</b>		
20-25	-	-	-	-	-	-	3.409	3.214
25-35	-	-	-	3.214	-	<b>3.000</b>		
35+	-	-	2.500	2.837	3.727	<b>2.750</b>		
<b>Total</b>	-	-	<b>2.250</b>	<b>2.980</b>	<b>4.000</b>	<b>2.903</b>		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	-	-	-
6-10	-	-	-	-	-	<b>2.833</b>
11-15	-	-	-	-	-	-
16-20	-	-	-	-	-	<b>3.500</b>
20-25	-	-	-	-	-	-
25-35	-	-	-	3.143	-	<b>2.842</b>
35+	-	-	2.222	2.830	3.385	<b>2.739</b>
<b>Total</b>	-	-	<b>2.045</b>	<b>2.934</b>	<b>3.900</b>	<b>2.841</b>

[1] Adjusted based on 2001 to 2016 historical trends.

Note: Does not include Statistics Canada data classified as "Other."

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



Schedule 7b  
Middlesex County Census Division  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Dwelling	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	25 Year Average	25 Year Average Adjusted <sup>[3]</sup>
1-5	-	-	1.810	2.481	-	2.308		
6-10	-	-	1.725	2.324	-	2.124		
11-15	-	1.333	1.688	2.401	-	2.081		
16-20	-	-	1.690	2.575	-	2.296		
20-25	-	-	1.813	2.725	3.364	2.491	2.260	2.126
25-35	-	1.571	1.982	2.778	-	2.601		
35+	-	1.313	1.846	2.717	2.952	2.370		
<b>Total</b>	-	1.328	1.827	2.666	3.269	2.383		

Age of Dwelling	Apartments <sup>[2]</sup>						25 Year Average	25 Year Average Adjusted <sup>[3]</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.329	1.940	2.914	-	1.721		
6-10	-	1.299	1.944	2.609	-	1.686		
11-15	-	1.331	1.977	2.118	-	1.733		
16-20	-	1.227	2.118	3.000	-	1.837		
20-25	-	1.193	1.875	3.125	-	1.687	1.733	1.718
25-35	0.778	1.221	1.877	2.678	-	1.635		
35+	1.077	1.175	1.898	2.641	2.240	1.582		
<b>Total</b>	1.060	1.206	1.914	2.685	2.074	1.630		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.350	1.928	2.980	4.373	2.602
6-10	-	1.301	1.908	3.081	4.393	2.716
11-15	-	1.331	1.857	3.048	4.227	2.722
16-20	-	1.245	1.963	2.911	3.821	2.567
20-25	-	1.215	1.863	2.828	3.579	2.433
25-35	1.000	1.229	1.895	2.794	3.498	2.402
35+	1.115	1.201	1.851	2.594	3.296	2.217
<b>Total</b>	1.152	1.225	1.871	2.742	3.620	2.360

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

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

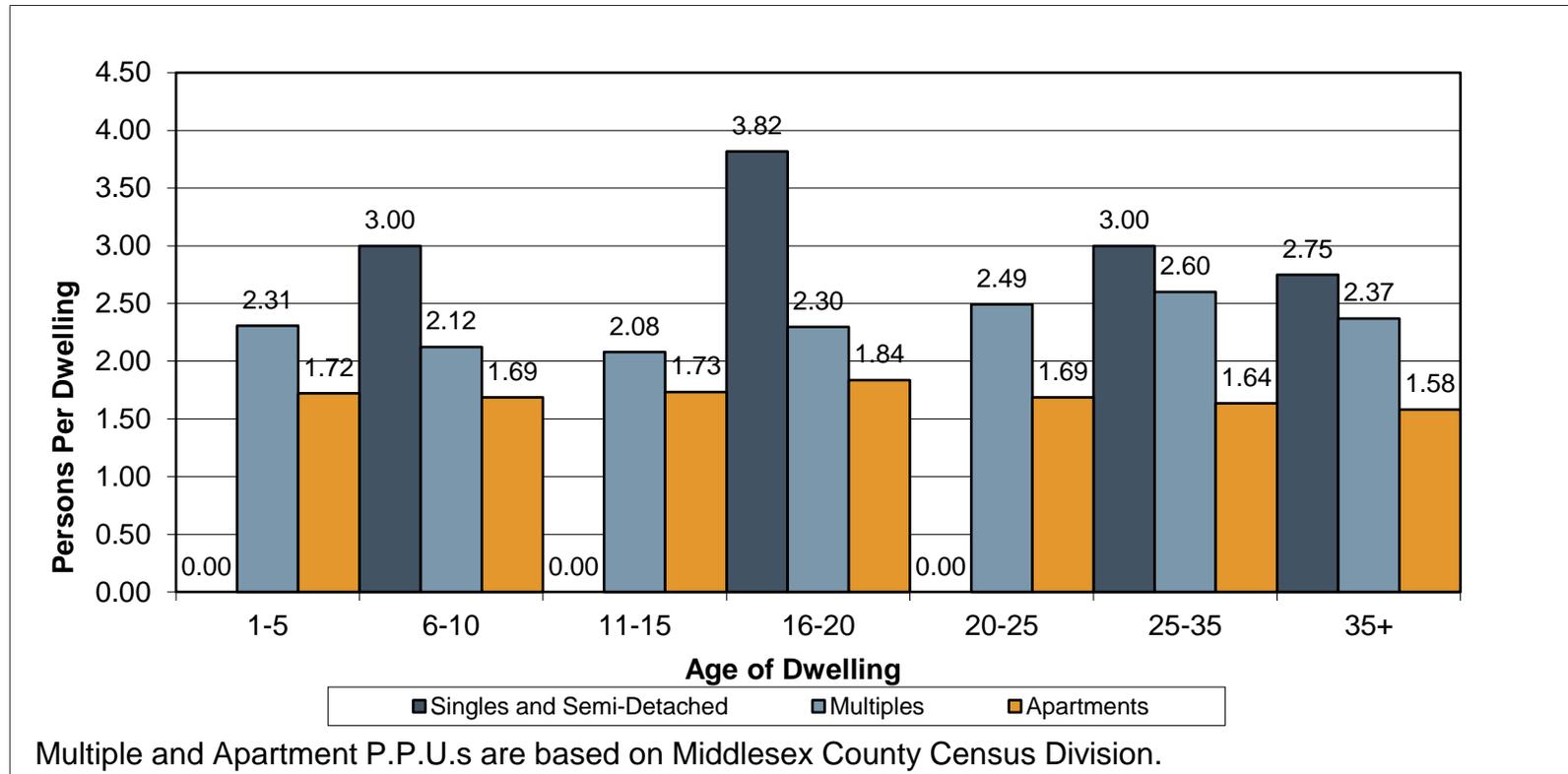
<sup>[3]</sup> Adjusted based on 2001 to 2016 historical trends.

Note: Does not include Statistics Canada data classified as "Other."

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



Schedule 8  
Township of Adelaide Metcalfe  
Person Per Unit Structural Type and Age of Dwelling  
(2016 Census)





Schedule 9a  
Township of Adelaide Metcalfe  
Employment Forecast, 2022 to 2041

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2006	3,117	0.098	0.114	0.134	0.044	0.047	0.436	0.014	0.450	305	355	418	138	145	1,360	43	1,403	1,005
Mid 2011	3,028	0.054	0.107	0.076	0.046	0.023	0.307	0.012	0.319	165	325	230	140	70	930	35	965	605
Mid 2016	2,990	0.109	0.094	0.080	0.060	0.037	0.380	0.012	0.392	325	280	240	180	110	1,135	36	1,171	855
Mid 2022	3,016	0.124	0.094	0.080	0.060	0.037	0.394	0.012	0.406	373	282	242	181	111	1,189	36	1,225	907
Mid 2032	3,658	0.111	0.094	0.079	0.063	0.040	0.387	0.015	0.402	406	344	289	230	146	1,415	55	1,470	1,071
Mid 2041	3,842	0.110	0.094	0.076	0.064	0.042	0.386	0.018	0.404	423	362	292	246	160	1,483	69	1,552	1,121
<b>Incremental Change</b>																		
Mid 2006 - Mid 2011	-89	-0.043	-0.007	-0.058	0.002	-0.023	-0.129	-0.002	-0.131	-140	-30	-188	3	-75	-430	-8	-438	-400
Mid 2011 - Mid 2016	-38	0.054	-0.014	0.004	0.014	0.014	0.072	0.000	0.073	160	-45	10	40	40	205	1	206	250
Mid 2016 - Mid 2022	26	0.015	0.000	0.000	0.000	0.000	0.015	0.000	0.015	48	2	2	1	1	54	0	54	52
Mid 2022 - Mid 2032	642	-0.013	0.000	-0.001	0.003	0.003	-0.007	0.003	-0.004	33	62	47	49	35	226	19	245	164
Mid 2022 - Mid 2041	826	-0.014	0.001	-0.004	0.004	0.005	-0.008	0.006	-0.002	50	80	50	65	49	294	33	327	214
<b>Annual Average</b>																		
Mid 2006 - Mid 2011	-18	-0.009	-0.001	-0.012	0.000	-0.005	-0.026	0.000	-0.026	-28	-6	-38	1	-15	-86	-2	-88	-80
Mid 2011 - Mid 2016	-8	0.011	-0.003	0.001	0.003	0.003	0.014	0.000	0.015	32	-9	2	8	8	41	0	41	50
Mid 2016 - Mid 2022	4	0.002	0.000	0.000	0.000	0.000	0.002	0.000	0.002	8	0	0	0	0	9	0	9	9
Mid 2022 - Mid 2032	64	-0.001	0.000	0.000	0.000	0.000	-0.001	0.000	0.000	3	6	5	5	4	23	2	25	16
Mid 2022 - Mid 2041	43	-0.001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3	4	3	3	3	15	2	17	11

[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 workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

Source: Watson & Associates Economists Ltd.



Schedule 9b  
Township of Adelaide Metcalfe  
Employment and Gross Floor Area (G.F.A.) Forecast, 2022 to 2041

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) <sup>[1]</sup>				
		Primary <sup>[2]</sup>	Industrial	Commercial/ Population Related	Institutional <sup>[3]</sup>	Total	Primary	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	3,117	305	418	138	145	1,005					
Mid 2011	3,028	165	230	140	70	605					
Mid 2016	2,990	325	240	180	110	855					
Mid 2022	3,016	373	242	181	110	906					
Mid 2032	3,658	406	289	230	132	1,057					
Mid 2041	3,842	423	292	246	143	1,104					
<b>Incremental Change</b>											
Mid 2006 - Mid 2011	-89	-140	-188	3	-75	-400					
Mid 2011 - Mid 2016	-38	160	10	40	40	250					
Mid 2016 - Mid 2022	26	48	2	1	0	51					
Mid 2022 - Mid 2032	642	33	47	49	22	151	100,500	61,100	26,900	15,100	203,600
Mid 2022 - Mid 2041	826	50	50	65	33	198	151,500	65,000	35,700	23,800	276,000
<b>Annual Average</b>											
Mid 2006 - Mid 2011	-18	-28	-38	1	-15	-80					
Mid 2011 - Mid 2016	-8	32	2	8	8	50					
Mid 2016 - Mid 2022	5	10	0	0	0	10					
Mid 2022 - Mid 2032	64	3	5	5	2	15	10,050	6,110	2,690	1,510	20,360
Mid 2022 - Mid 2041	42	3	3	3	2	10	7,769	3,333	1,831	1,221	14,154

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

Primary School	3,000
Industrial	1,300
Commercial/Population-Related	550
Institutional	690

<sup>[2]</sup> Primary industry includes bona-fide farming, non-bona-fide farming, and cannabis growing operation related employment.

<sup>[3]</sup> Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

Note: Numbers may not add precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 10  
Township of Adelaide Metcalfe  
Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
<b>Employment by industry</b>							
	<b>Primary Industry Employment</b>						Categories which relate to local land-based resources
11	<i>Agriculture, forestry, fishing and hunting</i>	580	405	500	-175	95	
21	<i>Mining and oil and gas extraction</i>	0	0	0	0	0	
	<b>Sub-total</b>	<b>580</b>	<b>405</b>	<b>500</b>	<b>-175</b>	<b>95</b>	
	<b>Industrial and Other Employment</b>						Categories which relate primarily to industrial land supply and demand
22	<i>Utilities</i>	40	30	35	-10	5	
23	<i>Construction</i>	80	65	50	-15	-15	
31-33	<i>Manufacturing</i>	265	105	95	-160	-10	
41	<i>Wholesale trade</i>	35	50	55	15	5	
48-49	<i>Transportation and warehousing</i>	15	25	30	10	5	
56	<i>Administrative and support</i>	13	0	5	-13	5	
	<b>Sub-total</b>	<b>448</b>	<b>275</b>	<b>270</b>	<b>-173</b>	<b>-5</b>	
	<b>Population Related Employment</b>						Categories which relate primarily to population growth within the municipality
44-45	<i>Retail trade</i>	75	120	95	45	-25	
51	<i>Information and cultural industries</i>	0	0	0	0	0	
52	<i>Finance and insurance</i>	0	0	0	0	0	
53	<i>Real estate and rental and leasing</i>	10	0	0	-10	0	
54	<i>Professional, scientific and technical services</i>	0	20	10	20	-10	
55	<i>Management of companies and enterprises</i>	0	0	0	0	0	
56	<i>Administrative and support</i>	13	0	5	-13	5	
71	<i>Arts, entertainment and recreation</i>	0	0	10	0	10	
72	<i>Accommodation and food services</i>	10	0	65	-10	65	
81	<i>Other services (except public administration)</i>	60	20	50	-40	30	
	<b>Sub-total</b>	<b>168</b>	<b>160</b>	<b>235</b>	<b>-8</b>	<b>75</b>	
	<b>Institutional</b>						
61	<i>Educational services</i>	15	25	25	10	0	
62	<i>Health care and social assistance</i>	140	25	55	-115	30	
91	<i>Public administration</i>	10	40	50	30	10	
	<b>Sub-total</b>	<b>165</b>	<b>90</b>	<b>130</b>	<b>-75</b>	<b>40</b>	
	<b>Total Employment</b>	<b>1,360</b>	<b>930</b>	<b>1,135</b>	<b>-430</b>	<b>205</b>	
	<b>Population</b>	<b>3,117</b>	<b>3,028</b>	<b>2,990</b>	<b>-89</b>	<b>-38</b>	
	<b>Employment to Population Ratio</b>						
	<b>Industrial and Other Employment</b>	<b>0.14</b>	<b>0.09</b>	<b>0.09</b>	<b>-0.05</b>	<b>0.00</b>	
	<b>Population Related Employment</b>	<b>0.05</b>	<b>0.05</b>	<b>0.08</b>	<b>0.00</b>	<b>0.03</b>	
	<b>Institutional Employment</b>	<b>0.05</b>	<b>0.03</b>	<b>0.04</b>	<b>-0.02</b>	<b>0.01</b>	
	<b>Primary Industry Employment</b>	<b>0.19</b>	<b>0.13</b>	<b>0.17</b>	<b>-0.05</b>	<b>0.03</b>	
	<b>Total</b>	<b>0.44</b>	<b>0.31</b>	<b>0.38</b>	<b>-0.13</b>	<b>0.07</b>	

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

Source: Statistics Canada Employment by Place of Work.



# 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	\$52,370.00	0.0717	km of roadways	730,404	per km	43,257,620
	Services Related to a Highway - Bridges, Culverts & Structures	\$10,469.60	0.0159	Number of Bridges, Culverts & Structures	658,465	per item	8,647,890
	Services Related to a Highway - Sidewalks	\$110.90	0.0007	km of sidewalks	158,429	per km	91,603
	Services Related to a Highway - Traffic Signals & Streetlights	\$56.60	0.0091	No. of Traffic Signals	6,220	per signal	46,752
	Public Works - Facilities	\$902.15	2.7152	sq.ft. of building area	332	per sq.ft.	745,176
	Public Works - Vehicles & Equipment	\$885.98	0.0049	No. of vehicles and equipment	180,812	per vehicle	731,819
Fire Protection	Fire Protection Services - Facilities	\$712.22	1.9784	sq.ft. of building area	360	per sq.ft.	588,294
	Fire Protection Services - Vehicles & Equipment	\$484.76	0.0014	No. of vehicles	346,257	per vehicle	400,412
	Fire Protection Services - Small Equipment and Gear	\$197.67	0.0504	No. of equipment and gear	3,922	per item	163,275
Parks & Recreation	Parkland Development	\$98.93	0.0020	Acres of Parkland	49,465	per acre	63,513
	Parkland Amenities	\$455.27	0.0023	No. of parkland amenities	197,943	per amenity	292,283
	Parks & Recreation Vehicles and Equipment	\$20.02	0.0007	No. of vehicles and equipment	28,600	per vehicle	12,853



**Township of Adelaide Metcalfe  
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)
2010 Freightliner Pumper - Engine 1	1	1	1	1	1	1	1	1	1	1	\$450,000
2015 Freightliner Pumper/Tanker - Engine 2	-	-	-	-	1	1	1	1	1	1	\$416,000
2021 Rescue 1	1	1	1	1	1	1	1	1	1	1	\$369,200
2000 Tanker	1	1	1	1	1	1	1	1	1	1	\$364,000
2016 Dodge Pickup - Car 1	-	-	-	-	1	1	1	1	1	1	\$41,600
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0010	0.0010	0.0010	0.0010	0.0017	0.0017	0.0017	0.0017	0.0017	0.0017

10 Year Average	2012-2021
Quantity Standard	0.0014
Quality Standard	\$346,257
Service Standard	\$485

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$485
Eligible Amount	\$400,412

**Fire Protection Services Vehicles and Equipment Service Standard**



**Township of Adeldaide Metcalfe  
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.
Fire Station - 27817 Kerwood Road	5,780	5,780	6,004	6,004	6,004	6,004	6,004	6,004	6,004	6,004	\$306	\$360
<b>Total</b>	<b>5,780</b>	<b>5,780</b>	<b>6,004</b>									

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	1.8766	1.8736	1.9731	1.9881	2.0080	2.0175	2.0188	2.0250	2.0094	1.9940

10 Year Average	2012-2021
Quantity Standard	1.9784
Quality Standard	\$360
Service Standard	\$712

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$712
Eligible Amount	\$588,294



**Township of Adelaide Metcalfe  
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)
Self Contained Breathing Apparatus	13	13	13	13	13	13	13	13	14	14	\$10,000
SCBA Aluminum Cylinders	22	22	22	22	22	22	22	22	22	47	\$800
SCBA Carbon Cylinders	12	13	14	15	16	16	17	18	20	16	\$1,200
Breathing Air Compressor	1	1	1	1	1	1	1	1	1	1	\$50,000
Bunker Gear/Helmets/Boots	24	24	24	24	24	24	24	24	24	24	\$10,000
Auto Extrication Equipment	1	1	1	1	1	1	1	1	1	1	\$60,000
Hi-Vol Hose (50 ft length)	-	-	-	-	6	6	6	6	6	6	\$500
2 1/2 inch hose (100 ft length)	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	\$600
1 3/4 inch hose (100 ft length)	-	-	-	-	-	-	-	1	2	3	\$550
1 1/2 inch hose (100 ft length)	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	12.3	\$500
Ladders	5	5	5	5	5	5	5	5	5	5	\$1,500
4 Gas Analyser	1	1	1	1	1	1	1	1	1	1	\$1,000
1 1/2 inch Nozzles	5	5	5	5	5	5	5	5	5	5	\$2,000
Thermal Imaging Camera	1	1	1	1	1	1	2	2	2	2	\$1,500
Pagers	24	24	24	24	24	24	24	24	24	24	\$1,000
Portable Radios	8	8	8	8	8	12	12	12	12	12	\$1,200
Natural Gas Emergency Generator	1	1	1	1	1	1	1	1	1	1	\$5,000
<b>Total</b>	<b>139</b>	<b>140</b>	<b>141</b>	<b>142</b>	<b>149</b>	<b>153</b>	<b>155</b>	<b>157</b>	<b>161</b>	<b>183</b>	

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0451	0.0453	0.0463	0.0470	0.0498	0.0513	0.0521	0.0529	0.0538	0.0607

10 Year Average	2012-2021
Quantity Standard	0.0504
Quality Standard	\$3,922
Service Standard	\$198

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$198
Eligible Amount	\$163,275



**Township of Adelaide Metcalfe  
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)
Gravel	145	145	138	131	125	122	122	122	121	118	\$690,000
Tar and Chip Surface (LCB)	65	65	72	79	85	87	87	87	84	81	\$750,000
Asphalt Surface (HCB)	6	6	6	6	6	7	7	7	11	17	\$1,200,000
<b>Total</b>	<b>216</b>										

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0701	0.0700	0.0710	0.0715	0.0722	0.0726	0.0726	0.0728	0.0723	0.0716

10 Year Average	2012-2021
Quantity Standard	0.0717
Quality Standard	\$730,404
Service Standard	\$52,370

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$52,370
Eligible Amount	\$43,257,620



**Township of Adelaide Metcalfe  
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Bridges, Culverts & Structures  
Unit Measure: Number of Bridges, Culverts & Structures

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Structural Culverts	33	33	33	33	33	33	33	33	33	34	\$420,000
Bridges	15	15	15	15	15	15	15	15	14	13	\$1,200,000
<b>Total</b>	<b>48</b>	<b>47</b>	<b>47</b>								

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0156	0.0156	0.0158	0.0159	0.0161	0.0161	0.0161	0.0162	0.0157	0.0156

10 Year Average	2012-2021
Quantity Standard	0.0159
Quality Standard	\$658,465
Service Standard	\$10,470

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$10,470
Eligible Amount	\$8,647,890



**Township of Adelaide Metcalfe  
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/km)
Sidewalks	1	2	2	2	2	2	2	2	3	4	\$156,000
<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>							

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0004	0.0006	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0009	0.0012

10 Year Average	2012-2021
Quantity Standard	0.0007
Quality Standard	\$158,429
Service Standard	\$111

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$111
Eligible Amount	\$91,603



**Township of Adelaide Metcalfe  
Service Standard Calculation Sheet**

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

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/item)
Streetlights	23	23	23	29	29	29	29	29	29	29	\$6,240
<b>Total</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>29</b>							

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0075	0.0075	0.0076	0.0096	0.0097	0.0097	0.0098	0.0098	0.0097	0.0096

10 Year Average	2012-2021
Quantity Standard	0.0091
Quality Standard	\$6,220
Service Standard	\$57

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$57
Eligible Amount	\$46,752



**Township of Adelaide Metcalfe  
Service Standard Calculation Sheet**

Class of Service: Public Works - 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.
Adelaide Works Garage	3,330	3,330	3,330	3,330	3,330	3,330	3,330	3,330	3,330	3,330	\$250	\$389
Adelaide Storage Building	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	\$130	\$160
Napier Works Garage	2,120	2,120	2,120	2,120	2,120	2,120	2,120	2,120	2,120	2,120	\$250	\$474
Napier Sand/Salt Building	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	\$130	\$143
<b>Total</b>	<b>8,180</b>											

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	2.6558	2.6515	2.6881	2.7086	2.7358	2.7487	2.7505	2.7589	2.7376	2.7167

10 Year Average	2012-2021
Quantity Standard	2.7152
Quality Standard	\$332
Service Standard	\$902

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$902
Eligible Amount	\$745,176



**Township of Adelaide Metcalfe  
Service Standard Calculation Sheet**

Class of Service: Public Works - Vehicles & Equipment  
Unit Measure: No. of vehicles and equipment

Description	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Value (\$/Vehicle)
Tandem Snow Plow	3	3	3	3	3	3	4	4	4	4	\$416,000
Grader	2	2	2	2	2	2	2	2	2	2	\$390,000
Backhoe	2	2	2	2	2	2	2	2	2	2	\$156,000
Tractor	1	1	1	1	1	1	1	1	1	1	\$36,400
Roadside Mower	1	1	1	1	1	1	1	1	1	1	\$18,720
Deckover Trailer	-	-	-	-	-	-	1	1	1	1	\$10,400
1/2 Ton Truck	1	1	1	1	2	2	2	2	2	3	\$41,600
1 Ton Truck	-	-	-	-	-	-	-	1	1	1	\$62,400
Rototiller	1	1	1	1	1	1	1	1	1	1	\$3,000
Power Washer	2	2	2	2	2	2	2	2	2	2	\$4,500
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>18</b>	

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0042	0.0042	0.0043	0.0043	0.0047	0.0047	0.0054	0.0057	0.0057	0.0060

10 Year Average	2012-2021
Quantity Standard	0.0049
Quality Standard	\$180,812
Service Standard	\$886

D.C. Amount (before deductions)	2041
Forecast Population	826
\$ per Capita	\$886
Eligible Amount	\$731,819



**Township of Adelaide Metcalfe  
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)
Kerwood Park	6	6	6	6	6	6	6	6	6	6	\$50,000
<b>Total</b>	<b>6</b>										

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0018	0.0019	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020

10 Year Average	2012-2021
Quantity Standard	0.0020
Quality Standard	\$49,465
Service Standard	\$99

D.C. Amount (before deductions)	10 Year
Forecast Population	642
\$ per Capita	\$99
Eligible Amount	\$63,513



**Township of Adelaide Metcalfe  
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)
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$172,000
Basketball Court (unlit)	1	1	1	1	1	1	1	1	1	1	\$75,000
Baseball Diamond (lit)	2	2	2	2	2	2	2	2	2	2	\$350,000
Pavilion	2	2	2	2	2	2	2	2	2	1	\$122,400
Pavilion with washroom	-	-	-	-	-	-	-	-	-	1	\$420,000
Storage Building (Barn)	1	1	1	1	1	1	1	1	1	1	\$150,000
<b>Total</b>	<b>7</b>										

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0023	0.0023	0.0023	0.0023	0.0023	0.0024	0.0024	0.0024	0.0023	0.0023

10 Year Average	2012-2021
Quantity Standard	0.0023
Quality Standard	\$197,943
Service Standard	\$455

D.C. Amount (before deductions)	10 Year
Forecast Population	642
\$ per Capita	\$455
Eligible Amount	\$292,283



**Township of Adelaide Metcalfe  
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)
Lawnmower	1	1	1	1	1	1	1	1	1	1	\$18,700
1/2 Ton Truck	1	1	1	1	1	1	1	1	1	1	\$41,600
		-									
		-									
		-									
		-									
		-									
		-									
		-									
<b>Total</b>	<b>2</b>										

Population	3,080	3,085	3,043	3,020	2,990	2,976	2,974	2,965	2,988	3,011
Per Capita Standard	0.0006	0.0006	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007	0.0007

10 Year Average	2012-2021
Quantity Standard	0.0007
Quality Standard	\$28,600
Service Standard	\$20

D.C. Amount (before deductions)	10 Year
Forecast Population	642
\$ per Capita	\$20
Eligible Amount	\$12,853



# Appendix C

## Long-Term Capital and Operating Cost Examination



# Appendix C: Long-Term Capital and Operating Cost Examination

## Township of Adelaide Metcalfe 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 D.C. background study. 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 2021 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:

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Facilities	50	0.01182321
Services Related to a Highway	50	0.01182321
Parkland Development	40	0.016555748
Vehicles	15	0.057825472
Small Equipment & Gear	10	0.091326528

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 Adelaide Metcalfe**  
**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
<b>1. Services Related to a Highway</b>				
1.1 Roads	2,228,000	99,686	579,103	678,789
1.2 Public Works	780,000	38,900		38,900
<b>2. Fire Protection Services</b>				
2.1 Fire facilities, vehicles & equipment	912,000	48,594	91,821	140,415
<b>3. Parks and Recreation Services</b>				
3.1 Park development, amenities, and recreation facilities	405,000	23,622	24,186	47,808
<b>4. Growth Studies</b>				
4.1 Water Services	31,400	-	-	-
4.2 Wastewater Services	31,400	-	-	-
4.3 Stormwater Services	30,000	-	-	-
4.4 Services Related to a Highway	98,580	-	-	-
4.5 Fire Protection Services	31,100	-	-	-
4.6 Parks and Recreation Services	10,220	-	-	-
<b>Total</b>	<b>4,557,700</b>	<b>210,802</b>	<b>695,110</b>	<b>905,912</b>



# 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 Township’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 7 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 Adeldaide Metcalfe**  
**Annual Treasurer's Statement of Development Charge Reserve Funds**

Description	Services to which the Development Charge Relates				Total
	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Growth Studies	
<b>Opening Balance, January 1, _____</b>					<b>0</b>
<u>Plus:</u>					
Development Charge Collections					0
Accrued Interest					0
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>					0
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Less:</u>					
Amount Transferred to Capital (or Other) Funds <sup>2</sup>					0
Amounts Refunded					0
Amounts Loaned to Other D.C. Service Category for Interim Financing					0
Credits <sup>3</sup>					0
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Closing Balance, December 31, _____</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<sup>1</sup> Source of funds used to repay the D.C. reserve fund

<sup>2</sup> See Attachment 1 for details

<sup>3</sup> 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



**Attachment 1  
Township of Adelaide Metcalfe  
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

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

**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
<b>Services Related to a Highway</b>									
Capital Cost J									
Capital Cost K									
Capital Cost L									
<b>Sub-Total - Services Related to a Highway</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fire Protection Services</b>									
Capital Cost M									
Capital Cost N									
Capital Cost O									
<b>Sub-Total - Fire Protection Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Parks and Recreation Services</b>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
<b>Sub-Total - Parks and Recreation Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**Attachment 2**  
**Township of Adelaide Metcalfe**  
**Statement of Credit Holder Transactions**

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



# Appendix E

## Local Service Policy



## Appendix E: Local Service Policy

This Appendix sets out the Township's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, 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* (D.C.A.), 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 A HIGHWAY**

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, 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, multi-use trails which interconnect the transportation network, etc.); roadway illumination



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

For the purpose of interpreting this guideline the following meanings will be used:

Collector roads are designed for the movement of moderate volumes of intra-community traffic or traffic within employment or commercial districts. They can also act as local transit corridors. Right-of-way widths are generally 20 metres.

Local roads are designed to accommodate low volumes of traffic and to provide access to individual properties. Right-of-way widths are generally 20 metres.

Arterial roads are intended to carry moderate to high volumes of traffic, distributing traffic to other classes of roads, acting as transit corridors and connecting to the Provincial highway system. Right-of-way widths range from 20 metres to 30 metres depending on the type of arterial road.

## **1. Local and Collector Roads (Including Land)**

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

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

### **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. Transportation Related to Pedestrian and Cycling Facilities**

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



## 6. Noise Abatement Measures

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

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



## **C. PARKLAND DEVELOPMENT**

### **1. Recreational Trail**

- 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 municipal parkland D.C.s.

### **2. Noise Abatement Measures**

- a. Parkland Development for Parks: direct developer responsibility to provide at base condition, as follows:
  - Clearing, grubbing, and tree removals as approved by the Public Works Manager and/or the Township's retained engineer.
  - Topsoil Stripping, screening, and stockpiling.
  - Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Public Works Manager and/or the Township's retained engineer.
  - Spreading of topsoil to 300 mm depth (import topsoil if existing on-site is insufficient to reach required depth).
  - Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by the municipality.
  - Parks shall be free of any contaminated soil or subsoil.
  - Parks shall not be mined for fill.
  - Parks shall be conveyed free and clear of all encumbrances.



- 100% of 1.5 m chain link perimeter fencing to the municipal standards to separate the development lands from the municipal lands or lands to be dedicated to the municipality, unless the perimeter fencing is on land that will be dedicated to the municipality to fulfil the requirement of parkland dedication under the *Planning Act*, in which case the cost shall be shared 50/50. Upgraded fencing may be permitted with approval of the Public Works Manager; however, any net increase in costs is direct developer responsibility.
  - When park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
  - The park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
  - Required heritage features within the park as set out within the planning approval conditions.
- b. Program facilities, amenities, and furniture, within parkland are included in D.C.s.
- 3. Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Arterial Roads, Open Space, etc.**
- a. The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service. Such costs include but are not limited to:
- pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Township's required depth), landscape features, perimeter fencing and amenities and all planting.



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

#### **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 sub watersheds within the boundaries of the municipality.

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 municipal standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the municipality.
- c. All works to be in conformance with the Township's requirements for stream corridors, natural buffers and sub watersheds areas as directed by the approved studies and reports related to the area (or specific Secondary Plan, where applicable) that development occurs in.

#### **5. Infrastructure Assets Constructed by Developers**

- a. All infrastructure assets constructed by Developers must be designed in accordance with the Township's Design Standards Manual as revised
- b. All infrastructure assets shall be conveyed in accordance with the Township's Design Standards Manual as revised
- c. Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the municipality shall be in accordance with the Township's requirements.



## **D. Underground Services (Stormwater, Water and Sanitary Sewers)**

Underground services (linear infrastructure for stormwater, 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 stormwater management ponds and pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:

**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 storm, 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 300 mm for water and sanitary services and 900 mm for stormwater 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 front-ending/cost-sharing agreements with other developers independent of the municipality;
- d. providing stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing; and
- e. water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments.

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

- a. Water treatment, storage facilities, transmission mains, re-chlorination/ sampling stations and wells associated with municipal service areas to be included within the D.C.;



- b. Wastewater treatment plants and transmission mains associated with municipal service areas shall be included in the D.C.;
- c. external underground services involving trunk infrastructure and pipe sizes exceeding 300 mm for water and sanitary services and 900mm for stormwater services; and
- d. 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. Subsection 10 (3) of the D.C.A. provides:

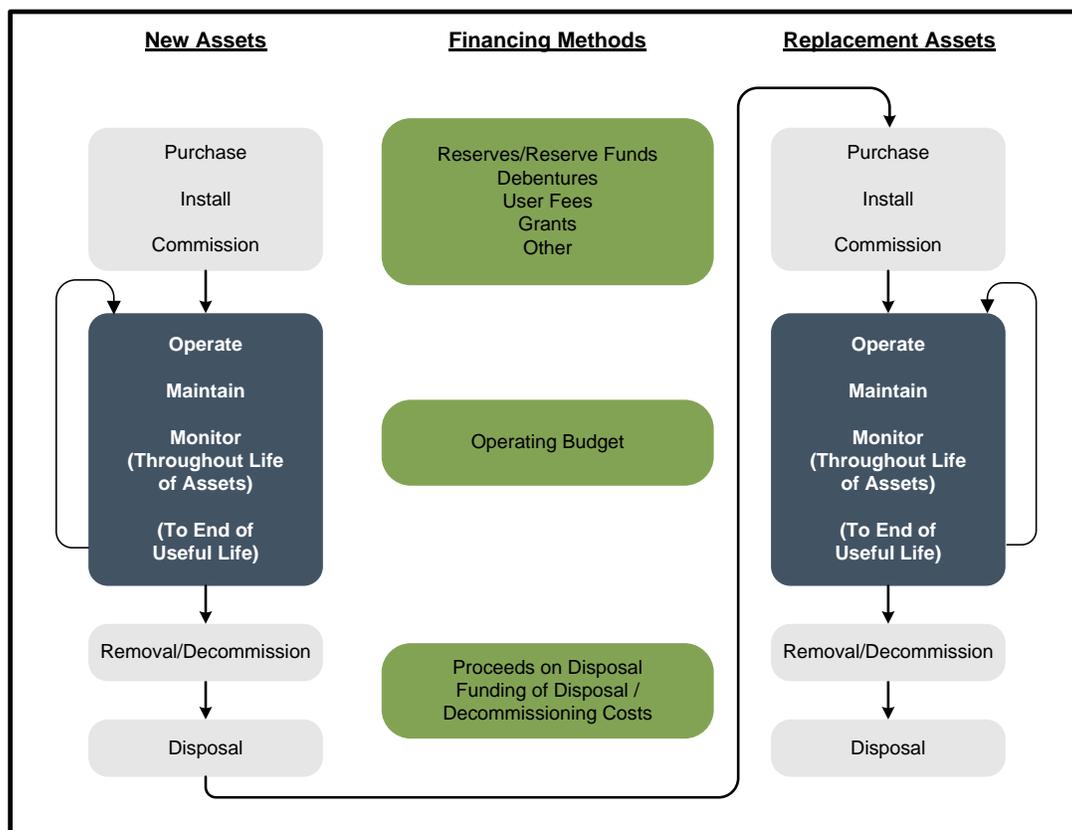
“The asset management plan shall,

- (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.

Commensurate with the above, the Township prepared an A.M.P. in 2022 for its existing assets; however, it did not take into account future growth-related assets. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

In recognition to the schematic above, the following table (presented in 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. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects 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 \$1.2 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 \$1.2 million. This amount, totalled with the existing operating revenues of \$6.1 million, provide annual revenues of \$7.3 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Township of Adelaide Metcalfe  
 Asset Management – Future Expenditures and Associated Revenues  
 2022\$

	2041 (Total)
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	\$235,977
Annual Debt Payment on Post Period Capital <sup>2</sup>	\$2,943
<b>Lifecycle:</b>	
Annual Lifecycle - Municipal-wide Services	\$238,183
<b>Incremental Operating Costs (for D.C. Services)</b>	\$695,110
<b>Total Expenditures</b>	<b>\$1,172,214</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>3</sup>	\$6,138,581
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$1,178,752
<b>Total Revenues</b>	<b>\$7,317,333</b>

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

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

<sup>3</sup> As per Sch. 10 of FIR



# Appendix G

## Proposed D.C. By-law



## The Corporation of the Township of Adelaide Metcalfe

### By-Law Number \_\_\_\_-2022

#### A by-law to establish development charges for the Township of Adelaide Metcalfe

**WHEREAS** the Corporation of the Township of Adelaide Metcalfe will experience growth through development and re-development;

**AND WHEREAS** development and re-development requires the provision of capital works by the Township of Adelaide Metcalfe;

**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 Adelaide Metcalfe or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

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

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

**AND WHEREAS** the Council of The Corporation of the Township of Adelaide Metcalfe has given notice of and held a public meeting on the \_\_ day of \_\_\_\_\_, 2022 in accordance with the Act and the regulations thereto;

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE ENACTS AS FOLLOWS:**

##### 1. INTERPRETATION

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

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



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

“ancillary” will have the same definition as “accessory”;

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

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

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

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

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

“cannabis/marijuana facilities” means a building used, designed or intended for growth, producing, testing, destroying, storing or distribution, excluding retail sales, of medical marijuana or cannabis authorized by a license issued by the federal Minister of Health pursuant to section 25 of the *Marihuana for Medical Purposes Regulations*, SOR/2013-119, under the *Controlled Drugs and Substances Act*, S.C. 1996, c.19;

“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 Act;

“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. 19990, Chap. P.44, as amended, or any successor thereof; and
  - (iii) rolling stock with an estimated useful life of seven years or more; and
- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study,

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

“commercial” means any non-residential development not defined under “institutional” or “industrial”;

“Council” means the Council of the Township;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has 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” shall have the same meaning as the term is defined in the Regulation,

“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 and cannabis/marijuana facilities;

“grade” means the average level of finished ground adjoining a building or structure at all exterior walls;

“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 with respect to 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 of party walls dividing a non-residential use and a residential use, except for:
  - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical,



mechanical or telecommunications equipment that service the building;

- (ii) loading facilities above or below grade; and
- (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club. The portion of a Cannabis/Marijuana facility not used for growing of the product will also be included in this category;

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

- (a) as a long-term care home within the meaning of subsection 2 (1) of the *Fixing Long-Term Care Act, 2021*;
- (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;

“interest rate” means the annual rate of interest calculated at the development charge interest policy, as may be revised from time to time;

“local board” means a local board as defined in the *Development Charges Act*;

“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 with respect to 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;

“mobile home” means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer;

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

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

- (a) a corporation to which the *Not-for-Profit Corporations Act, 2010* 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*. O. Reg. 454/19, s. 3.;



“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 and includes all commercial, industrial and institutional uses;

“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;

“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 use” means land or buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals;

“Secondary dwelling unit” means a dwelling unit, whether contained within a proposed single detached dwelling or semi-detached dwelling, or ancillary to a single detached dwelling or a semi-detached dwelling including but not limited to a coach house, laneway suite or structure constructed above an existing garage or other structure separate from the primary dwelling unit, which comprises an area less than the gross floor area of the primary dwelling unit and is not capable of being legally conveyed as a separate parcel of land from the primary dwelling unit;

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

“service” (or “services”) means a service designated in Schedule “A” to this By-law;



“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, including mobile homes; and

“special care/special need dwellings” mean a residential building or portion thereof;

- (a) containing more than two (2) dwelling units, which units have a common entrance from street level;
- (b) where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings but which do not have their own private sanitary and full culinary facilities;
- (c) that is designed to accommodate individuals with specific needs, including independent permanent living arrangements; and
- (d) where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and
- (e) includes but is not limited to, retirement homes or lodges, long-term care homes, charitable homes, group homes (including correctional group homes) and hospices;

“Trailer” means any vehicle constructed to be attached and propelled by a motor vehicle and that is capable of being used by persons for living, sleeping or eating, even if the vehicle is jacked-up or its running gear is removed. Trailers include tent trailers or similar transportable accommodation, except a mobile home or park model trailer.

“Township” means the Corporation of the Township of Adelaide Metcalfe;



## 2. DESIGNATION OF SERVICES AND CLASSES

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

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Growth Studies.

2.2 The components of the services and classes 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 Adelaide Metcalfe whether or not the land or use thereof is exempt from taxation under s.13 of 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) a board as defined in subsection 1 (1) of the *Education Act*;
- (b) the Township of Adelaide Metcalfe or a local board thereof;
- (c) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of



post-secondary education is exempt from development charges imposed under the *Development Charges Act, 1997* if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university. 2020, c. 34, Sched. 10, s. 1

### 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 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 the following residential criteria:

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

Source: O. Reg. 82/98, s. 2.

### 3.6 Exemption for Industrial Development:

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

- (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement; and
- (ii) divide the amount determined under subsection (i) by the amount of the enlargement.

3.7 For the purpose of section 3.6 herein, “existing industrial building” is used as defined in the Regulation made pursuant to the Act.

3.8 Other Exemptions:

- (a) Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:
  - (i) 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*;
  - (ii) non-residential farm buildings; and
  - (iii) a temporary building or structure.

### Amount of Charges

#### Residential

3.9 The development charges set out in Schedule B shall be imposed on residential uses of land, 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

3.10 The development charges set out in Schedule B shall be imposed on commercial/institutional/greenhouse uses of land, buildings or structures,



including a dwelling unit accessory to a non-residential use and, in the case of a mixed-use building or structure, in accordance with section 3.12 of the By-law.

### Reduction of Development Charges for Redevelopment

- 3.11 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 60 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- (a) in the case of a residential building or structure or, in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under section 3.9 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 a 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 section 3.10, 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

- 3.12 Development charges imposed under this By-law are calculated, payable and collected upon issuance of a building permit with respect to each dwelling unit, building or structure.



- 3.13 Notwithstanding subsections 3.9 and 3.10, development charges for rental housing and institutional developments are due and payable in 6 instalments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest (as provided in the Township's Development Charge Interest Policy, as amended), payable on the anniversary date each year thereafter.
- 3.14 Notwithstanding subsections 3.9 and 3.10, Development Charges for non-profit housing developments are due and payable in 21 instalments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest (as provided in the Township's Development Charge Interest Policy, as amended), payable on the anniversary date each year thereafter.
- 3.15 Where the development of land results from the approval of a Site Plan or Zoning Bylaw 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 3.9 and 3.10 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest. Where both planning applications apply development charges under subsections 3.8 and 3.9 shall be calculated on the rates, including interest (as provided in the Township's Development Charge Interest Policy, as amended), set out in Schedules "B" on the date of the later planning application.
- 3.16 Despite section 3.12, 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 sections 3.8 and 3.9, 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 is imposed 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 1<sup>st</sup> 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 and Classes Designated in section 2.1

Schedule B – Residential and Non-Residential Development Charges.

## 7. CONFLICTS

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

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

## 8. SEVERABILITY

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



9. DATE BY-LAW IN FORCE

9.1 This By-law shall come into effect at 12:01 AM on \_\_\_\_\_, 2022.

10. DATE BY-LAW EXPIRES

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## SCHEDULE "A" TO BY-LAW XX-2022

### COMPONENTS OF SERVICES AND CLASSES DESIGNATED IN SECTION 2.1

#### Development Charge Eligible Services:

- (a) Services Related to a Highway
  - Roads
  - Bridges and Structural Culverts
  - Sidewalks and Streetlights
  - Public Works – Facilities, Vehicles, and Equipment
  
- (b) Fire Protection Services
  - Facilities
  - Vehicles and Equipment
  
- (c) Parks and Recreation Services
  - Parkland Development
  - Parkland Amenities
  - Facilities
  - Vehicles and Equipment

#### Development Charges Eligible Classes:

- (d) Growth Studies



SCHEDULE "B" TO BY-LAW XX-2022  
SCHEDULE OF DEVELOPMENT CHARGES

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
<b>Township Wide Services/Class of Service:</b>						
Services Related to a Highway	7,792	5,154	4,919	3,101	2,667	2.07
Fire Protection Services	2,362	1,562	1,491	940	808	0.63
Parks and Recreation Services	1,445	956	912	575	495	0.09
Growth Studies	769	509	485	306	263	0.21
<b>Total Township Wide Services/Class of Services</b>	<b>12,368</b>	<b>8,181</b>	<b>7,807</b>	<b>4,922</b>	<b>4,233</b>	<b>3.00</b>