



# Development Charges Background Study

Township of East Zorra-Tavistock

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For Public Circulation and Comment

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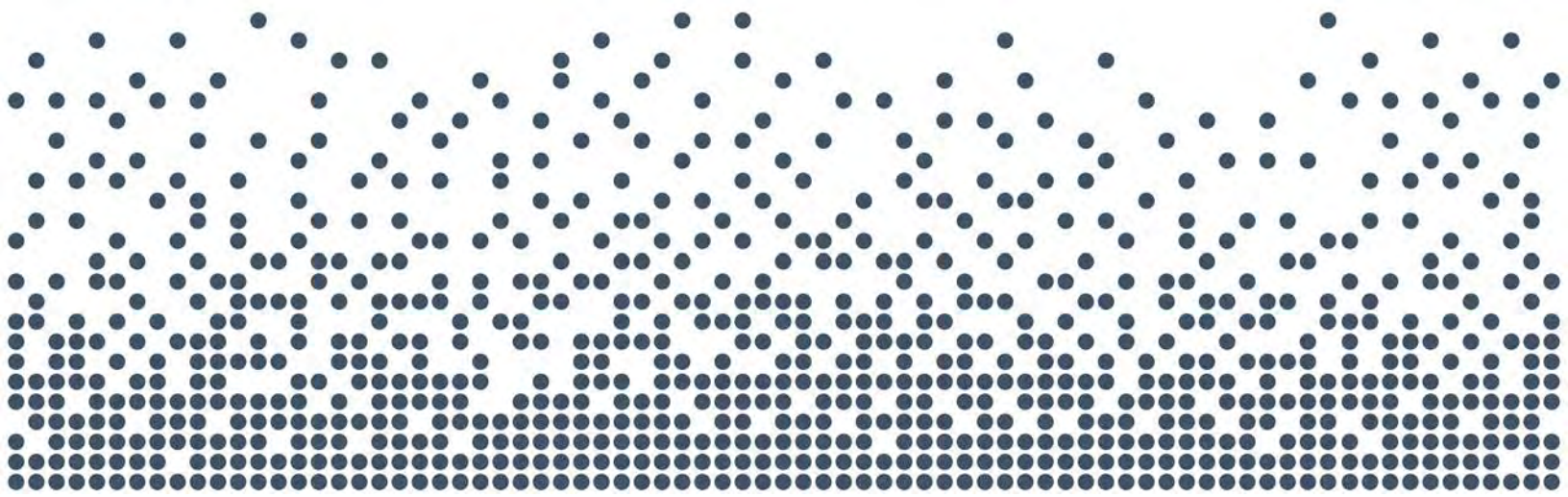
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## List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
G.F.A.	Gross floor area
L.P.A.T.	Local Planning Appeal Tribunal
N.F.P.O.W.	No Fixed Place of Work
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O.Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
s.s.	Subsection
S.W.M.	Stormwater management
sq.ft.	square foot
sq.m	square metre
T.F.A.	total floor area



# Report



# Chapter 1

## Introduction





# 1. Introduction

## 1.1 Purpose of this Document

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

Watson & Associates Economists Ltd. (Watson) was retained by the Township, to undertake the D.C. study process in 2018. The process was undertaken, in part, with the broader County and Area-Municipal D.C. Steering Committee<sup>1</sup> to provide efficiency and consistency in the process and methodology amongst the participating municipalities. Moreover, Watson worked with the Township's senior staff in preparing the D.C. analysis and policy recommendations specific to this background study.

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

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's D.C. background study, as summarized in Chapter 4. It also addresses the requirement for "rules" (contained in Chapter 7) and the proposed by-law to be made available as part of the approval process (included as Appendix F).

In addition, the report is designed to set out the Township's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved. Finally, the study addresses post-adoption implementation requirements (Chapter 9) which are critical to the successful application of the new policy.

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

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<sup>1</sup> County and Area-Municipal D.C. Steering Committee included staff members for the County and all area municipalities, with the exception of the City of Woodstock.





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 May 15, 2019. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Township's D.C.s.

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

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

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

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

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

Process Steps	Dates
1. Project initiation meetings with Township staff	June 18, 2018
2. Data collection, staff interviews, preparation of D.C. calculations	July – December, 2018
3. Joint Council Information Session	July 10, 2018
4. Development Industry Stakeholder Consultation	August 13, and September 5, 2018



<b>Process Steps</b>	<b>Dates</b>
5. Preparation of draft D.C. background study and review of draft findings with staff	January – March, 2019
6. Joint Council Information Session	March 13, 2019
7. Development Industry Stakeholder Consultation	March 21 and March 25, 2019
8. D.C. background study and proposed D.C. by-law available to public	By May 1, 2019
9. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting
10. Public Meeting of Council	May 15, 2019
11. Council considers adoption of D.C. background study and passage of by-law	July 3, 2019
12. Newspaper notice given of by-law passage	By 20 days after passage
13. Last day for by-law appeal	40 days after passage
14. Township makes available D.C. pamphlet	by 60 days after in force date



# Chapter 2

## Township of East Zorra- Tavistock Current D.C. Policy



## 2. Township of East Zorra-Tavistock Current D.C. Policy

### 2.1 By-law Enactment

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The Township passed By-law 2014-028 (as amended by By-law 2015-027) on July 2, 2014 under the D.C.A, 1997, with an effective date of July 8, 2014. The by-law, imposes uniform municipal-wide D.C.s by service for all permissible municipal services.

### 2.2 Services Covered

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The following services are covered under By-law 2014-028:

- Fire Protection;
- Parks and Recreation;
- Public Works: Buildings and Fleet;
- General Government; and
- Roads and Related.

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

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D.C.s are payable at the time the first building permit is issued and are collected by the Township's Building Department.

### 2.4 Indexing

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Rates shall be indexed on April 1 of each year by the percentage change recorded in the most recent Non-Residential Building Construction Price Index produced by Statistics Canada.

### 2.5 Redevelopment Allowance

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As a result of the redevelopment of land, a credit shall be allowed, provided that the land was improved by occupied structures within a five year period prior to the issuance of a building permit, and the building permit has been issued for the development or

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redevelopment within five years from the date the demolition permit was issued, or the building or structure was removed in accordance with the municipality's assessment roll records.

## 2.6 Exemptions

The following non-statutory exemptions are provided under By-law 2014-028:

- Industrial uses;
- Farm buildings;
- Temporary buildings or structures;
- Affordable housing;
- A long-term care home;
- Places of worship exempt under Section 3 of the *Assessment Act*; and
- A public hospital under the *Public Hospitals Act*.

## 2.7 Current Schedule of Charges

Table 2-1 summarizes the current schedule of charges imposed under By-law 2014-028 and indexed to April 1, 2019.

Table 2-1  
Current Schedule of Charges

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per m <sup>2</sup> of Gross Floor Area)
<b>Municipal Wide Services:</b>					
Fire Services	1,409	800	599	1,100	8.68
Roads and Related	2,932	1,663	1,248	2,287	18.02
Public Works: Buildings and Fleet	798	452	339	623	4.90
Parks & Recreation	2,730	1,550	1,162	2,130	0.00
General Government	171	97	74	134	1.07
<b>Total Municipal Wide Services</b>	<b>8,040</b>	<b>4,562</b>	<b>3,422</b>	<b>6,274</b>	<b>32.67</b>



# Chapter 3

## Anticipated Development in the Township of East Zorra- Tavistock



## 3. Anticipated Development in the Township of East Zorra-Tavistock

### 3.1 Requirement of the Act

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

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of East Zorra-Tavistock will be required to provide services, over a 10-year (2019-2029) and a longer term (2019-2041) time horizon.

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

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In compiling the growth forecast, the following specific information sources were consulted to assess the residential and non-residential development potential for the Township of East Zorra-Tavistock over the forecast period, including:

- Oxford County Phase One Comprehensive Review: Population, Housing and Employment Forecast and Area Municipality Growth Allocations (Updated) January 23, 2019;
- Historical residential and non-residential building permit data for 2008 to 2018 period; and
- Available Census data regarding population, housing and employment.

### 3.3 Summary of Growth Forecast

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A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the

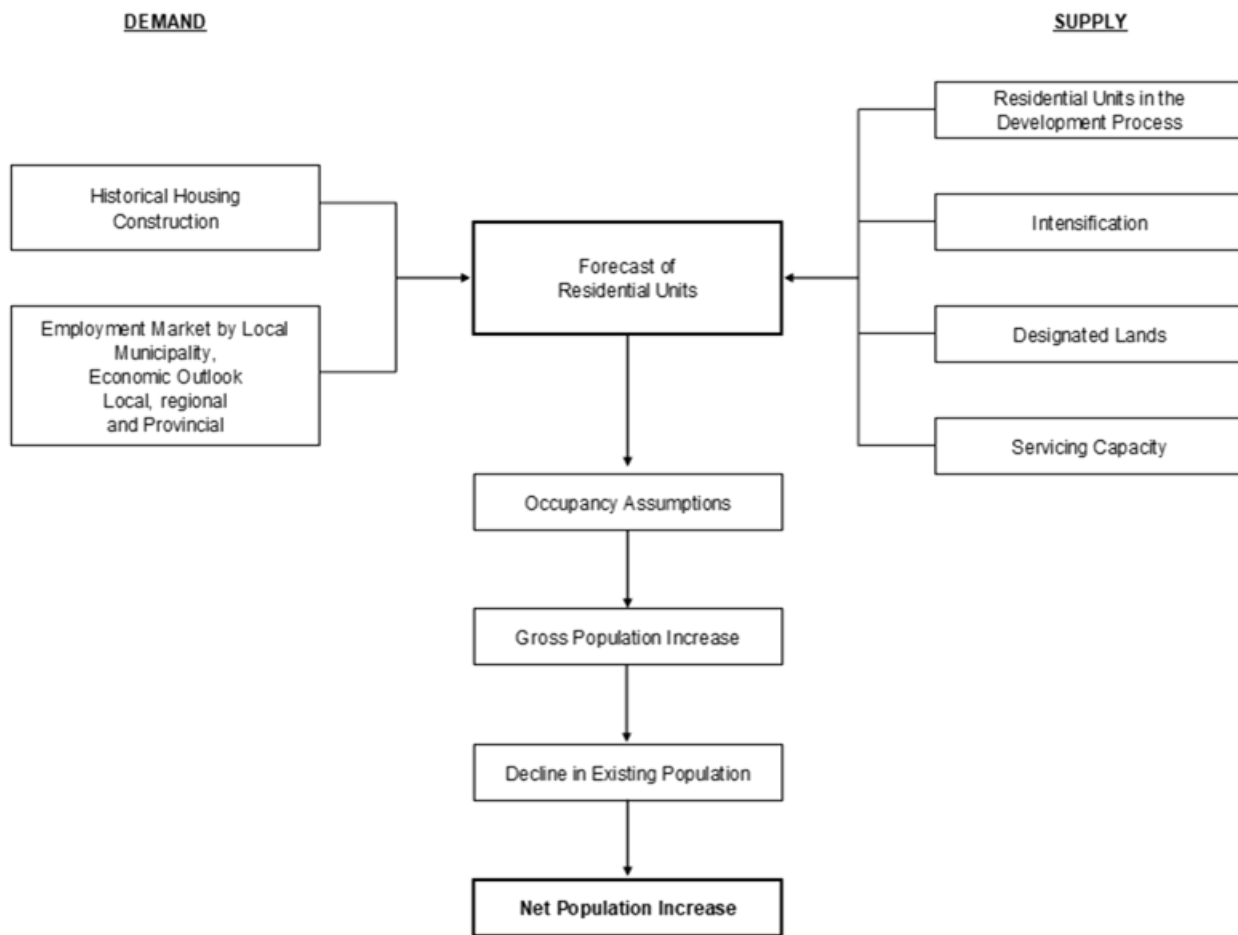




basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and *Schedule 1* in Appendix A.

As identified in Table 3-1 and *Schedule 1*, the Township's population is anticipated to reach approximately 8,490 by 2029 and 9,700 by 2041, resulting in an increase of approximately 950 and 2,160 persons, respectively, over the 10-year and longer term forecast periods.<sup>1</sup>

Figure 3-1  
Population and Household Forecast Model



<sup>1</sup> The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 2.7%.



Table 3-1  
Township of East Zorra-Tavistock  
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) <sup>1</sup>	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2006	7,550	7,350	315	7,035	2,315	50	185	20	2,570	286	2.860
	Mid 2011	7,020	6,836	216	6,620	2,139	60	170	145	2,514	196	2.719
	Mid 2016	7,320	7,129	184	6,945	2,405	35	255	15	2,710	167	2.631
Forecast	Mid 2019	7,740	7,532	191	7,341	2,537	53	267	15	2,872	174	2.623
	Mid 2024	8,270	8,045	200	7,845	2,716	89	293	15	3,113	182	2.584
	Mid 2029	8,720	8,486	208	8,277	2,871	129	317	15	3,332	190	2.547
	Mid 2031	8,950	8,712	212	8,499	2,949	149	331	15	3,444	193	2.529
	Mid 2041	9,960	9,695	229	9,466	3,237	215	375	15	3,842	208	2.523
Incremental	Mid 2006 - Mid 2011	-530	-514	-99	-415	-176	10	-15	125	-56	-90	
	Mid 2011 - Mid 2016	300	293	-32	325	266	-25	85	-130	196	-29	
	Mid 2016 - Mid 2019	420	403	7	396	132	18	12	0	162	7	
	Mid 2019 - Mid 2024	530	513	9	504	179	36	26	0	241	8	
	Mid 2019 - Mid 2029	980	954	17	936	334	76	50	0	460	16	
	Mid 2019 - Mid 2031	1,210	1,180	21	1,159	412	96	64	0	572	19	
	Mid 2019 - Mid 2041	2,220	2,163	38	2,125	700	162	108	0	970	34	

Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

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

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

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



Provided below is a summary of the key assumptions and findings regarding the Township of East Zorra-Tavistock D.C. growth forecast update.

1. Unit Mix (Appendix A – Schedules 1, 2, 6a and 6b)

- The unit mix for the Township was derived from the Oxford County Phase One Comprehensive Review, as well as historical development activity (as per Schedule 6);
- Based on the above indicators, the 2019 to 2041 household growth forecast is comprised of a unit mix of 72% low density (single detached and semi-detached), 17% medium density (multiples except apartments) and 11% high density (bachelor, 1-bedroom and 2-bedroom apartments).

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

- Schedule 2 summarizes the anticipated amount, type and location of development for Township of East Zorra-Tavistock by urban serviced area and remaining rural; and
- The percentage of forecast housing growth between 2019 and 2041 by development location is summarized below.

<b>Development Location</b>	<b>Percentage Housing Growth, 2019-2041</b>
Urban Serviced Area (Village of Tavistock)	58%
Urban Serviced Area (Village of Innerkip)	30%
Unserviced Urban Settlement Areas and Remaining Rural Area	12%
<b>Total</b>	<b>100%</b>

3. Planning Period

- Short and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services related to



a highway, public works, fire, police, stormwater, water and wastewater services utilize a longer planning period.

#### 4. Population in New Units (Appendix A - Schedules 2 through 5)

- The number of permanent housing units to be constructed in Township of East Zorra-Tavistock during the short- and long-term periods is presented on Figure 3-2. Over the 10-year and longer term forecast periods, the Township is anticipated to average of approximately 46 and 44 new housing units per year, respectively.
- Institutional population<sup>1</sup> is anticipated to grow by approximately 40 persons between 2019 and 2041.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit by dwelling type for new units.
- Schedule 7a summarizes the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been adjusted to account for the P.P.U. trends which has been recently experienced in both new and older units, largely due to the aging of the population. Adjusted 25-year average P.P.U.s by dwelling type are as follows:

○ Low density:	3.061
○ Medium density:	1.923
○ High density:	1.539
○ Institutional:	1.110

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

- Existing households for 2019 are based on the 2016 Census households, plus estimated residential units constructed between 2017 and 2018 assuming a 6-month lag between construction and occupancy (see Schedule 3).

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<sup>1</sup> Institutional includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.110 depicts 1-bedroom and 2 or more-bedroom units in these special care facilities.



- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 10-year and longer term forecast period is approximately 310 and 500, respectively.

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

- Employment projections are largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data (place of work) for Township of East Zorra-Tavistock is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
  - 170 primary (7%);
  - 550 work at home employment (22%);
  - 750 industrial (30%);
  - 675 commercial/population related (27%); and
  - 340 institutional (14%).
- The 2016 employment by usual place of work, including work at home, is estimated at 2,485. An additional 330 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).<sup>1</sup> The 2016 employment base, including N.F.P.O.W., totals 2,815.
- Total employment, including work at home and N.F.P.O.W., for the Township of East Zorra-Tavistock is anticipated to reach approximately 3,100 by 2029, and 3,340 by 2041. This represents an employment increase of approximately 180 for the 10-year forecast period, and 420 for the longer term forecast period.

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



- 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 these employees has already been included in the population forecast. The impacts on municipal services regarding N.F.P.O.W. employees are less clear, given the transient nature of these employees. 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. calculation.
- Total employment for the Township of East Zorra-Tavistock (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 2,150 by 2029 and 2,340 by 2041. This represents an employment increase of approximately 140 and 320 over the 10-year and longer term forecast periods, respectively.

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

- Square meter estimates were calculated in Schedule 9b based on the following employee density assumptions:
  - 167 sq.m. per employee for industrial;
  - 51 sq.m. per employee for commercial/population-related; and
  - 65 sq.m. per employee for institutional employment.
- The Township-wide incremental G.F.A. increase is anticipated to be 12,200 sq.m. over the 10-year forecast period and 27,300 sq.m. over the longer term forecast period.
- In terms of percentage growth, the longer term incremental G.F.A. forecast by sector is broken down as follows:
  - industrial – 64%;
  - commercial/population-related – 28%; and
  - institutional – 8%.



- The percentage of forecast employment growth between 2019 and 2041 by development location is summarized below.

<b>Development Location</b>	<b>Percentage Employment Growth, 2019-2041</b>
Urban Serviced Area (Village of Tavistock)	75%
Urban Serviced Area (Village of Innerkip)	15%
Unserviced Urban Settlement Areas and Remaining Rural Areas	10%
<b>Total</b>	<b>100%</b>





# Chapter 4

## The Approach to the Calculation of the Charge



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

### 4.1 Introduction

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

### 4.2 Services Potentially Involved

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

A number of these services are defined in s.s.2(4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1. Two ineligible costs defined in s.s.5(3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years...” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services which are potentially eligible for inclusion in the Township’s D.C. are indicated with a “Yes.”

### 4.3 Increase in the Need for Service

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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, s.s.5(1)3, which requires that Township Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



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

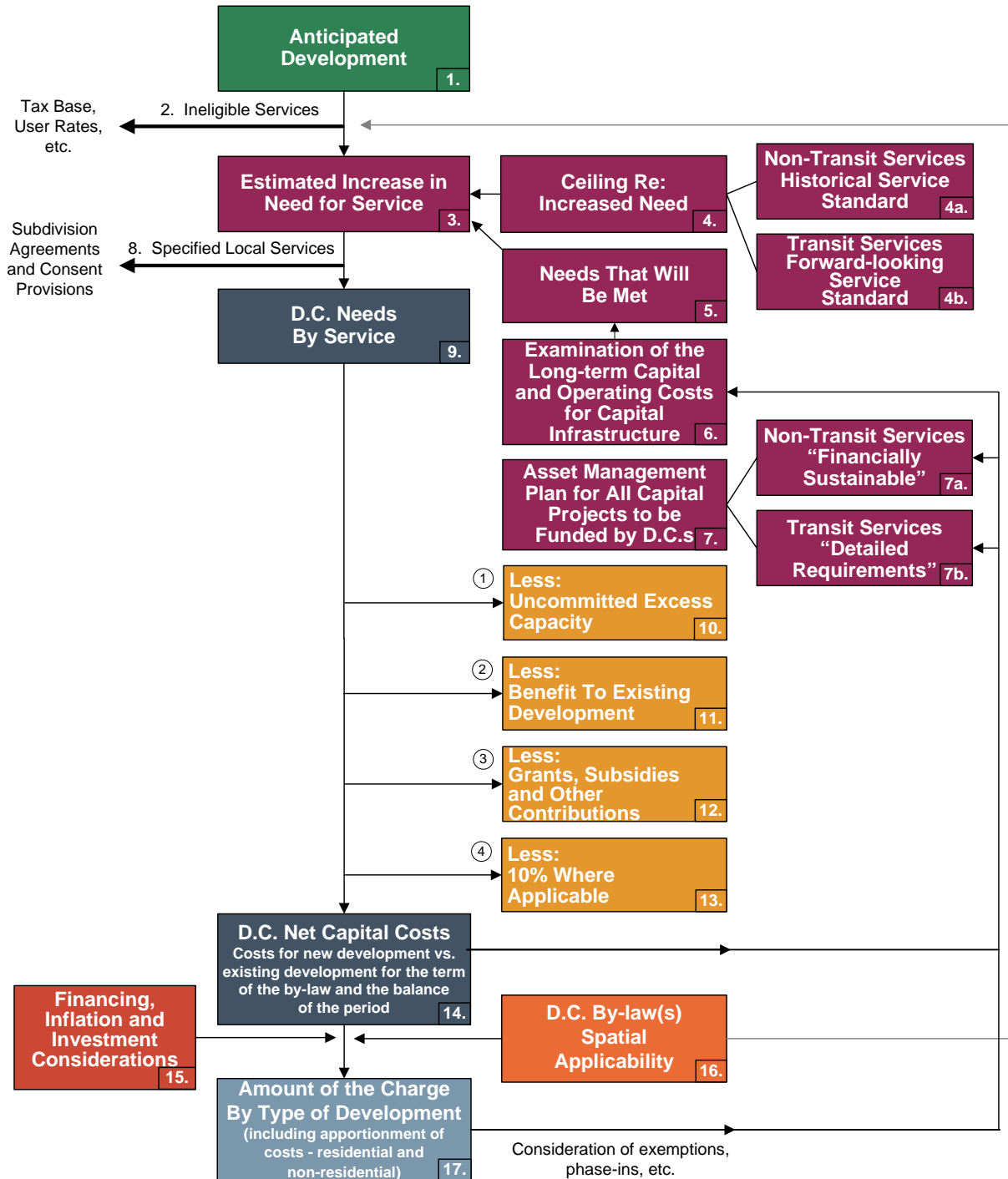




Table 4-1  
Categories of Municipal Services to be Addressed as Part of the Calculation

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

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

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



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

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



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

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



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

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

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

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





## 4.4 Local Service Policy

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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 Townships' Local Service Policy is included in Appendix E.

## 4.5 Capital Forecast

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Paragraph 7 of s.s.5(1) of the D.C.A. requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the Regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

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

The capital costs include:

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

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



Township's approved and proposed capital budgets and master servicing/needs studies.

## 4.6 Treatment of Credits

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

## 4.7 Existing Reserve Funds

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

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

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

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

The alternative would involve the Township spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Township will use these reserve funds for the Township's cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development which contributed them



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

The Township's adjusted D.C. Reserve Fund Balance by service at December 31, 2018 is shown below:

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

Service	Adjusted Balance
Fire Services	124,747
Roads and Related	596,600
Parks and Recreation Services	178,527
Administration Studies	19,535
<b>Total</b>	<b>\$919,408</b>

## 4.8 Deductions

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

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies and other contributions; and
- 10% reduction for certain services.

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

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

This is designed to ensure that the increase in need included in 4.3 does "...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Township over the 10-year period immediately preceding the preparation of the background study..."

O.Reg. 82.98 (s.4) goes further to indicate that "...both the quantity and quality of a

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<sup>1</sup> Reserve balance to be combined with Administration Studies.



service shall be taken into account in determining the level of service and the average level of service.”

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

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

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

#### ***4.8.2 Reduction for Uncommitted Excess Capacity***

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

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

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

Section 5(1)6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would



benefit existing development.” The general guidelines used to consider benefit to existing development included the following:

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

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of services cap in 4.4 is related but is not the identical requirement. Sanitary, storm and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

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

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



#### **4.8.4 Reduction for Anticipated Grants, Subsidies and Other Contributions**

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

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

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

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

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

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



## 4.10 Allocation of Development

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



# Chapter 5

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





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

### 5.1 Introduction

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This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in s.5(1) paragraphs 2 to 8 in the D.C.A. and described in Chapter 4, was followed in determining D.C. eligible costs.

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

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

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

#### 5.2.1 *Roads and Related Services*

The Township has a current inventory of 220.8 kilometres of urban and rural roads, 45 bridges and culverts, and 23.3 kilometres of sidewalks resulting in an invested historical level of service of \$18,185 per capita. Furthermore, the Township operates 14,061 sq.ft of public works facility space, and 13 vehicle and equipment items in the provision of this service. This total historical level of infrastructure investment equates to a \$18,920 per capita average level of service. When applied to the forecast population growth to 2028 (i.e. 954 population), a maximum D.C. eligible cost of approximately \$18.0 million could be expected to meet the future increase in needs for service.



Review of the Township's 2014 D.C. Background Study, capital budget, and discussion with staff have identified future roads and related service needs required to meet the increase in needs of new development in the Township over the 10-year forecast period. These capital needs include various road improvement projects, additional public works vehicles and equipment items, and a new Sand and Salt Shed in Hickson to provide services to for the new infrastructure. Moreover, outstanding principal and interest payments have also been included for Innerkip committed infrastructure capacity. In total, approximately \$15.0 million in gross capital costs have been identified for Roads and Related Services D.C. program. Recognizing the benefit to existing development, \$12.8 million has been deducted from the gross capital costs. After deducting \$596,600 in recognition of uncommitted D.C. reserve fund balances, \$1.6 million net capital costs have been included in the calculation of the charge.

Net growth-related capital costs for Roads and Related Services have been allocated between future residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 89% residential and 11% non-residential).

### **5.2.2 Fire Services**

The Township currently has three stations located in Hickson, Innerkip, and Tavistock respectively. These facilities total 14,392 sq.ft. of space. In addition to fire facilities, the Township also provides fire services through the operation of 10 vehicles and 97 items of personal fire fighting equipment. In total, the average level of service provided through capital infrastructure equates to \$1,080 per capita. In aggregate, the maximum D.C. eligible amount that could be included in the calculation of the charge for Fire Services is \$1.0 million.

Based on the Township's 2014 D.C. Background Study, capital budget and forecast, and discussions with staff, the Township is anticipating expanding the Hickson Fire Hall. Furthermore, the Township anticipates adding an ATV and trailer, and replacing two of its current tanker trucks with higher capacity pumper/tanker trucks over the forecast period. In total \$1.3 million in gross capital costs have been identified.

The gross capital costs for the capital program discussed above have been reduced by \$674,600 to reflect the benefit to existing development. After deducting the existing



uncommitted reserve fund balance for Fire Services of \$124,700, a total of \$526,600 in growth-related capital costs have been included in the calculation of the D.C.

The allocation of net growth-related costs for Fire Services between residential and non-residential development is 89% residential and 11% non-residential based on forecast incremental population and employment growth.

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

Parks and Recreation Services are provided by the Township through the provision of 13 acres of developed parkland and amenities, and 1.5 kilometre of recreational trails. In addition, the Township also provides 42,802 sq.ft. of indoor recreation space, and maintains 3 tractors and an ice resurfer in providing this service. Based on this provision of service, the average invested amount per capita of has been \$2,720 over the 2009-2018 period. In total, the maximum D.C. eligible amount for Parks and Recreation Services over the 10-year forecast period is \$2.6 million based on the established level of service.

Anticipated capital needs have been identified over the 10-year forecast period based on a review of the Township's 2014 D.C. Background Study and capital budgets. Parking lot improvements have been identified for Innerkip parks, as well as ball diamond fencing. Moreover, additional ball diamond improvements have been identified, as well as outstanding principal and interest payments for the Tavistock Park committed capital costs. The gross capital cost of these projects is \$459,800. After deducting \$368,600 for the benefit to existing development, \$9,100 for the statutory 10% deduction, and \$82,091<sup>1</sup> reflecting uncommitted D.C. reserve fund balances, there are no growth-related costs to include in the calculation of the charge for this service.

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<sup>1</sup> I should be noted, the Parks and Recreation Services uncommitted D.C. reserve fund balance at Dec. 31, 2018 is \$178,527. However, as this exceeds the \$82,091 in D.C. eligible capital costs for this service over the forecast period, the remaining balance of \$96,436 has been applied against the Administration Services D.C. eligible capital costs.



#### **5.2.4 Administration**

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

The total gross capital costs of these studies are \$426,200, of which \$207,500 has been deducted as a benefit to existing development. The net growth-related capital cost, after the statutory 10% deduction, and the application of the existing reserve balance (\$115,971), is \$91,989 and has been included in the D.C. calculation.

These costs have been allocated 89% residential and 11% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



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

Prj .No	Increased Service Needs Attributable to Anticipated Development  2019-2028	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 89%	Non-Residential Share 11%
	<b>Public Works</b>									
1	New Pick-up	2019-2028	40,000	-	40,000	-		40,000	35,600	4,400
2	Hickson Sand and Salt Shed	2019-2028	200,000	-	200,000	-		200,000	178,000	22,000
3	Sidewalk Equipment	2019-2028	225,000	-	225,000	-		225,000	200,250	24,750
	<b>Roads</b>									
4	Maplewood Sideroad	2019-2028	950,000	-	950,000	807,500		142,500	126,825	15,675
5	Gravel to Hardtop	2019-2028	3,050,000	-	3,050,000	2,707,239		342,761	305,057	37,704
6	16th Line	2019-2028	3,800,000	-	3,800,000	3,372,953		427,047	380,072	46,975
7	Jacob Street	2019-2028	703,831	-	703,831	624,734		79,097	70,396	8,701
8	Various Road Improvements	2019-2028	5,059,000	-	5,059,000	4,490,466		568,534	505,995	62,539
9	NPV Principal Payment - Innerkip Debenture (Queen St.)	2019-2026	809,729	-	809,729	688,270		121,459	108,099	13,361
10	NPV Interest Payment - Innerkip Debenture (Queen St.)	2019-2026	146,719	-	146,719	124,711		22,008	19,587	2,421
	Reserve Fund Adjustment							(596,600)	(530,974)	(65,626)
	<b>Total</b>		<b>14,984,279</b>	<b>-</b>	<b>14,984,279</b>	<b>12,815,873</b>	<b>-</b>	<b>1,571,807</b>	<b>1,398,908</b>	<b>172,899</b>



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

Prj .No	Increased Service Needs Attributable to Anticipated Development  2019-2028	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 89%	Non-Residential Share 11%
1	Hickson Firehall Expansion/Addition	2021	312,100	-	312,100	-		312,100	277,769	34,331
2	ATV and Trailer	2019	36,778	-	36,778	-		36,778	32,732	4,046
3	Communications System	2019	75,000	-	75,000	66,571		8,429	7,501	927
4	Pumer/Tanker	2019	451,000	-	451,000	304,000		147,000	130,830	16,170
5	Pumer/Tanker	2025	451,000	-	451,000	304,000		147,000	130,830	16,170
	Reserve Fund Adjustment							(124,747)	(111,025)	(13,722)
	<b>Total</b>		<b>1,325,878</b>	<b>-</b>	<b>1,325,878</b>	<b>674,571</b>	<b>-</b>	<b>526,560</b>	<b>468,638</b>	<b>57,922</b>





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

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less: Other (e.g. 10% Statutory Deduction)	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development			Total	Residential Share	Non-Residential Share
	2019-2028										89%	11%
1	Development Charges Study	2023	20,000	-	20,000	-		20,000	2,000	18,000	16,020	1,980
2	Development Charges Study	2028	20,000	-	20,000	-		20,000	2,000	18,000	16,020	1,980
3	Parks & Recreation Study	2019-2021	50,000	-	50,000	12,500		37,500	3,750	33,750	30,038	3,713
4	EZT Community Improvement Plan	2019-2021	11,200	-	11,200	5,600		5,600	560	5,040	4,486	554
5	Bridge Study	2019-2028	100,000	-	100,000	88,762		11,238		11,238	10,002	1,236
6	Road Needs Study	2019-2028	50,000	-	50,000	25,000		25,000		25,000	22,250	2,750
7	Drainage Study	2019-2028	50,000	-	50,000	12,500		37,500		37,500	33,375	4,125
8	Facility Needs Study & Audit	2019-2028	25,000	-	25,000	6,250		18,750	1,875	16,875	15,019	1,856
9	Asset Management Plan	2019	50,000	-	50,000	44,381		5,619	562	5,057	4,501	556
10	Fire Master Plan	2019-2028	50,000	-	50,000	12,500		37,500		37,500	33,375	4,125
	Reserve Fund Adjustment							(115,971)		(115,971)	(103,214)	(12,757)
	<b>Total</b>		<b>426,200</b>	<b>-</b>	<b>426,200</b>	<b>207,493</b>	<b>-</b>	<b>102,736</b>	<b>10,747</b>	<b>91,989</b>	<b>81,870</b>	<b>10,119</b>





# Chapter 6

## D.C. Calculation



## 6. D.C. Calculation

The calculation of the maximum D.C.s that could be imposed by Council have been undertaken using a cash-flow approach for the growth-related capital costs identified in Chapter 5. Table 6-1 presents the Township-wide D.C. calculation all Township-wide services over the 10-year planning horizon (i.e. 2019-2028).

The calculation for residential development is generated on a per capital basis and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartment's bachelor and 1 bedroom, and all other multiples). Special care/special needs facilities would be considered residential dwelling units and charged the small apartment D.C. The non-residential D.C. has been calculated uniformly on a per sq.m. of G.F.A. basis.

Wind Turbine developments would be defined as industrial development within the growth forecast. As these developments do not produce G.F.A. similar to other industrial developments, a charging mechanism is deemed. For each Wind Turbine, a charge is deemed equivalent to a residential single detached unit, as it relates to Roads and Related, Fire, and Administration Studies Services only.

The cash-flow calculations of the maximum D.C.s s that could be imposed by Council have been undertaken to account for the timing of revenues and expenditures and the resultant financing needs. The cash-flow calculations have been undertaken by service for each forecast development type, i.e. residential, and non-residential. D.C. cash flow calculation tables are provided in Appendix C and have been undertaken to account for 1% earnings on D.C. reserve fund balances and 3% interest charged for reserve fund borrowing.

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

Table 6-3 compares the Township's existing charges to the charges proposed herein (Table 6-2), for a single detached residential dwelling unit and per sq.m. of G.F.A. for non-residential development. The calculated charges are \$4,875 for a single detached residential dwelling unit, and \$20.36 per sq.m. of non-residential G.F.A. The residential charges for a single detached dwelling unit represent a 39% decrease (-\$3,165)



compared to the current charges of \$8,040. For non-residential development, the calculated charges of \$20.36 per sq.m. of G.F.A. are 38% less than the current charges of \$32.67 per sq.m. for commercial and institutional development (the Township does not currently impose D.C.s on industrial development).

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

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	SDU	per m <sup>2</sup>
	\$	\$	\$	\$
1. Fire Services	468,638	57,922	1,133	4.73
2. Roads Roads and Related	1,398,908	172,899	3,527	14.73
3. Parks & Recreation	0	0	-	-
4. Administration Studies	81,870	10,119	215	0.90
<b>TOTAL</b>	<b>\$1,949,416</b>	<b>\$240,939</b>	<b>\$4,875</b>	<b>\$20.36</b>
Financing Costs	\$60,477.93	\$7,474.80		
D.C.-Eligible Capital Cost	\$2,009,894	\$248,414		
10-Year Gross Population/GFA Growth (m <sup>2</sup> )	1,262	12,200		
<b>Cost Per Capita/Non-Residential GFA (m<sup>2</sup>)</b>	<b>\$1,592.63</b>	<b>\$20.36</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwelling	3.061	\$4,875		
Apartments - 2 Bedrooms +	1.632	\$2,599		
Apartments - Bachelor and 1 Bedroom	1.104	\$1,758		
Other Multiples	1.923	\$3,063		

Table 6-2  
Schedule of Calculated Development Charges  
Cash Flow Calculation

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per m <sup>2</sup> of Gross Floor Area)	(per wind turbine)
<b>Municipal Wide Services:</b>						
Fire Services	1,133	604	409	712	4.73	1,133
Roads and Related	3,527	1,880	1,272	2,216	14.73	3,527
Parks & Recreation	-	-	-	-	0.00	-
Administration Studies	215	115	78	135	0.90	215
<b>Total Municipal Wide Services</b>	<b>4,875</b>	<b>2,599</b>	<b>1,759</b>	<b>3,063</b>	<b>20.36</b>	<b>4,875</b>



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

**Residential (Single Detached) Comparison**

Service	Current	Calculated
<b>Municipal Wide Services:</b>		
Fire Services	1,409	1,133
Roads and Related	3,730	3,527
Parks & Recreation	2,730	-
Administration Studies	171	215
<b>Total Municipal Wide Services</b>	<b>8,040</b>	<b>4,875</b>

**Non-Residential (per m<sup>2</sup>) Comparison**

Service	Current	Calculated
<b>Municipal Wide Services:</b>		
Fire Services	8.68	4.73
Roads and Related	22.92	14.73
Parks & Recreation	-	-
Administration Studies	1.07	0.90
<b>Total Municipal Wide Services</b>	<b>32.67</b>	<b>20.36</b>

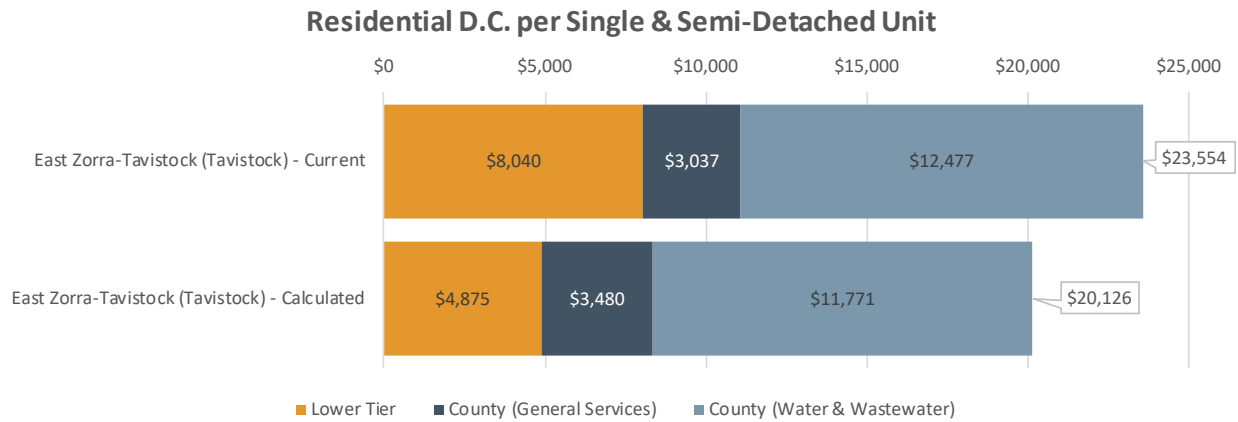
New development within the Township would be subject to paying not only the Township's D.C. but also the applicable D.C. for Oxford County. Although the calculated D.C. for the Township is decreasing by \$3,165 (-39%) per residential single and semi-detached unit, the overall D.C. payable (including County charges) that would be payable in the urban serviced area of Tavistock would decrease by \$3,428 (-14%), when incorporating the County's draft calculated charges. In the rural areas of the Township, the total D.C. payable would be \$8,355 (\$2,722 decrease). The total D.C.s payable (Township and County charges) for a residential single and semi-detached dwelling in the urban serviced area of Tavistock and rural areas of the Township are presented in Tables 6-5 and 6-6 respectively under the current by-law and as calculated herein.

With regard to non-residential development, the total calculated Township and County charges are \$73.96/sq.m. of G.F.A. in the urban service area of Tavistock and \$32.62/sq.m. of G.F.A. in the rural areas of the Township. Compared to the current charges, the calculated non-residential charges represent a 33% decrease in the urban

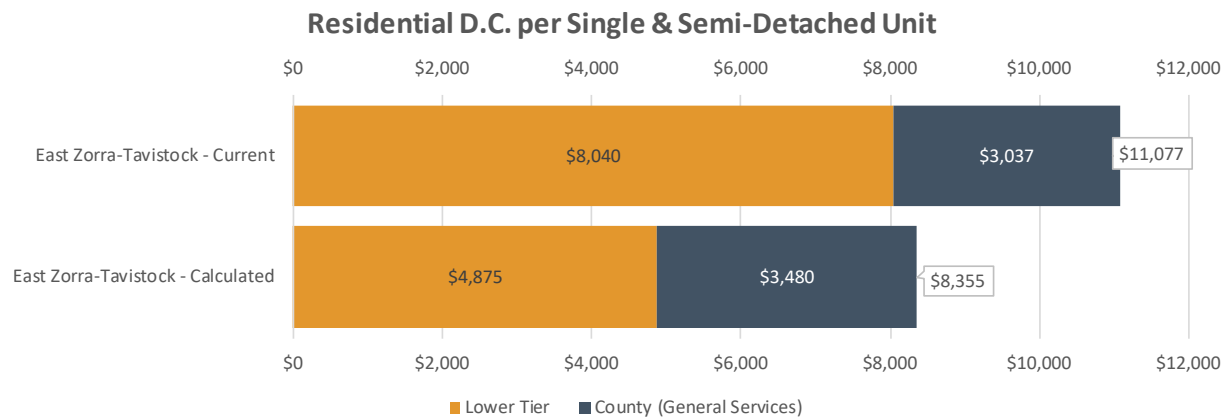


area and a 27% decrease in the rural areas. Non-residential D.C.s are proposed to be payable for commercial and institutional development only (i.e. industrial to be exempt)

**Table 6-5**  
Comparison of Current and Calculated D.C.s in the Urban Serviced Area (Township and County of Oxford)



**Table 6-6**  
Comparison of Current and Calculated D.C.s in the Rural Area (Township and County of Oxford)





# Chapter 7

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



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

### 7.1 Introduction

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

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

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

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

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

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

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

The rules provided are based on the Township’s existing policies and discussions with the Oxford County and Area-Municipality D.C. Steering Committee.



## 7.2 D.C. By-law Structure

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It is recommended that:

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

## 7.3 D.C. By-law Rules

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

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

### ***7.3.1 Payment in any Particular Case***

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

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

### ***7.3.2 Determination of the Amount of the Charge***

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous 25 years. Costs allocated to non-residential uses will be assigned to





industrial, commercial and institutional uses based on the total floor area (T.F.A.) constructed. T.F.A. is defined as:

- The sum total of the total areas of all floors in a building or structure, whether at, above, or below-grade, measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and;
    - includes the floor area of a mezzanine and air-supported structure and the space occupied by interior walls partitions; and
    - where a building or structure does not have any walls, the total floor area of the building or structure shall be the total of the area of all floors, including the ground floor, that are directly beneath the roof of the building or structure.
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance. These are summarized in Chapter 5 herein.

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

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

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable; and/or
- 2) the gross floor area of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable.

The demolition credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued less than 5 years prior to the issuance of a building permit.



No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the active by-law. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

Where a building cannot be demolished until the new building has been erected, the owner shall notify the Township in writing and pay the applicable D.C. for the new building in full and, if the existing building is demolished not later than twelve (12) months from the date a building permit is issued for the new building, the Township shall provide a refund for the D.C. paid. If more than twelve months is required to demolish the existing building, the Owner may make a written request to the Township to extend the time in which the existing building must be demolished.

#### **7.3.4 Exemptions (full or partial)**

##### a) Statutory exemptions

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

##### b) Non-statutory exemptions

- Industrial uses;
- Farm buildings;
- Temporary buildings or structures;
- Affordable housing;
- Temporary dwelling units;
- Long-term care homes;



- Private schools;
- Places of worship exempt under Section 3 of the Assessment Act; and
- A public hospital under the *Public Hospitals Act*.

For the purposes of funding non-statutory exemptions, the charge for Farm Buildings has been determined to be \$0.58 per sq.m. of G.F.A. reflective of the lower demand for service and density of development.

### **7.3.5 Phasing in**

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

### **7.3.6 Timing of Collection**

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

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

### **7.3.7 Indexing**

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

### **7.3.8 D.C. Spatial Applicability**

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Sections 2(7) and 2(8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. Amendments to the D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. s.10(2)(c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s. This has been the Township's approach in prior D.C. by-laws. When area-specific charges are used, it is generally to



underpin master servicing and front-end financing arrangements for more localized capital costs.

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

- The ten-year service level from all applicable services across the municipality can be included to establish an upper ceiling on the amount of funds which can be collected. If a D.C. by-law applied to only a part of the municipality, the level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. As such, when applied to forecast growth within the specific area, it would establish an area specific level of service ceiling which could reduce the total revenue recoverable for the municipality, potentially resulting in D.C. revenue shortfalls and impacts on property taxes and user rates.
- Municipal-wide D.C.s ensures a consistent approach to financing the entire cost associated with growth-related capital projects. For example, user rates and property taxes are required to finance the share of growth-related capital projects not recoverable by D.C.s and all associated operating costs. Therefore, the use of area specific D.C.s results in a share of growth-related capital costs being recovered from a specific area, with the remaining capital costs of the projects (i.e. non-D.C. recoverable share) and the associated operating costs with those new assets being recovered from uniform user rates and property taxes, applied to the entire municipality.
- Attempting to impose an area-specific D.C. potentially causes equity issues in transitioning from a municipal-wide approach to an area-specific approach. An area of a municipality that is less developed and becomes subject to an area specific D.C., could face a significant increase in D.C. rates, as the municipality will not benefit from drawing on the pool of D.C. funding and may have contributed regional D.C.s to fund capital required to support development in other communities of the municipality. Whereas, another part of the municipality that has experienced significant growth which required substantial capital investments, benefitted from the capital investments being financed by municipal-wide D.C.s. The implementation of area specific development charges could result in varying D.C.s across the municipality, which may impact the ability to attract investment into parts of the community.



- Services are generally available across the Township, used often by all residents and are not restricted to one specific geographic area. The use of a municipal-wide D.C. approach reflects these system-wide benefits of service and more closely aligns with the funding principles of service provision (e.g. uniform municipal-wide property tax rates, etc.).

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

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

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

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

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

The proposed by-law under D.C.A., 1997 will come into force on the July 8, 2019.

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

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

## **7.5 Other Recommendations**

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**It is recommended that Council:**

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 26, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated April 26, 2019”

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



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



# Chapter 8

## Asset Management Plan



## 8. Asset Management Plan

### 8.1 Introduction

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

**The A.M.P. shall,**

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

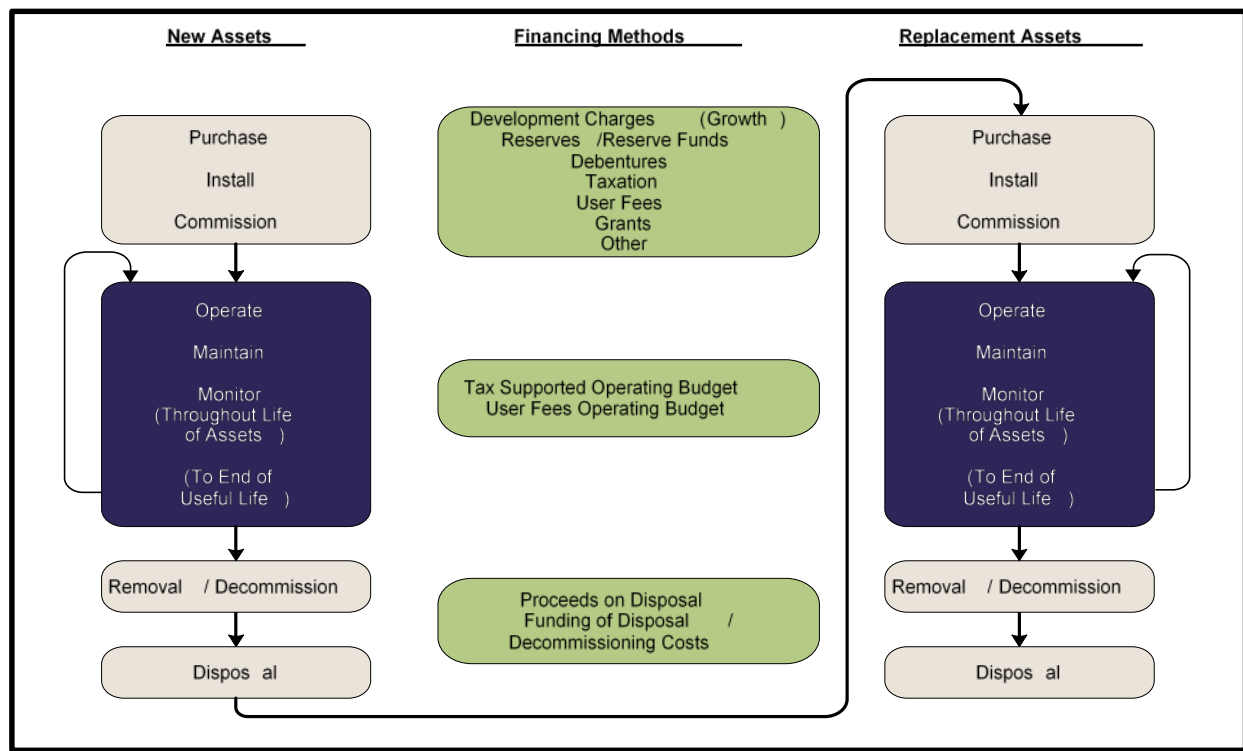
At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related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

In 2012, the Province developed Building Together: Guide for Municipal Asset Management Plans which outlines the key elements for an A.M.P., as follows:

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

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





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

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

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities hence leaving discretion to individual municipalities as to how they plan for the long-term replacement of their assets. The Township has previously completed its AMP in 2013, however, the AMP did not address all the assets including in the D.C. Background Study. As a result, the asset management requirement for this D.C. Background Study must be undertaken in the absence of this complete information.



In recognition to the schematic in Section 8.1, the following table (presented in 2019\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. Furthermore, as only the present infrastructure gap been considered at this time within the A.M.P., the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from Township financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2019 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$1.6 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 \$585,000. This amount, totalled with the existing operating revenues of \$8.1 million, provides annual revenues of \$8.7 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table 8-1  
Township of East Zorra-Tavistock  
Asset Management – Future Expenditures and Associated Revenues (2019\$)

	2029 (Total)
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	927,770
Annual Debt Payment on Post Period Capital <sup>2</sup>	-
<b>Lifecycle:</b>	
Annual Lifecycle - Township Wide Services	175,876
<b>Incremental Operating Costs (for D.C. Services)</b>	467,573
<b>Total Expenditures</b>	<b>1,571,219</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>3</sup>	8,094,741
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	584,531
<b>Total Revenues</b>	<b>8,679,272</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



# Chapter 9

## By-law Implementation



## 9. By-law Implementation

### 9.1 Public Consultation Process

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#### 9.1.1 Introduction

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

#### 9.1.2 Public Meeting of Council

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

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

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

#### 9.1.3 Other Consultation Activity

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

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



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

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

## 9.2 Anticipated Impact of the Charge on Development

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

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



## 9.3 Implementation Requirements

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### 9.3.1 Introduction

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

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

The sections which follow overview the requirements in each case.

### 9.3.2 Notice of Passage

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

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

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

### 9.3.3 By-law Pamphlet

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

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



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

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

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

### **9.3.4 Appeals**

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

The Township, along with the County of Oxford and Area-Municipalities has carried out a public consultation process in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

### **9.3.5 Complaints**

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

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

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





### **9.3.6 Credits**

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

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

### **9.3.7 Front-Ending Agreements**

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

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

### **9.3.8 Severance and Subdivision Agreement Conditions**

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

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

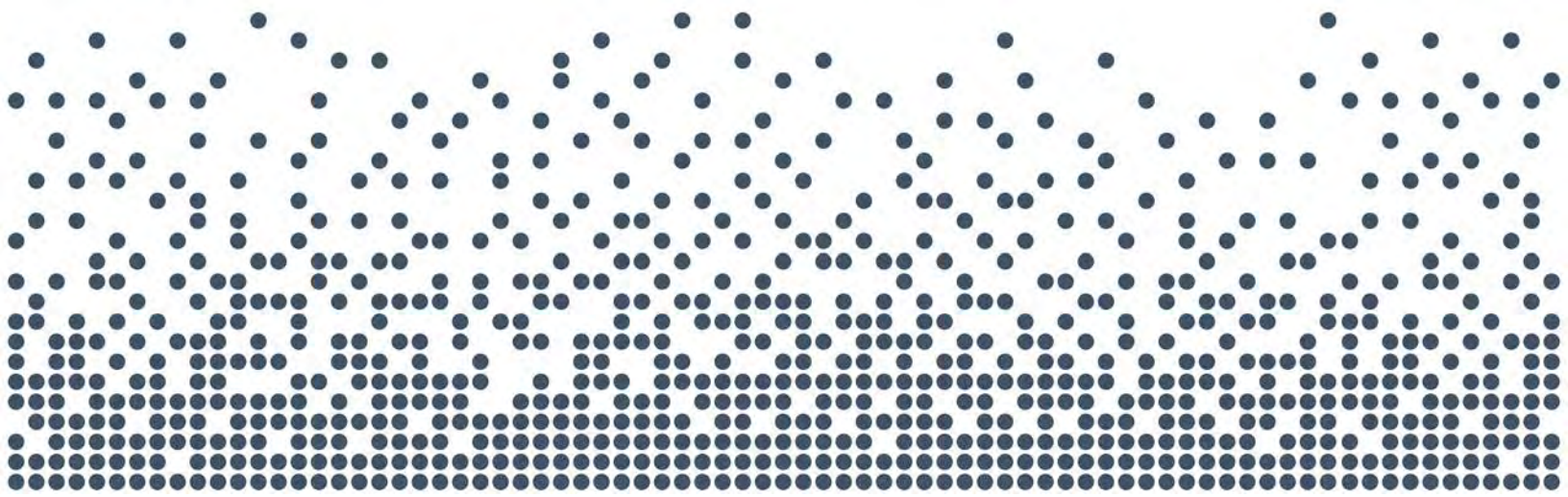


It is also noted that s.s.59(4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under s.s.51(31) of the Planning Act, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the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

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

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

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



# Appendices



# Appendix A

## Background Information on Residential and Non- Residential Growth Forecast



## Schedule 1 Township of East Zorra-Tavistock Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) <sup>1</sup>	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2006	7,550	7,350	315	7,035	2,315	50	185	20	2,570	286	2.860
	Mid 2011	7,020	6,836	216	6,620	2,139	60	170	145	2,514	196	2.719
	Mid 2016	7,320	7,129	184	6,945	2,405	35	255	15	2,710	167	2.631
Forecast	Mid 2019	7,740	7,532	191	7,341	2,537	53	267	15	2,872	174	2.623
	Mid 2024	8,270	8,045	200	7,845	2,716	89	293	15	3,113	182	2.584
	Mid 2029	8,720	8,486	208	8,277	2,871	129	317	15	3,332	190	2.547
	Mid 2031	8,950	8,712	212	8,499	2,949	149	331	15	3,444	193	2.529
	Mid 2041	9,960	9,695	229	9,466	3,237	215	375	15	3,842	208	2.523
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>-530</b>	<b>-514</b>	<b>-99</b>	<b>-415</b>	<b>-176</b>	<b>10</b>	<b>-15</b>	<b>125</b>	<b>-56</b>	<b>-90</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>300</b>	<b>293</b>	<b>-32</b>	<b>325</b>	<b>266</b>	<b>-25</b>	<b>85</b>	<b>-130</b>	<b>196</b>	<b>-29</b>	
	<b>Mid 2016 - Mid 2019</b>	<b>420</b>	<b>403</b>	<b>7</b>	<b>396</b>	<b>132</b>	<b>18</b>	<b>12</b>	<b>0</b>	<b>162</b>	<b>7</b>	
	<b>Mid 2019 - Mid 2024</b>	<b>530</b>	<b>513</b>	<b>9</b>	<b>504</b>	<b>179</b>	<b>36</b>	<b>26</b>	<b>0</b>	<b>241</b>	<b>8</b>	
	<b>Mid 2019 - Mid 2029</b>	<b>980</b>	<b>954</b>	<b>17</b>	<b>936</b>	<b>334</b>	<b>76</b>	<b>50</b>	<b>0</b>	<b>460</b>	<b>16</b>	
	<b>Mid 2019 - Mid 2031</b>	<b>1,210</b>	<b>1,180</b>	<b>21</b>	<b>1,159</b>	<b>412</b>	<b>96</b>	<b>64</b>	<b>0</b>	<b>572</b>	<b>19</b>	
	<b>Mid 2019 - Mid 2041</b>	<b>2,220</b>	<b>2,163</b>	<b>38</b>	<b>2,125</b>	<b>700</b>	<b>162</b>	<b>108</b>	<b>0</b>	<b>970</b>	<b>34</b>	

Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

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

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

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



Schedule 2  
Township of East Zorra-Tavistock  
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
Urban Serviced Area (Village of Tavistock)	2019 - 2024	104	21	15	140	382	(23)	359	5	364
	2019 - 2029	194	44	29	267	723	(46)	677	10	687
	2019 - 2031	239	56	37	332	896	(58)	838	12	850
	2019 - 2041	406	94	63	563	1,520	(74)	1,446	22	1,468
Urban Serviced Area (Village of Innerkip)	2019 - 2024	53	11	8	72	196	(38)	158	3	161
	2019 - 2029	99	23	15	137	370	(77)	293	5	298
	2019 - 2031	122	29	19	170	458	(96)	362	6	368
	2019 - 2041	208	48	32	288	778	(124)	654	11	665
Unserviced Urban Settlement Areas and Remaining Rural Areas	2019 - 2024	22	4	3	29	80	(92)	(12)	1	-11
	2019 - 2029	41	9	6	56	152	(186)	(34)	2	-32
	2019 - 2031	51	12	8	71	190	(232)	(42)	3	-39
	2019 - 2041	86	20	13	119	322	(297)	24	5	29
Township of East Zorra-Tavistock	2019 - 2024	179	36	26	241	657	(153)	504	9	513
	2019 - 2029	334	76	50	460	1,245	(309)	936	17	954
	2019 - 2031	412	96	64	572	1,544	(386)	1,159	21	1,180
	2019 - 2041	700	162	108	970	2,620	(495)	2,125	38	2,163

Source: Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

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

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

Note: Figures may not add up precisely due to rounding.



Schedule 3  
Township of East Zorra-Tavistock  
Current Year Growth Forecast  
Mid 2016 to Mid 2019

		Population
Mid 2016 Population (1)		7,129
Occupants of New Housing Units, Mid 2016 to Mid 2019	<i>Units (2)</i>	162
	<i>multiplied by P.P.U. (3)</i>	2,485
	<i>gross population increase</i>	402
Occupants of New Equivalent Institutional Units, Mid 2016 to Mid 2019	<i>Units</i>	7
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	7
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2019	<i>Units (4)</i>	2,710
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.002
	<i>total decline in population</i>	-6
Population Estimate to Mid 2019		7,532
<i>Net Population Increase, Mid 2016 to Mid 2019</i>		403

- (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>	2.640	81%	2.151
<i>Multiples (6)</i>	2.118	11%	0.235
<i>Apartments (7)</i>	1.324	7%	0.098
<b>Total</b>		100%	2.485

- <sup>1</sup> Based on 2016 Census custom database  
<sup>2</sup> Based on Building permit/completion activity  
 (4) 2016 households taken from Statistics Canada Census.  
 (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.  
 (6) Includes townhouses and apartments in duplexes.  
 (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 4a  
Township of East Zorra-Tavistock  
5-Year Growth Forecast  
Mid 2019 to Mid 2024

		Population
Mid 2019 Population (1)		7,532
Occupants of New Housing Units, Mid 2019 to Mid 2024	<i>Units (2)</i>	241
	<i>multiplied by P.P.U. (3)</i>	2,727
	<i>gross population increase</i>	657
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2024	<i>Units</i>	8
	<i>multiplied by P.P.U. (3)</i>	1,117
	<i>gross population increase</i>	9
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2024	<i>Units (4)</i>	2,872
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.053
	<i>total decline in population</i>	-153
Population Estimate to Mid 2024		8,045
<i>Net Population Increase, Mid 2019 to Mid 2024</i>		513

(1) Mid 2019 Population (1) based on:

2016 Population (7,129) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (162 x 2.485 = 402) + (7 x 1.1 = 7) = 2,710

(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>	3.061	74%	2.273
<i>Multiples (6)</i>	1.923	15%	0.287
<i>Apartments (7)</i>	1.539	11%	0.166
<i>one bedroom or less</i>	1.104		
<i>two bedrooms or more</i>	1.632		
<b>Total</b>		100%	2,727

<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) 2019 households based upon 2,710 (2016 Census) + 162 (Mid 2016 to 2019 unit estimate) = 2,872

(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.





Schedule 4b  
Township of East Zorra-Tavistock  
10-Year Growth Forecast  
Mid 2019 to Mid 2029

		Population
Mid 2019 Population (1)		7,532
Occupants of New Housing Units, Mid 2019 to Mid 2029	<i>Units (2)</i>	460
	<i>multiplied by P.P.U. (3)</i>	2,707
	<i>gross population increase</i>	1,245
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2029	<i>Units</i>	16
	<i>multiplied by P.P.U. (3)</i>	1,093
	<i>gross population increase</i>	17
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2029	<i>Units (4)</i>	2,872
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.108
	<i>total decline in population</i>	-309
Population Estimate to Mid 2029		8,486
<i>Net Population Increase, Mid 2019 to Mid 2029</i>		954

(1) Mid 2019 Population (1) based on:

2016 Population (7,129) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (162 x 2.485 = 402) + (7 x 1.1 = 7) = 2,710

(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>	3.061	73%	2.222
<i>Multiples (6)</i>	1.923	17%	0.318
<i>Apartments (7)</i>	1.539	11%	0.167
<i>one bedroom or less</i>	1.104		
<i>two bedrooms or more</i>	1.632		
<b>Total</b>		100%	2.707

<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) 2019 households based upon 2,710 (2016 Census) + 162 (Mid 2016 to 2019 unit estimate) = 2,872

(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.



Schedule 4c  
Township of East Zorra-Tavistock  
Long Term Growth Forecast  
Mid 2019 to Mid 2031

		Population
Mid 2019 Population (1)		7,532
Occupants of New Housing Units, Mid 2019 to Mid 2031	<i>Units (2)</i>	572
	<i>multiplied by P.P.U. (3)</i>	2,700
	<i>gross population increase</i>	1,544
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2031	<i>Units</i>	19
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	21
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2031	<i>Units (4)</i>	2,872
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.134
	<i>total decline in population</i>	-385
Population Estimate to Mid 2031		8,712
<i>Net Population Increase, Mid 2019 to Mid 2031</i>		<i>1,180</i>

(1) Mid 2019 Population (1) based on:

2016 Population (7,129) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (162 x 2.485 = 402) + (7 x 1.1 = 7) = 2,710

(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>	3.061	72%	2.205
<i>Multiples (6)</i>	1.923	17%	0.323
<i>Apartments (7)</i>	1.539	11%	0.172
<i>one bedroom or less</i>	1.104		
<i>two bedrooms or more</i>	1.632		
<b>Total</b>		100%	2.700

<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) 2019 households based upon 2,710 (2016 Census) + 162 (Mid 2016 to 2019 unit estimate) = 2,872

(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.



Schedule 5  
Township of East Zorra-Tavistock  
Long Term Growth Forecast  
Mid 2019 to Mid 2041

		Population
Mid 2019 Population (1)		7,532
Occupants of New Housing Units, Mid 2019 to Mid 2041	<i>Units (2)</i>	970
	<i>multiplied by P.P.U. (3)</i>	2,701
	<i>gross population increase</i>	2,620
Occupants of New Equivalent Institutional Units, Mid 2019 to Mid 2041	<i>Units</i>	34
	<i>multiplied by P.P.U. (3)</i>	1,110
	<i>gross population increase</i>	38
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2041	<i>Units (4)</i>	2,872
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.172
	<i>total decline in population</i>	-495
Population Estimate to Mid 2041		9,695
<i>Net Population Increase, Mid 2019 to Mid 2041</i>		2,163

(1) Mid 2019 Population (1) based on:

2016 Population (7,129) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (162 x 2.485 = 402) + (7 x 1.1 = 7) = 2,710

(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>	3.061	72%	2.209
<i>Multiples (6)</i>	1.923	17%	0.321
<i>Apartments (7)</i>	1.539	11%	0.171
<i>one bedroom or less</i>	1.104		
<i>two bedrooms or more</i>	1.632		
<b>Total</b>		100%	2.701

<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) 2019 households based upon 2,710 (2016 Census) + 162 (Mid 2016 to 2019 unit estimate) = 2,872

(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.



Schedule 6  
Township of East Zorra-Tavistock  
Historical Residential Building Permits  
Years 2008 to 2017

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>1</sup>	Apartments <sup>2</sup>	Total
2008	25	0	0	25
2009	22	0	0	22
2010	36	0	0	36
2011	13	0	0	13
2012	19	0	0	19
Sub-total	115	0	0	115
<b>Average (2008 - 2012)</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>23</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2013	22	0	0	22
2014	27	0	0	27
2015	23	0	16	39
2016	78	4	0	82
2017	77	20	0	97
Sub-total	227	24	16	267
<b>Average (2013 - 2017)</b>	<b>45</b>	<b>5</b>	<b>3</b>	<b>53</b>
% Breakdown	85.0%	9.0%	6.0%	100.0%
2008 - 2017				
Total	342	24	16	382
<b>Average</b>	<b>34</b>	<b>2</b>	<b>2</b>	<b>38</b>
% Breakdown	89.5%	6.3%	4.2%	100.0%

Source: Oxford County Planning Department, 2018

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

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



Schedule 7a  
Township of East Zorra-Tavistock  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						25 Year Historical Average	25 Year Average Adjusted <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.571	-	2.640		
6-10	-	-	-	2.652	-	2.467		
11-15	-	-	-	2.733	-	3.091		
16-20	-	-	-	2.588	-	2.542		
20-25	-	-	-	2.783	-	2.583	2.665	3.061
25-35	-	-	-	2.588	-	2.538		
35+	-	-	1.949	2.838	3.750	2.799		
<b>Total</b>	-	1.308	1.889	2.768	3.480	2.733		

Age of Dwelling	Multiples <sup>1</sup>						25 Year Historical Average	25 Year Average Adjusted <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	-		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	-		
16-20	-	-	-	-	-	-		
20-25	-	-	-	-	-	-		1.923
25-35	-	-	-	-	-	-		
35+	-	-	-	-	-	-		
<b>Total</b>	-	-	-	-	-	-		

Age of Dwelling	Apartments <sup>2</sup>						25 Year Historical Average	25 Year Average Adjusted <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	-		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	-		
16-20	-	-	-	-	-	-		
20-25	-	-	-	-	-	-		1.539
25-35	-	-	-	-	-	-		
35+	-	1.059	1.250	-	-	1.226		
<b>Total</b>	-	1.000	1.304	-	-	1.196		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	2.750	-	2.464
6-10	-	-	-	2.773	-	2.406
11-15	-	-	-	2.733	-	3.136
16-20	-	-	-	2.813	-	2.400
20-25	-	-	1.636	2.444	-	2.289
25-35	-	-	-	2.667	-	2.340
35+	-	1.136	1.782	2.861	3.667	2.630
<b>Total</b>	-	1.222	1.767	2.794	3.867	2.565

<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 2001-2016 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  
Oxford County  
Person Per Unit by Age and Type of Dwelling  
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						Historical 25 Year Average	25 Year Forecast Average <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2,067	2,928	4,958	<b>2,896</b>		
6-10	-	-	1,831	2,943	4,881	<b>2,957</b>		
11-15	-	-	1,930	2,895	5,000	<b>2,984</b>		
16-20	-	-	1,837	2,791	4,000	<b>2,720</b>		
20-25	-	-	1,868	2,823	3,920	<b>2,751</b>	2,862	3,061
25-35	-	-	1,899	2,686	3,553	<b>2,616</b>		
35+	-	1,565	1,843	2,663	4,036	<b>2,593</b>		
<b>Total</b>	-	<b>1,573</b>	<b>1,864</b>	<b>2,730</b>	<b>4,191</b>	<b>2,675</b>		

Age of Dwelling	Multiples <sup>1</sup>						Historical 25 Year Average	25 Year Forecast Average <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1,667	2,378	-	<b>2,118</b>		
6-10	-	-	1,476	2,111	-	<b>1,689</b>		
11-15	-	-	1,607	1,833	-	<b>1,702</b>		
16-20	-	-	1,636	2,895	-	<b>2,273</b>		
20-25	-	-	1,800	2,200	-	<b>2,123</b>	1,981	1,923
25-35	-	-	2,091	2,788	-	<b>2,591</b>		
35+	-	1,429	1,904	2,724	-	<b>2,320</b>		
<b>Total</b>	<b>0.357</b>	<b>1,632</b>	<b>1,799</b>	<b>2,580</b>	-	<b>2,249</b>		

Age of Dwelling	Apartments <sup>2</sup>						Historical 25 Year Average	25 Year Forecast Average <sup>3</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1,059	1,500	-	-	<b>1,324</b>		
6-10	-	1,200	1,641	-	-	<b>1,535</b>		
11-15	-	1,063	1,619	-	-	<b>1,517</b>		
16-20	-	1,083	1,514	-	-	<b>1,429</b>		
20-25	-	1,250	1,612	-	-	<b>1,500</b>	1,461	1,539
25-35	-	1,160	1,543	-	-	<b>1,410</b>		
35+	0,500	1,146	1,693	2,263	-	<b>1,454</b>		
<b>Total</b>	<b>0.591</b>	<b>1,149</b>	<b>1,642</b>	<b>2,321</b>	-	<b>1,455</b>		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1,217	1,911	2,851	5,174	<b>2,709</b>
6-10	-	1,345	1,695	2,899	4,791	<b>2,652</b>
11-15	-	1,273	1,719	2,835	4,875	<b>2,675</b>
16-20	-	1,182	1,676	2,792	4,000	<b>2,528</b>
20-25	-	1,351	1,710	2,704	3,704	<b>2,469</b>
25-35	-	1,178	1,735	2,694	3,425	<b>2,375</b>
35+	-	1,237	1,801	2,661	4,021	<b>2,414</b>
<b>Total</b>	<b>1,800</b>	<b>1,239</b>	<b>1,775</b>	<b>2,712</b>	<b>4,147</b>	<b>2,466</b>

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

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

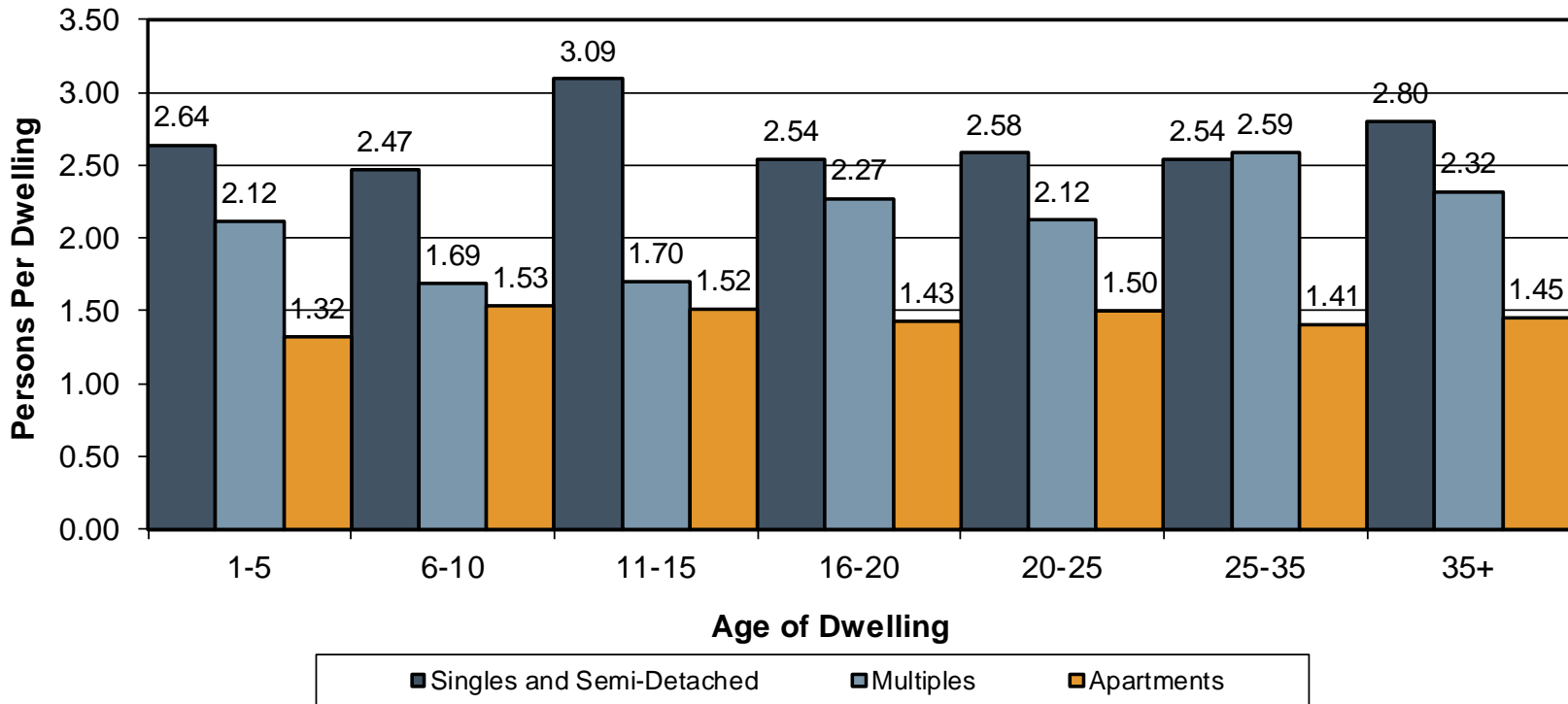
<sup>3</sup> Adjusted based on 2001-2016 historical trends.

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 East Zorra-Tavistock  
Person Per Unit Structural Type and Age of Dwelling  
(2016 Census)



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



## Schedule 9a Township of East Zorra-Tavistock Employment Forecast, 2019 to 2041

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>1</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2006	7,350	0.024	0.071	0.086	0.059	0.059	0.299	0.046	0.345	180	520	635	430	430	2,195	340	2,535	1,675
Mid 2011	6,836	0.019	0.074	0.080	0.078	0.058	0.309	0.061	0.370	130	505	546	536	395	2,112	420	2,532	1,607
Mid 2016	7,129	0.024	0.077	0.105	0.095	0.048	0.349	0.046	0.395	170	550	750	675	340	2,485	330	2,815	1,935
Mid 2019	7,532	0.023	0.076	0.103	0.095	0.047	0.343	0.043	0.386	170	574	774	715	354	2,587	324	2,911	2,013
Mid 2024	8,045	0.021	0.073	0.100	0.093	0.045	0.333	0.041	0.374	170	590	803	750	366	2,679	332	3,011	2,089
Mid 2029	8,486	0.020	0.070	0.097	0.092	0.044	0.323	0.042	0.365	170	590	825	782	376	2,743	352	3,095	2,153
Mid 2031	8,712	0.020	0.068	0.096	0.091	0.044	0.319	0.041	0.360	170	590	837	793	385	2,775	360	3,135	2,185
Mid 2041	9,695	0.018	0.076	0.091	0.089	0.044	0.317	0.027	0.344	170	740	879	863	423	3,075	260	3,335	2,335
<b>Incremental Change</b>																		
Mid 2006 - Mid 2011	-514	-0.005	0.003	-0.007	0.020	-0.001	0.010	0.015	0.025	-50	-15	-89	106	-35	-83	80	-3	-68
Mid 2011 - Mid 2016	293	0.005	0.003	0.025	0.016	-0.010	0.040	-0.015	0.024	40	45	204	139	-55	373	-90	283	328
Mid 2016 - Mid 2019	403	-0.001	-0.001	-0.002	0.000	-0.001	-0.005	-0.003	-0.008	0	24	24	40	14	102	-6	96	78
Mid 2019 - Mid 2024	513	-0.001	-0.003	-0.003	-0.002	-0.002	-0.010	-0.002	-0.012	0	16	29	35	12	92	8	100	76
Mid 2019 - Mid 2029	954	-0.003	-0.007	-0.006	-0.003	-0.003	-0.020	-0.001	-0.022	0	16	51	67	22	156	28	184	140
Mid 2019 - Mid 2031	1,180	-0.003	-0.008	-0.007	-0.004	-0.003	-0.025	-0.002	-0.027	0	16	63	78	31	188	36	224	172
Mid 2019 - Mid 2041	2,163	-0.005	0.000	-0.012	-0.006	-0.003	-0.026	-0.016	-0.042	0	166	105	148	69	488	-64	424	322
<b>Annual Average</b>																		
Mid 2006 - Mid 2011	-103	-0.001	0.001	-0.001	0.004	0.000	0.002	0.003	0.005	-10	-3	-18	21	-7	-17	16	-1	-14
Mid 2011 - Mid 2016	59	0.001	0.001	0.005	0.003	-0.002	0.008	-0.003	0.005	8	9	41	28	-11	75	-18	57	66
Mid 2016 - Mid 2019	134	0.000	0.000	-0.001	0.000	0.000	-0.002	-0.001	-0.003	0	8	8	13	5	34	-2	32	26
Mid 2019 - Mid 2024	103	0.000	-0.001	-0.001	0.000	0.000	-0.002	0.000	-0.002	0	3	6	7	2	18	2	20	15
Mid 2019 - Mid 2029	95	0.000	-0.001	-0.001	0.000	0.000	-0.002	0.000	-0.002	0	2	5	7	2	16	3	18	14
Mid 2019 - Mid 2031	98	0.000	-0.001	-0.001	0.000	0.000	-0.002	0.000	-0.002	0	1	5	7	3	16	3	19	14
Mid 2019 - Mid 2041	98	0.000	0.000	-0.001	0.000	0.000	-0.001	-0.001	-0.002	0	8	5	7	3	22	-3	19	15

Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

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

Note: Numbers may not add up precisely due to suppression.





Schedule 9b  
Township of East Zorra-Tavistock  
Employment and Gross Floor Area (G.F.A.) Forecast, 2019 to 2041

Period	Population	Employment					Gross Floor Area in Square Meters (Estimated) <sup>1</sup>			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	7,350	180	635	430	430	1,675				
Mid 2011	6,836	130	546	536	395	1,607				
Mid 2016	7,129	170	750	675	340	1,935				
Mid 2019	7,532	170	774	715	346	2,005				
Mid 2024	8,045	170	803	750	349	2,072				
Mid 2029	8,486	170	825	782	351	2,128				
Mid 2031	8,712	170	837	793	357	2,157				
Mid 2041	9,695	170	879	863	379	2,291				
<b>Incremental Change</b>										
Mid 2006 - Mid 2011	-514	-50	-89	106	-35	-68				
Mid 2011 - Mid 2016	293	40	204	139	-55	328				
Mid 2016 - Mid 2019	403	0	24	40	6	70	4,000	2,000	400	6,400
Mid 2019 - Mid 2024	513	0	29	35	3	67	4,800	1,800	200	6,800
Mid 2019 - Mid 2029	954	0	51	67	5	123	8,500	3,400	300	12,200
Mid 2019 - Mid 2031	1,180	0	63	78	11	152	10,500	4,000	700	15,200
Mid 2019 - Mid 2041	2,163	0	105	148	33	286	17,600	7,600	2,100	27,300
<b>Annual Average</b>										
Mid 2006 - Mid 2011	-103	-10	-18	21	-7	-14				
Mid 2011 - Mid 2016	59	8	41	28	-11	66				
Mid 2016 - Mid 2019	134	0	8	13	2	23	1,333	667	133	2,133
Mid 2019 - Mid 2024	103	0	6	7	1	13	960	360	40	1,360
Mid 2019 - Mid 2029	95	0	5	7	1	12	850	340	30	1,220
Mid 2019 - Mid 2031	98	0	5	7	1	13	875	333	58	1,267
Mid 2019 - Mid 2041	98	0	5	7	2	13	800	345	95	1,241

Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

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

Industrial 167

Commercial/ Population Related 51

Institutional\* 65

\* Reflects Mid 2019 - Mid 2041 forecast period

Note: Oxford County square meter per employee assumption based on specific averages for each area municipality for the County. Numbers may not add up precisely due to rounding.



Schedule 9c  
Township of East Zorra-Tavistock  
Estimate of the Anticipated Amount, Type and Location of Non-Residential Development for Which Development Charges Can be Imposed

Development Location	Timing	Industrial G.F.A. sq.m. <sup>1</sup>	Commercial G.F.A. sq.m. <sup>1</sup>	Institutional G.F.A. sq.m. <sup>1</sup>	Total Non-Residential G.F.A. sq.m. <sup>2</sup>	Employment Increase <sup>2</sup>
Urban Serviced Area (Village of Tavistock)	2019 - 2024	3,500	1,300	100	4,900	49
	2019 - 2029	6,400	2,600	300	9,300	92
	2019 - 2031	7,900	3,000	600	11,500	114
	2019 - 2041	13,000	5,600	1,700	20,300	214
Urban Serviced Area (Village of Innerkip)	2019 - 2024	800	300	100	1,200	12
	2019 - 2029	1,300	600	100	2,000	20
	2019 - 2031	1,700	600	100	2,400	23
	2019 - 2041	2,800	1,200	200	4,200	44
Unserviced Urban Settlement Areas and Remaining Rural Areas	2019 - 2024	500	200	-	700	6
	2019 - 2029	800	300	-	1,100	11
	2019 - 2031	1,000	400	100	1,500	15
	2019 - 2041	1,700	700	300	2,700	28
Township of East Zorra-Tavistock	2019 - 2024	4,800	1,800	200	6,800	67
	2019 - 2029	8,500	3,400	300	12,200	123
	2019 - 2031	10,500	4,000	700	15,200	152
	2019 - 2041	17,600	7,600	2,100	27,300	286

Source: Derived from County of Oxford - Phase One Comprehensive Review, Population, Housing and Employment Forecasts and Area Municipal Growth Allocations (Updated), January, 2019, by Watson & Associates Economists Ltd., 2019.

Note: Figures may not add up precisely due to rounding.

<sup>1</sup> Employment Increase does not include No Fixed Place of Work.

<sup>2</sup> Square feet per employee assumptions:

Industrial	167
Commercial	51
Institutional	65

\* Reflects Mid 2019 - Mid 2041 forecast period

Note: Oxford County square meter per employee assumption based on specific averages for each area municipality for the County.



Schedule 10  
Township of East Zorra-Tavistock  
Non-Residential Construction Value  
Years 2007 to 2016  
(000's 2018 \$)

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	4,075	2,818	0	6,893	99	0	0	99	12	1,571	0	1,583	4,186	4,389	0	8,575
2008	6,232	429	0	6,661	62	63	0	124	18	0	0	18	6,312	491	0	6,804
2009	4,671	441	1,028	6,140	0	131	0	131	94	68	0	162	4,765	640	1,028	6,433
2010	2,551	327	0	2,878	115	291	0	406	11	72	0	84	2,677	690	0	3,367
2011	3,430	70	544	4,044	1	60	0	61	0	29	0	29	3,432	159	544	4,134
2012	5,053	515	445	6,013	1,292	79	0	1,371	3	175	0	178	6,348	769	445	7,562
2013	3,701	2,440	0	6,141	497	176	0	672	0	53	0	53	4,197	2,668	0	6,865
2014	5,054	751	382	6,187	1,135	947	0	2,083	28	5	0	33	6,217	1,704	382	8,302
2015	1,874	1,205	0	3,080	2,124	32	0	2,156	63	224	0	287	4,061	1,461	0	5,522
2016	4,732	806	0	5,538	724	34	0	757	0	1,574	0	1,574	5,456	2,414	0	7,869
Subtotal	41,375	9,801	2,399	53,575	6,047	1,813	0	7,860	229	3,771	0	4,001	47,651	15,385	2,399	65,435
Percent of Total	77%	18%	4%	100%	77%	23%	0%	100%	6%	94%	0%	100%	73%	24%	4%	100%
Average	4,137	980	600	5,357	672	201		786	33	419		400	4,765	1,538	600	6,544
2007 - 2011 Period Total				26,617				821				1,876				29,313
<b>2007 - 2011 Average</b>				<b>5,323</b>				<b>164</b>				<b>375</b>				<b>5,863</b>
% Breakdown				90.8%				2.8%				6.4%				100.0%
2012 - 2016 Period Total				26,958				7,039				2,125				36,122
<b>2012 - 2016 Average</b>				<b>5,392</b>				<b>1,408</b>				<b>425</b>				<b>7,224</b>
% Breakdown				74.6%				19.5%				5.9%				100.0%
2007 - 2016 Period Total				53,575				7,860				4,001				65,435
<b>2007 - 2016 Average</b>				<b>5,357</b>				<b>786</b>				<b>400</b>				<b>6,544</b>
% Breakdown				81.9%				12.0%				6.1%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

Note: Inflated to year-end 2018 (January, 2019) dollars using Reed Construction Cost Index



Schedule 11  
Township of East Zorra-Tavistock  
Employment to Population Ratio by Major Employment Sector, 2001 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
<b>Employment by industry</b>							
<b>Primary Industry Employment</b>							
11	Agriculture, forestry, fishing and hunting	485	480	540	-5	60	Categories which relate to local land-based resources
21	Mining and oil and gas extraction	0	0	0	0	0	
<b>Sub-total</b>		<b>485</b>	<b>480</b>	<b>540</b>	<b>-5</b>	<b>60</b>	
<b>Industrial and Other Employment</b>							
22	Utilities	0	0	0	0	0	Categories which relate primarily to industrial land supply and demand
23	Construction	90	130	140	40	10	
31-33	Manufacturing	295	365	490	70	125	
41	Wholesale trade	170	80	105	-90	25	
48-49	Transportation and warehousing	160	60	50	-100	-10	
56	Administrative and support	5	8	20	3	13	
<b>Sub-total</b>		<b>720</b>	<b>643</b>	<b>805</b>	<b>-78</b>	<b>163</b>	
<b>Population Related Employment</b>							
44-45	Retail trade	125	145	265	20	120	Categories which relate primarily to population growth within the municipality
51	Information and cultural industries	10	0	15	-10	15	
52	Finance and insurance	40	40	60	0	20	
53	Real estate and rental and leasing	10	0	15	-10	15	
54	Professional, scientific and technical services	85	40	75	-45	35	
55	Management of companies and enterprises	0	0	0	0	0	
56	Administrative and support	5	8	20	3	13	
71	Arts, entertainment and recreation	50	55	120	5	65	
72	Accommodation and food services	140	100	115	-40	15	
81	Other services (except public administration)	70	200	100	130	-100	
<b>Sub-total</b>		<b>535</b>	<b>588</b>	<b>785</b>	<b>53</b>	<b>198</b>	
<b>Institutional</b>							
61	Educational services	105	100	115	-5	15	
62	Health care and social assistance	315	300	210	-15	-90	
91	Public administration	35	0	25	-35	25	
<b>Sub-total</b>		<b>455</b>	<b>400</b>	<b>350</b>	<b>-55</b>	<b>-50</b>	
<b>Total Employment</b>		<b>2,195</b>	<b>2,110</b>	<b>2,480</b>	<b>-85</b>	<b>370</b>	
<b>Population</b>		<b>7,350</b>	<b>6,836</b>	<b>7,129</b>	<b>-514</b>	<b>293</b>	
<b>Employment to Population Ratio</b>							
<b>Industrial and Other Employment</b>		<b>0.10</b>	<b>0.09</b>	<b>0.11</b>	<b>0.00</b>	<b>0.02</b>	
<b>Population Related Employment</b>		<b>0.07</b>	<b>0.09</b>	<b>0.11</b>	<b>0.01</b>	<b>0.02</b>	
<b>Institutional Employment</b>		<b>0.06</b>	<b>0.06</b>	<b>0.05</b>	<b>0.00</b>	<b>-0.01</b>	
<b>Primary Industry Employment</b>		<b>0.07</b>	<b>0.07</b>	<b>0.08</b>	<b>0.00</b>	<b>0.01</b>	
<b>Total</b>		<b>0.30</b>	<b>0.31</b>	<b>0.35</b>	<b>0.01</b>	<b>0.04</b>	

Source: Statistics Canada Employment by Place of Work  
Note: 2006-2016 employment figures are classified by North American Industry Classification System (NAICS) Code



# Appendix B

## Historical Level of Service Calculations



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/ft <sup>2</sup> with land, site works, etc.
Hickson Fire Station #1	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	\$225	\$292
Innerkip Fire Station #2	4,560	4,560	4,560	4,560	4,560	4,560	4,560	4,560	4,560	4,560	\$225	\$299
Tavistock Fire Station #3	5,232	5,232	5,232	5,232	5,232	5,232	5,232	5,232	5,232	5,232	\$225	\$296
<b>Total</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>	<b>14,392</b>		

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	2.0563	2.0867	2.1053	2.0798	2.0693	2.0563	2.0394	2.0191	1.9672	1.9100

10 Year Average	2009-2018
Quantity Standard	2.0389
Quality Standard	\$296
Service Standard	\$603

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$603
Eligible Amount	\$575,128



Service: Fire Vehicles  
 Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Tanker	3	3	3	3	3	3	3	2	2	2	\$304,000
Pumper Tanker								1	1	1	\$451,000
Pumper	3	3	3	3	3	3	3	3	3	3	\$408,000
Rescue	3	3	3	3	3	3	3	3	3	3	\$265,000
Pick-up Truck (Fire Chief)				1	1	1	1	1	1	1	\$40,000
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0013	0.0013	0.0013	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0013

10 Year Average	2009-2018
Quantity Standard	0.0014
Quality Standard	\$290,514
Service Standard	\$407

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$407
Eligible Amount	\$388,011



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Personal FF Equipment	57	57	57	57	57	57	57	57	57	57	\$4,500
Shared FF Equipment	34	36	38	39	40	40	40	40	40	40	\$6,300
<b>Total</b>	<b>91</b>	<b>93</b>	<b>95</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0130	0.0135	0.0139	0.0139	0.0139	0.0139	0.0137	0.0136	0.0133	0.0129

10 Year Average	2009-2018
Quantity Standard	0.0136
Quality Standard	\$5,210
Service Standard	\$71

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$71
Eligible Amount	\$67,600





Service: Roads  
 Unit Measure: km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Collectors - Rural	195.9	201.9	201.9	201.9	201.9	201.9	201.9	201.9	201.9	201.9	\$168,600
Collectors - Urban	18.6	18.6	18.6	18.6	18.9	18.9	18.9	18.9	18.9	18.9	\$337,300
<b>Total</b>	<b>214.5</b>	<b>220.5</b>	<b>220.5</b>	<b>220.5</b>	<b>220.8</b>	<b>220.8</b>	<b>220.8</b>	<b>220.8</b>	<b>220.8</b>	<b>220.8</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0306	0.0320	0.0323	0.0319	0.0317	0.0315	0.0313	0.0310	0.0302	0.0293

10 Year Average	2009-2018
Quantity Standard	0.0312
Quality Standard	\$182,862
Service Standard	\$5,705

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$5,705
Eligible Amount	\$5,442,856



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Bridges	29	29	29	29	29	29	29	29	29	29	\$2,923,000
Culverts	16	16	16	16	16	16	16	16	16	16	\$112,000
<b>Total</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0064	0.0065	0.0066	0.0065	0.0065	0.0064	0.0064	0.0063	0.0062	0.0060

10 Year Average	2009-2018
Quantity Standard	0.0064
Quality Standard	\$1,916,094
Service Standard	\$12,263

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$12,263
Eligible Amount	\$11,698,902



Service: Sidewalks  
 Unit Measure: km of sidewalks

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Sidewalks	19.3	20.4	23.3	23.3	23.3	23.3	23.3	23.3	23.3	23.3	\$67,500
<b>Total</b>	<b>19.3</b>	<b>20.4</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	<b>23.3</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0028	0.0030	0.0034	0.0034	0.0034	0.0033	0.0033	0.0033	0.0032	0.0031

10 Year Average	2009-2018
Quantity Standard	0.0032
Quality Standard	\$67,563
Service Standard	\$216

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$216
Eligible Amount	\$206,255



Service: Depots and Domes  
 Unit Measure: ft<sup>2</sup> of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/ft <sup>2</sup> with land, site works, etc.
Hickson Road Shop	7,137	7,137	7,137	7,137	7,137	7,137	7,137	7,137	7,137	7,137	\$169	\$207
Salt Shed <sup>1</sup>	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	\$169	\$186
Tavistock PW Shed	1,792	1,792	1,792	1,792	-	-	-	-	-	-	\$169	\$219
Hickson PW Storage Yard Buildings	-	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500	\$169	\$446
New Tavistock Shed	-	-	-	-	3,224	3,224	3,224	3,224	3,224	3,224	\$169	\$205
<b>Total</b>	<b>10,129</b>	<b>10,129</b>	<b>10,129</b>	<b>10,129</b>	<b>14,061</b>	<b>14,061</b>	<b>14,061</b>	<b>14,061</b>	<b>14,061</b>	<b>14,061</b>		

<sup>1</sup> Land costs included within Hickson Road Shop

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	1.4472	1.4686	1.4817	1.4637	2.0217	2.0090	1.9925	1.9726	1.9220	1.8661

10 Year Average	2009-2018
Quantity Standard	1.7645
Quality Standard	\$234
Service Standard	\$412

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$412
Eligible Amount	\$393,487



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Pickup Trucks	3	3	3	3	3	3	3	3	3	3	\$40,000
Graders	2	2	2	2	2	2	2	2	2	2	\$425,000
Sterling Dump Truck	1	1	1	1	1	1	1	1	1	1	\$200,000
Tandem Dump Truck	2	2	2	2	2	2	2	2	2	2	\$300,000
Loaders	1	1	1	1	1	1	1	1	1	1	\$230,000
Tractors	1	1	1	1	1	1	1	1	1	1	\$100,000
Chipper	1	1	1	1	1	1	1	1	1	1	\$39,300
Utility Truck	-	-	-	1	1	1	1	1	1	1	\$112,400
Back Hoe						1	1	1	1	1	\$131,500
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0016	0.0016	0.0016	0.0017	0.0017	0.0019	0.0018	0.0018	0.0018	0.0017

10 Year Average	2009-2018
Quantity Standard	0.0017
Quality Standard	\$190,147
Service Standard	\$323

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$323
Eligible Amount	\$308,381



Service: Parkland Development  
 Unit Measure: Hectares of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Hectare)
Stonegate Park	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.3	1.3	1.3	\$28,100
Innerkip Park	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	5.1	\$56,200
Hickson Park	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	\$56,200
Tavistock Queens Park	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.9	\$56,200
Bender Park - Tavistock	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	\$28,100
<b>Total</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0019	0.0019	0.0019	0.0019	0.0019	0.0019	0.0019	0.0018	0.0018	0.0017

10 Year Average	2009-2018
Quantity Standard	0.0019
Quality Standard	\$50,853
Service Standard	\$97

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$97
Eligible Amount	\$92,175



Service: Parkland Amenities  
 Unit Measure: No. of parkland amenities/Sq.ha.

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Soccer Fields	3	3	3	3	3	3	3	3	3	3	\$22,500
Hickson Baseball Diamonds - Lit	1	1	1	1	1	1	1	1	1	1	\$224,900
Innerkip Baseball Diamonds - Lit	2	2	2	2	2	2	2	2	2	2	\$224,900
Tavistock - Queen's Baseball Diamonds - Lit	1	1	1	1	1	1	1	1	1	1	\$224,900
Unlit Baseball Diamonds	2	2	2	2	2	2	2	2	3	3	\$112,400
Tennis Courts - Lit	2	2	2	2	2	2	2	2	2	2	\$84,300
Play Structures	5	5	5	5	6	6	7	8	9	10	\$84,300
Volleyball Court	1	1	1	1	1	1	1	1	1	1	\$11,200
Basketball Court - Innerkip	-	1	1	1	1	1	1	1	1	1	\$5,600
Innerkip Pavilions	2	2	2	2	2	2	2	2	2	2	\$786,980
Hickson Pavilion	1	1	1	1	1	1	1	1	1	1	\$1,349,110
Tavistock Pavilion	4	4	4	4	4	4	4	4	4	4	\$259,990
Storage Shed	1	1	1	1	1	2	2	3	3	4	\$519,340
Paved Parking Lots (Ha.)	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	\$618,300
Gravel Parking Lots (Ha.)	0.88	0.88	0.88	1.04	1.04	1.04	1.04	1.04	1.04	1.04	\$337,300
<b>Total</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>34</b>	<b>35</b>	<b>37</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	0.0038	0.0040	0.0041	0.0040	0.0042	0.0043	0.0044	0.0048	0.0048	0.0049

10 Year Average	2009-2018
Quantity Standard	0.0043
Quality Standard	\$257,819
Service Standard	\$1,109

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$1,109
Eligible Amount	\$1,057,623



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Km)
Paved - Unlit	-	0.5	1.3	1.3	0.7	0.7	0.7	0.7	0.7	0.7	\$16,900
Paved - Lit	-	-	-	-	0.8	0.8	0.8	0.8	0.8	0.8	\$22,500
Unpaved - Unlit											
Unpaved - Lit											
<b>Total</b>	<b>-</b>	<b>0.5</b>	<b>1.3</b>	<b>1.3</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard (per 1,000)	-	0.0725	0.1902	0.1879	0.2157	0.2143	0.2126	0.2104	0.2050	0.1991

10 Year Average	2009-2018
Quantity Standard (per 1,000)	0.1708
Quality Standard	\$19,087
Service Standard	\$3

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$3
Eligible Amount	\$3,110





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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq. ft.)	Value/ft² with land, site works, etc.
Innerkip Community Centre	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	\$197	\$392
Tavistock & District Recreation Centre	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	\$197	\$231
Tavistock Memorial Halls	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	4,832	\$197	\$260
<b>Total</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>	<b>42,802</b>		

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard	6.1154	6.2059	6.2613	6.1853	6.1541	6.1154	6.0652	6.0048	5.8505	5.6804

10 Year Average	2009-2018
Quantity Standard	6.0638
Quality Standard	\$245
Service Standard	\$1,486

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$1,486
Eligible Amount	\$1,417,701



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Park Tractor	3	3	3	3	3	3	3	3	3	3	\$22,500
Ice Resurfacers	1	1	1	1	1	1	1	1	1	1	\$110,000
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	

Population	6,999	6,897	6,836	6,920	6,955	6,999	7,057	7,128	7,316	7,535
Per Capita Standard (per 1,000)	0.5715	0.5800	0.5851	0.5780	0.5751	0.5715	0.5668	0.5612	0.5467	0.5309

10 Year Average	2009-2018
Quantity Standard (per 1,000)	0.5667
Quality Standard	\$44,380
Service Standard	\$25

D.C. Amount (before deductions)	10 Year
Forecast Population	954
\$ per Capita	\$25
Eligible Amount	\$23,993



# Appendix C

## Cash-Flow Calculations



**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Fire - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$370.05	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	111,025	301,894	301,894		126	370.05	46,700	(144,169)	(497)	(144,666)
2020	(144,666)	-	-		126	381.15	48,101	(96,566)	(3,618)	(100,184)
2021	(100,184)	277,769	294,685		126	392.58	49,544	(345,326)	(6,683)	(352,008)
2022	(352,008)	-	-		126	404.36	51,030	(300,978)	(9,795)	(310,773)
2023	(310,773)	-	-		126	416.49	52,561	(258,212)	(8,535)	(266,747)
2024	(266,747)	-	-		126	428.98	54,138	(212,609)	(7,190)	(219,799)
2025	(219,799)	-	-		126	441.85	55,762	(164,037)	(5,758)	(169,795)
2026	(169,795)	-	-		126	455.11	57,435	(112,360)	(4,232)	(116,593)
2027	(116,593)	-	-		126	468.76	59,158	(57,435)	(2,610)	(60,045)
2028	(60,045)	-	-		126	482.83	60,933	887	(887)	0
<b>Total</b>		<b>579,663</b>	<b>596,579</b>	<b>-</b>	<b>1,262</b>		<b>535,360</b>		<b>(49,806)</b>	

Note: Numbers may not add due to rounding



**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Fire - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$4.731	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	13,722	37,313	37,313		1,220	4.731	5,772	(17,819)	(61)	(17,880)
2020	(17,880)	-	-		1,220	4.873	5,945	(11,935)	(447)	(12,382)
2021	(12,382)	34,331	36,422		1,220	5.019	6,123	(42,681)	(826)	(43,507)
2022	(43,507)	-	-		1,220	5.170	6,307	(37,200)	(1,211)	(38,410)
2023	(38,410)	-	-		1,220	5.325	6,496	(31,914)	(1,055)	(32,969)
2024	(32,969)	-	-		1,220	5.485	6,691	(26,278)	(889)	(27,166)
2025	(27,166)	-	-		1,220	5.649	6,892	(20,274)	(712)	(20,986)
2026	(20,986)	-	-		1,220	5.819	7,099	(13,887)	(523)	(14,410)
2027	(14,410)	-	-		1,220	5.993	7,312	(7,099)	(323)	(7,421)
2028	(7,421)	-	-		1,220	6.173	7,531	110	(110)	(0)
<b>Total</b>		<b>71,644</b>	<b>73,734</b>	<b>-</b>	<b>12,200</b>		<b>66,168</b>		<b>(6,156)</b>	

Note: Numbers may not add due to rounding



**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Roads and Related - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,152.21	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	530,974	180,220	180,220	17,660	126	1,152.21	145,408	478,503	5,047	483,550
2020	483,550	180,220	185,626	17,660	126	1,186.77	149,771	430,035	4,568	434,603
2021	434,603	180,220	191,195	17,660	126	1,222.38	154,264	380,011	4,073	384,085
2022	384,085	180,220	196,931	17,660	126	1,259.05	158,892	328,386	3,562	331,948
2023	331,948	180,220	202,839	17,660	126	1,296.82	163,658	275,108	3,035	278,143
2024	278,143	180,220	208,924	17,660	126	1,335.72	168,568	220,127	2,491	222,619
2025	222,619	180,220	215,192	17,660	126	1,375.79	173,625	163,393	1,930	165,323
2026	165,323	180,220	221,647	17,660	126	1,417.07	178,834	104,849	1,351	106,200
2027	106,200	180,220	228,297	17,660	126	1,459.58	184,199	44,443	753	45,196
2028	45,196	180,220	235,146		126	1,503.37	189,725	(225)	225	(0)
<b>Total</b>		<b>1,802,196</b>	<b>2,066,016</b>	<b>158,939</b>	<b>1,262</b>		<b>1,666,944</b>		<b>27,036</b>	

Note: Numbers may not add due to rounding



**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Roads and Related - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$14,731	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	65,626	22,274	22,274	2,183	1,220	14.731	17,972	59,141	624	59,765
2020	59,765	22,274	22,943	2,183	1,220	15.173	18,511	53,150	565	53,715
2021	53,715	22,274	23,631	2,183	1,220	15.628	19,066	46,968	503	47,471
2022	47,471	22,274	24,340	2,183	1,220	16.097	19,638	40,587	440	41,027
2023	41,027	22,274	25,070	2,183	1,220	16.580	20,227	34,002	375	34,377
2024	34,377	22,274	25,822	2,183	1,220	17.077	20,834	27,207	308	27,515
2025	27,515	22,274	26,597	2,183	1,220	17.590	21,459	20,195	239	20,433
2026	20,433	22,274	27,395	2,183	1,220	18.117	22,103	12,959	167	13,126
2027	13,126	22,274	28,216	2,183	1,220	18.661	22,766	5,493	93	5,586
2028	5,586	22,274	29,063		1,220	19.221	23,449	(28)	28	0
<b>Total</b>		<b>222,743</b>	<b>255,350</b>	<b>19,644</b>	<b>12,200</b>		<b>206,027</b>		<b>3,342</b>	

Note: Numbers may not add due to rounding



**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Administration Studies - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$71.92	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	97,452	27,077	27,077		126	71.92	9,077	79,452	885	80,336
2020	80,336	22,576	23,253		126	74.08	9,349	66,432	734	67,166
2021	67,166	22,576	23,951		126	76.31	9,630	52,845	600	53,445
2022	53,445	11,068	12,095		126	78.59	9,919	51,269	524	51,792
2023	51,792	27,088	30,488		126	80.95	10,216	31,520	417	31,937
2024	31,937	11,068	12,831		126	83.38	10,523	29,628	308	29,936
2025	29,936	11,068	13,216		126	85.88	10,838	27,558	287	27,846
2026	27,846	11,068	13,613		126	88.46	11,163	25,397	266	25,663
2027	25,663	11,068	14,021		126	91.11	11,498	23,140	244	23,384
2028	23,384	27,088	35,344		126	93.85	11,843	(116)	116	0
<b>Total</b>		<b>181,747</b>	<b>205,889</b>	<b>-</b>	<b>1,262</b>		<b>104,057</b>		<b>4,380</b>	

Note: Numbers may not add due to rounding





**Township of East Zorra-Tavistock  
2019 Development Charges Study  
Cash Flow Calculation - Administration - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$0.920	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	12,045	3,347	3,347		1,220	0.920	1,122	9,820	109	9,929
2020	9,929	2,790	2,874		1,220	0.947	1,156	8,211	91	8,301
2021	8,301	2,790	2,960		1,220	0.976	1,190	6,531	74	6,606
2022	6,606	1,368	1,495		1,220	1.005	1,226	6,337	65	6,401
2023	6,401	3,348	3,768		1,220	1.035	1,263	3,896	51	3,947
2024	3,947	1,368	1,586		1,220	1.066	1,301	3,662	38	3,700
2025	3,700	1,368	1,633		1,220	1.098	1,340	3,406	36	3,442
2026	3,442	1,368	1,682		1,220	1.131	1,380	3,139	33	3,172
2027	3,172	1,368	1,733		1,220	1.165	1,421	2,860	30	2,890
2028	2,890	3,348	4,368		1,220	1.200	1,464	(14)	14	0
<b>Total</b>		<b>22,463</b>	<b>25,447</b>	<b>-</b>	<b>12,200</b>		<b>12,861</b>		<b>541</b>	

Note: Numbers may not add due to rounding



# Appendix D

## Long-Term Capital and Operating Cost Examination



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

As a requirement of the D.C.A. under subsection 10(2)(c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost saving attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2017 Financial Information Return (FIR).

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

Table D-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while municipal program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e. facilities) would be delayed until the time these works are in place.

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

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Roads and Related	139,670	269,066	408,736
2. Fire Services	34,446	106,913	141,359
3. Parks & Recreation	1,760	91,595	93,355
4. Administration Studies		-	-
<b>Total</b>	<b>175,876</b>	<b>467,573</b>	<b>643,449</b>



# Appendix E

## Local Service Policy



# Appendix E: Local Service Policy

The following provides local service and developer contribution policy for the County of Oxford and its area municipalities.

## 1. Roads and Related Services

### 1.1. Collector Roads

- The local component of a collector road internal to a development is a direct developer responsibility under s.59 of the D.C.A. as a local service. The oversized share of a collector road internal to a development is D.C. recoverable.
- Collector roads external to a development are a local service if the works are within the area to which the plan relates and, therefore, a direct developer responsibility under s.59 of the D.C.A. Otherwise, the works are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

### 1.2. Arterial Roads

- New arterial roads and arterial road improvements are included as part of road costing funded through D.C.s. Only the oversized component would be recovered through D.C.s and local road equivalent costs are considered to be a local service.

### 1.3. Local Roads

- Local roads, as defined by the municipalities' engineering standards, are local services and a direct developer responsibility under s.59 of the D.C.A.

### 1.4. Subdivision/Site Entrances and Related

- Entrances and all related costs (including, but not limited to: signalization, turn lanes, utilities and extensions, etc.), no matter the class of road, are a local service and a direct developer responsibility under s.59 of the D.C.A.

### 1.5. Streetlights



- Streetlights internal to a development or site are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- Streetlights external to a development but related to the subject lands are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- New streetlights in other areas related to development may be included in the D.C. calculation to the extent permitted under S. 5(1) of the D.C.A.

### **1.6. Sidewalks**

- Sidewalks internal to a development or site are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- Sidewalks external to a development but required and related to the subject lands are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- New sidewalks in other areas related to development are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

### **1.7. Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways**

- Bike or transit lanes, where requested, internal to a development or site are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- Bike or transit lanes external to a development but required and related to the subject lands are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- New bike or transit lanes in other areas related to development are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

### **1.8. Noise Abatement Measures**

- Noise abatement measures internal to a development are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).
- Noise abatement measures external to a development but required and related to, or mitigate impacts from, the development of the subject lands, are a direct developer responsibility through local service provisions (s.59 of the D.C.A.).

### **1.9. Street Tree Planting**



- Street tree planting, as required in the Engineering Standards, is considered a local area service and a direct responsibility of the developer.

#### **1.10. Land Acquisition for Road Allowances**

- Land acquisition for planned road allowances within development lands is a dedication under the *Planning Act* provisions.
- Land acquisition for planned road allowances outside of development lands, and that is not a dedication under the *Planning Act*, is included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- Additional land acquisition for bridges or grade separations (beyond normal dedication requirements) is to the extent eligible as identified and included, if applicable, in the D.C. Background Study

#### **1.11. County Roads**

- All improvements to a County road to facilitate development are considered local services to be paid by the developer unless they fall into one of the following categories:
- The improvement is designated as required for traffic flow improvement for an area greater than the development, is defined as a road improvement required by the County, and is identified through the Class Environmental Assessment process or the County Transportation study. Such an improvement would be listed in the D.C. Background Study
- The improvement is designated as required by County of Oxford staff to serve a greater area than the development and is identified in the 5-year Capital Works forecast and is listed in the D.C. Background Study.
- The improvement is designated as required by County of Oxford staff to serve a greater area than the development and is identified in the capital works forecast or similar County financial documents and is listed in the D.C. study.

## **2. Water Services**

- All growth-related water supply, storage, treatment facilities and booster pumping stations will be included in the D.C. calculation, unless specifically noted otherwise in the D.C. Background Study.



- Watermains within the development that are larger than 250 mm are to be included in the D.C. calculation. The amount of cost contribution for watermains within a development shall be calculated using tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe diameter including a 10% engineering fee. Only watermain and valves will be included in the calculation. Any costs related to the depth of pipe are the responsibility of the developer.
- Watermains 250mm and under are deemed to be a local service and are a direct funding responsibility of the developer.
- Connections to trunk mains and pumping stations to service specific areas are to be a direct developer responsibility. Watermains will generally be required to be carried to a property line or external to the subdivision to connect to an existing watermain as a local service as a direct funding responsibility of the developer.
- Trunk watermains, generally outside the development area, identified by a Class Environmental Assessment, Servicing Study or by County staff will be included in the D.C. calculation.

### **3. Wastewater Services**

- All sanitary sewage treatment facilities are to be included in the D.C. calculation, unless specified otherwise in the D.C. Background Study.
- Major sanitary trunk sewers, external to the development and major pumping stations serving more than one development are to be included in the D.C. calculation. These services will be identified through a Class Environmental assessment, Servicing Study or by County staff.
- Sewer collectors 250mm and under are deemed to be a local service and are a direct funding responsibility of the developer. Sanitary sewers larger than 250mm that also service upstream properties will have cost sharing calculated on the tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe including a 10% engineering fee. All other appurtenances with respect to oversizing and any costs related to the depth of pipe are the responsibility of the developer.
- Connections to collectors and pumping stations to service specific areas are to be a direct developer responsibility. The cost of continuing the last run of a sewer upstream past the last manhole to property line is the responsibility of the developer as a local service.





- Local pumping stations serving a small localized area (which may include more than one development property) are local services to be paid by the developer on a flow area or proportional basis. Local pumping stations will not be included in the list of projects in the D.C. Background Study and therefore not eligible for D.C. funding or credits.
- Any oversizing costs for other developers on a local pumping station will be negotiated as part of the development agreement for the particular developer.

#### **4. Stormwater Management Services**

- The costs of stormwater management facilities internal to subdivision and related to a plan of subdivision are considered to be a local service under the D.C.A. and the associated costs are not included in the D.C. calculation. Local SWM facilities would typically include:
  - Stormwater management facilities servicing local drainage areas;
  - Storm sewer oversizing associated with local drainage areas; and
  - Storm sewer works on existing roads.
- New stormwater facilities in other areas, which may or may not be associated with D.C. eligible road infrastructure, may be included in the D.C. calculation.
- Master drainage planning studies or similar non-development specific studies may be included in the D.C. calculation.

#### **5. Parkland Development**

For the purpose of parkland development, local services include the requirement for the owner to undertake preparation of the park plan, retaining necessary consultants to prepare design and grading plans for the park, prior to development. In addition, the owner is required to provide stripping and stockpiling, leveling, topsoiling, seeding and stormwater servicing including all appurtenances (consistent with the plan), fencing the property perimeter, and provide municipal water and wastewater services to the lot line. These requirements are part of the conditions of s.51 and 53 *Planning Act* agreements. The municipality also requires the owner to dedicate parkland or provide cash-in-lieu, consistent with the *Planning Act* provisions. All of these costs are deemed a direct responsibility of the developer and have not been included in the D.C. calculation.

With respect to other parkland development costs, the municipal policy is to include all other components of parkland development in the D.C. calculation, including parking,



park furniture, signage, landscaping and walkways and multi-purpose trails, in addition to the necessary fields, diamonds, playground equipment, lighting, irrigation and field houses.



# Appendix F

## Proposed D.C. By-law



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

## Township of East Zorra-Tavistock

### By-Law No. 2019-XXX

#### **A By-law to Establish Development Charges for the Township of East-Zorra-Tavistock**

**WHEREAS** subsection 2(1) of the *Development Charges Act*, 1997, S.O. 1997, c.27 (hereinafter called “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 arising from the Development of the area to which the By-law applies;

**AND WHEREAS** Council has before it a report entitled “Development Charges Background Study”, the Township of East Zorra-Tavistock, hereinafter referred to as the “Township”, dated April 26, 2019 by Watson & Associates Economists Ltd. (the “Study”), wherein it is indicated that the Development of any land within the Township will increase the need for Services as defined herein;

**AND WHEREAS** Council gave notice to the public and held a public meeting pursuant to section 12 of the Act on May 15, 2019 prior to and at which the Study and the proposed Development Charge By-law were made available to the public in accordance with the Act and regulations thereto and Council heard comments and representations from all persons who applied to be heard (the “Public Meeting”);

**AND WHEREAS** Council intends to ensure that the increase in the need for services attributable to the anticipated development, including any capital costs, will be met, by updating its capital budget and forecast where appropriate;

**AND WHEREAS** by approval of the Development Charges Background Study, dated April 26, 2019, Council has indicated its intent that the future excess capacity identified in the Study, shall be paid for by the development charges or other similar charges.

#### **NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK ENACTS AS FOLLOWS:**

##### **1. DEFINITIONS**

In this by-law,

- (1) “**Act**” means the *Development Charges Act*, 1997, c. 27, as amended;

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- (2) “**Affordable housing**” means dwelling units and incidental facilities, primarily for persons of low and moderate income, that meet the requirements of any program for such purpose as administered by any agency of the Federal or Provincial government, the County of Oxford and/or the Area Municipality and for which an agreement has been entered into with the County of Oxford with respect to the provision of such dwelling units and facilities;
- (3) “**Apartment Dwelling**” means any dwelling unit within a building containing more than four dwelling units where the units are connected by an interior corridor. Notwithstanding the foregoing, an Apartment Dwelling includes a Stacked Townhouse Dwelling;
- (4) “**Area Municipality**” means a lower-tier municipality that forms part of the County of Oxford;
- (5) “**Back-to-back Townhouse Dwelling**” means a building containing four (4) or more Dwelling Units separated vertically by a common wall, including a rear common wall, that does not have a rear yard with amenity area;
- (6) “**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;
- (7) “**Board of Education**” means a board defined in s.s. 1(1) of the *Education Act*, R.S.O. 1990, c. E,2, as amended;
- (8) “**Building Code Act**” means the *Building Code Act*, R.S.O. 1992, S.O. 1992, c. 23, as amended;
- (9) “**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m<sup>2</sup>) and, notwithstanding the generality of the foregoing, includes, but is not limited to:
  - (a) An above-grade storage tank;
  - (b) An air-supported structure;
  - (c) An industrial tent;
  - (d) A roof-like structure over a gas-bar or service station; and
  - (e) An area attached to and ancillary to a retail Development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them;

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- (10) “**Capital Cost**” means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of, and as authorized by, the Township or local board,
- (a) to acquire land or an interest in land, including a leasehold interest;
  - (b) to improve land;
  - (c) to acquire, lease, construct or improve buildings and structures;
  - (d) to acquire, lease, construct or improve facilities including (but not limited to),
    - (i) rolling stock with an estimated useful life of seven years or more;
    - (ii) furniture and equipment, other than computer equipment; and
    - (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, 1990, R.S.O. 1990, c. 44, as amended;
  - (e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
  - (f) to complete the Development Charge background study under Section 10 of the Act; and
  - (g) interest on money borrowed to pay for costs in (a) to (d);
- required for provision of services designated in this by-law within or outside the Township;
- (11) “**Council**” means the Council of the Township of East Zorra-Tavistock;
- (12) “**Development**” means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 5 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing building or structure which do not change or intensify the use of land;
- (13) “**Development Charge**” means a charge imposed pursuant to this By-law;

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- (14) **“Dwelling”** or **“Dwelling Unit”** means any part of a building or structure with a room or suite of rooms used, or designed or intended for use by, one person or persons living together, in which sanitary facilities and a separate kitchen may or may not be provided for the exclusive use of such person or persons;
- (15) **“Farm Building”** means a Building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, but excludes:
- (a) a Residential Use, with the exception of a bunk house for seasonal farm workers required for that farm operation; and
  - (b) any Building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors shops; services related to grooming, boarding, or breeding of household pets; and alcohol and marijuana production facilities.
- (16) **“Grade”** means the average level of finished ground adjoining a building or structure at all exterior walls;
- (17) **“Gross Floor Area”** means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the Building from another Building, of all floors above the average level of finished ground adjoining the building at its exterior walls; and
- (18) **“Industrial Building”** means a building used for or in connection with,
- (a) manufacturing, producing, processing, storing or distributing something;
  - (b) research or development in connection with manufacturing, producing or processing something;
  - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production, or processing takes place;
  - (d) office or administrative purposes, if they are;

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- (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
    - (ii) in or attached to the Building or structure used for that manufacturing, producing, processing, storage or distribution;
  - (e) shall not include self-storage facilities or retail warehouses.
- (19) “**Local Board**” means a municipal service board, public utility commission, public library board, board of health, police services board or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Township or any part or parts thereof, excluding a conservation authority, any municipal business corporation not deemed to be a local board under O.Reg. 168/03 under the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and any corporation enacted under the Electricity Act, 1998, S.O. 1998, c. 15, Sched. A, as amended, or successor legislation;
- (20) “**Local Services**” means those services or facilities which are under the jurisdiction of the Township and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act*, or as a condition of approval under s.53 of the *Planning Act*;
- (21) “**Long-Term Care Home**” means the floor area of a facility directly related to beds that are licensed, regulated or funded by the Ministry of Health and Long-Term Care, in an approved charitable home for the aged (as defined in the Charitable Institutions Act, R.S.O. 1990, c. C.9), a home (as defined in the Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13), or a nursing home (as defined in the Nursing Homes Act, R.S.O. 1990, c. N.7);
- (22) “**Mezzanine**” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;
- (23) “**Multiple Dwelling**” means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment dwellings, and shall include Park Model Trailers;
- (24) “**Non-Residential Uses**” means a building or structure, or portions thereof, used, or designed or intended for a use other than a Residential Use;
- (25) “**Official Plan**” means the Official Plan of the County of Oxford and any amendments thereto;



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- (26) “**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;
- (27) “**Park Model Trailer**” means a trailer conforming to National Standard of Canada CAN CSA-Z241.0-92, CAN CSA-Z240 or similar standard that is up to a maximum size of 50 square metres and designed to facilitate relocation from time to time.
- (28) “**Planning Act**” means the *Planning Act, 1990*, R.S.O. 1990, c.P.13, as amended;
- (29) “**Private School**” means an academic education school to which all of the following apply:
- (a) registered with the Province as a “private school” under section 16 of the Education Act;
  - (b) non-publicly funded;
  - (c) operated on a not-for-profit basis;
  - (d) operated by a non-share non-profit corporation, or an established or a “religious organization” as defined by the Religious Organizations’ Land Act; and
  - (e) offering elementary or secondary academic education.
- (30) “**Regulation**” means any regulation made pursuant to the Act;
- (31) “**Residential Uses**” means lands, Buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include Single Detached Dwelling, Semi-Detached Dwelling, Multiple Dwelling, Apartment Dwelling, and the residential portion of a mixed-use Building or structure;
- (32) “**Row Townhouse Dwelling**” means a building vertically divided into three or more Dwelling Units by common walls extending from the base of the foundation to the roof. Each Dwelling Unit shall have separate entrance directly to the outside
- (33) “**Semi-Detached Dwelling**” means a building divided vertically into two Dwelling Units each of which has a separate entrance and access to grade;
- (34) “**Services**” means services set out in Schedule “A” to this By-law;

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- (35) **“Single Detached Dwelling”** means a completely detached Building containing only one Dwelling Unit;
- (36) **“Special Care/Special Need Dwelling”** **Special Care/Special Need Dwelling** means a Building, or part of a Building:
- (a) containing two or more Dwelling Units which units have a common entrance from street level;
  - (b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common rooms and accessory Buildings;
  - (c) that is designed to accommodate persons with specific needs, including but not limited to 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 any one or more various levels;
  - (e) and includes, but is not limited to, retirement homes or lodges, charitable dwellings, group homes (including correctional group homes) and hospices.
  - (f) Special Care/Special Needs Dwellings will be charged the D.C. rate for Bachelor and 1 Bedroom Apartment Units.
- (37) **“Stacked Townhouse Dwelling”** means a building, other than a Duplex, Row Townhouse, Back to Back Townhouse, containing at least 3 Dwelling Units; each Dwelling Unit separated from the other vertically and/or horizontally and each Dwelling Unit having a separate entrance to grade;
- (38) **“Temporary Building or Structure”** means a Building or structure constructed or erected or placed on land for a continuous period not exceeding twelve months, or an addition or alteration to a Building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding twelve months;
- (39) **“Temporary Dwelling Unit”** means a dwelling unit, which is:
- (a) designed to be portable (e.g. Mobile Home);
  - (b) clearly ancillary to, and fully detached from, an existing permanent dwelling unit located on the same lot;

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- (c) only permitted to be in place for a limited period of time; and
  - (d) subject to an agreement with the Area Municipality specifying the maximum period of time the dwelling unit is to be permitted and any other matters that may be deemed necessary or appropriate by the Area Municipality, such as installation, maintenance and removal provisions, financial security requirements and restrictions on occupancy;
- (40) **“Total Floor Area”** means, the sum total of the total areas of all floors in a building or structure whether at above or below grade measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and;
- (a) includes the floor area of a mezzanine, atrium, or air supported structure, and the space occupied by interior wall partitions;
  - (b) excludes those areas used exclusively for parking garages or structures; and
  - (c) where a building or structure does not have any walls, the total floor area of the building or structure shall be the total of the area of all floors including the ground floor that are directly beneath the roof of the building or structure;
- (41) **“Wind Turbine”** means any wind energy conversion system with a nameplate generating capacity greater than 300 kilowatts, that converts wind energy into electricity for sale to an electrical utility or intermediary.

**2. CALCULATION OF DEVELOPMENT CHARGES**

- (1) Subject to the provisions of this By-law, the Development Charges against land in the Township shall be imposed, calculated and collected in accordance with the rates set out in Schedule “B” relating to the services set out in Schedule “A”
- (2) Council hereby determines that the Development of land, Buildings or structures for Residential and Non-Residential uses will require the provision, enlargement or expansion of the Services referenced in Schedule “A”; and shall be calculated as follows:

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- (a) In the case of Residential Development or redevelopment, or a Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of:
  - (i) the number of Dwelling Units of each type, multiplied by,
  - (ii) the corresponding total dollar amount for such Dwelling Unit as set out in Schedule “B”, further adjusted by section 13; and
- (b) In the case of Non-Residential Development or redevelopment, or a Non-Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of
  - (i) the Total Floor Area of Non-Residential Development or portion multiplied by,
  - (ii) the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedule “B”, further adjusted by section 13; and
- (c) In the case of Wind Turbines, the sum of the number of wind turbines multiplied by the corresponding amount for each wind turbine as set out in Schedule “B”, further adjusted by section 13.

**3. APPLICABLE LANDS**

- (1) Subject to the exceptions and exemptions described in the following subsections, this By-law applies to all lands in the County, whether or not the land or use is exempt from taxation under section 3 of the Assessment Act, R.S.O. 1990, c.A.31, as amended.
- (2) This By-law shall not apply to land that is owned by and used for the purposes of:
  - (a) a Board of Education;
  - (b) any municipality or Local Board thereof;
  - (c) a Place of Worship exempt under s.3 of the Assessment Act, R.S.O. 1990, c. A31, as amended;
  - (d) a Public Hospital under the Public Hospitals Act, R.S.O. 1990, c. P.40, as amended;

- (3) This by-law shall not apply to:
- (a) Farm Buildings as defined herein;
  - (b) Industrial Buildings as defined herein;
  - (c) Private Schools as defined herein;
  - (d) Temporary Buildings or structures as defined herein;
  - (e) Affordable Housing as defined herein;
  - (f) Temporary Dwelling Units as defined herein;
  - (g) Long-Term Care home, as defined herein; and

4. **RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF EXISTING HOUSING**

- (1) Notwithstanding Section 3 above, no Development Charge shall be imposed with respect to Developments or portions of Developments as follows:
- (a) the enlargement of an existing Residential Dwelling Unit;
  - (b) the creation of one or two additional Residential Dwelling Units in an existing Single Detached Dwelling;
  - (c) the creation of one additional Dwelling Unit in any other existing residential building.
- (2) Notwithstanding subsection 4(1)(b), Development Charges shall be calculated and collected in accordance with Schedule "B" where the total Residential Gross Floor Area of the additional one or two Dwelling Units is greater than the Gross Floor Area of the existing Single Detached Dwelling Unit.
- (3) Notwithstanding subsection 4(1)(c), Development Charges shall be calculated and collected in accordance with Schedule "B" where the additional Dwelling Unit has a Residential Gross Floor Area greater than,
- (a) in the case of Semi-Detached Dwelling or Multiple Dwelling, the Gross Floor Area of the smallest existing Dwelling Unit, and
  - (b) in the case of any other Residential Building, the Residential Gross Floor Area of the smallest existing Dwelling Unit.

**5. TIMING OF CALCULATION FOR DEVELOPMENT CHARGES**

- (1) Subject to subsection 5(2), Development Charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for Residential and Non-Residential Use, where, the development requires,
  - (a) the passing of a zoning by-law or an amendment thereto under Section 34 of the Planning Act, R.S.O. 1990, c.P13;
  - (b) the approval of a minor variance under Section 45 of the *Planning Act*, R.S.O. 1990, c.P.13;
  - (c) conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act*, R. S.O. 1990, c.P.13 applies;
  - (d) the approval of a plan of subdivision under Section 51 of the *Planning Act*, R.S.O. 1990, c.P. 13;
  - (e) a consent under Section 53 of the *Planning Act*, R.S.O. 1990, c.P. 13;
  - (f) the approval of a description under Section 9 of the *Condominium Act*, S.O. 1998, c.9, as amended; or
  - (g) the issuing of a permit under the *Building Code Act*, 1992, S.O. 1992, c.23, as amended in relation to a Building or structure.
- (2) Subsection 5(1) shall not apply in respect to
  - (a) Local Services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under Section 51 of the Planning Act, R.S.O. 1990, c.P. 13;
  - (b) Local Services installed or paid for by the owner as a condition of approval under Section 53 of the *Planning Act*, R.S.O. 1990 c.P.13.
- (3) A Development Charge shall be calculated and payable in full in money or by provision of Services as may be agreed upon, or by credit granted pursuant to the Act or this By-law, on the date that the first building permit is issued in relation to a Building or structure on land to which a Development Charge applies.

- (4) Where a Development Charge applies to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.

**6. LOCAL SERVICE INSTALLATION**

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

**7. MULTIPLE CHARGES**

- (1) Where two or more of the actions described in subsection 5(1) are required before land to which a Development Charge applies can be developed, only one Development Charge shall be calculated and collected in accordance with the provisions of this By-law, as prescribed in Section 5.
- (2) Notwithstanding subsection 7(1), if two or more of the actions described in subsection 5(1) occur at different times, and if the subsequent action has the effect of a net increase in the number of Residential Dwelling Units and/or a net increase in the amount of Non-Residential Gross Floor Area, additional Development Charges shall be calculated and collected in accordance with the provisions of this By-law.

**8. SERVICES IN LIEU**

- (1) Council may authorize an Owner, through an agreement under Section 38 of the Act, to substitute such part of the Development Charge applicable to the Owner's Development as may be specified in the agreement, by the provision at the sole expense of the Owner, of services in lieu. Such agreement shall further specify that where the Owner provides services in lieu in accordance with the agreement, Council shall give to the Owner a credit against the Development Charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the Owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total Development Charge payable by an Owner to the Township in respect of the Development to which the agreement relates.
- (2) In any agreement under subsection 8(1), Council may also give a further credit to the Owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this By-law.

- (3) The credit provided for in subsection 8(2) shall not be charged to any Development Charge reserve fund.

**9. FRONT-ENDING AGREEMENTS**

- (1) Council may authorize a front-ending agreement in accordance with the provisions of Part III of the Act, upon such terms as Council may require, in respect of the Development of land.

**10. DEMOLITION AND CONVERSION CREDITS FOR REDEVELOPMENT OF LAND**

- (1) If a Development involves the demolition of and replacement of all or part of a building or structure, or the conversion from one principal use to another a credit shall be allowed, provided that the land was improved by occupied structures, or structures capable of being occupied without structural improvement, within the five years prior to the issuance of the building permit, and the building permit has been issued for the development within five years from the date the demolition permit has been issued; and;
- (2) subject to section 10(3), the credit shall be calculated:
  - (a) in the case of the demolition of a Building, or a part of a Building, used for a Residential purpose, by multiplying the number and type of Dwelling Units demolished by the relevant Development Charge in effect under this By-law on the date when the Development Charge with respect to the Redevelopment is payable pursuant to this By-law; or
  - (b) in the case of the demolition of a Building, or part of a Building, used for a Non-Residential purpose, by multiplying the Non-Residential Total Floor Area demolished, by the relevant Development Charge in effect under this By-law on the date when the Development Charge with respect to the Redevelopment is payable pursuant to this By-law;
- (3) A credit can, in no case, exceed the amount of the development charge that would otherwise be payable. No credit is available if the use for which the demolished/converted buildings or structures was last lawfully occupied is exempt under this by-law.
- (4) Notwithstanding subsection 10(1) above, where the Building cannot be demolished until the new Building has been erected, the Owner shall notify the Township in writing and pay the applicable Development Charge for the new Building in full and, if the existing Building is demolished not later than twelve



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(12) months from the date a building permit is issued for the new Building, the Township shall provide a refund calculated in accordance with this section to the Owner without interest. If more than twelve (12) months is required to demolish the existing Building, the Owner may make a written request to the Township, and the Township's Treasurer or designate, in his or her sole and absolute discretion and upon such terms and conditions as he or she considers necessary or appropriate, may extend the time in which the existing Building must be demolished, and such decision shall be made prior to the issuance of the first building permit for the new Building.

**11. RESERVE FUNDS**

- (1) Monies received from payment of Development Charges under this by-law shall be maintained in a separate reserve fund for each Service category set out in Schedule "A".
- (2) Monies received for the payment of Development Charges shall be used only in accordance with the provisions of Section 35 of the Act.
- (3) Council directs the Township Treasurer to divide the reserve fund created hereunder into separate accounts in accordance with the Service categories set out in Schedule "A" to which the Development Charge payments, together interest earned thereon, shall be credited.
- (4) Where any Development Charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll for the property on with the Development occurred and shall be collected as taxes.
- (5) Where any unpaid Development Charges are collected as taxes under subsection 13(4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection 13(1).
- (6) The Township Treasurer shall in each year commencing in 2020 for the 2019 year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in Section 12 of O.Reg. 82/98.

**12. BY-LAW AMENDMENT OR APPEAL**

- (1) Where this By-law or any Development Charge prescribed thereunder is amended or repealed either by order of the -Local Planning Appeal Tribunal (LPAT) or by resolution of Council, the Township Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.

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- (2) Refunds that are required to be paid under subsection 12(1) shall be paid with interest to be calculated as follows:
  - (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
  - (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection 112(1) shall include the interest owed under this section.

**13. BY-LAW INDEXING**

- (1) The Development Charges set out in Schedule “B” to this By-law shall be adjusted annually as of April 1, without amendment to this By-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

**14. SEVERABILITY**

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

**15. BY-LAW ADMINISTRATION**

- (1) This by-law shall be administered by the Township Treasurer.

**16. SCHEDULES TO THE BY-LAW**

- (1) The following Schedules to this By-law form an integral part of this By-law:
  - Schedule A – Schedule of Municipal Services
  - Schedule B – Schedule of Development Charges

**17. DATE BY-LAW EFFECTIVE**

- (1) This By-law shall come into force and effect on July 8, 2019.

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18. **EXISTING BY-LAW REPEAL**

- (1) By-law 2014-028 (as amended) is repealed as of the effective July 8, 2019

19. **SHORT TITLE**

- (1) This by-law may be cited as the “2019 Township of East Zorra-Tavistock Development Charge By-law.

**READ a first and second time this 3<sup>rd</sup> day of July, 2019.**

**READ a third time and finally passed in Open Council this 3<sup>rd</sup> day of July, 2019.**

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MAYOR

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CLERK

**SCHEDULE “A”**

**TO BY-LAW NO. 2019-XX**

**DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW**

- (1) Roads and Related
- (2) Fire Services
- (3) Parks & Recreation
- (4) Administration Studies

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**SCHEDULE “B”**

**TO BY-LAW NO. 2019-XX**

**SCHEDULE OF DEVELOPMENT CHARGES**

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per m <sup>2</sup> of Gross Floor Area)	(per wind turbine)
<b>Municipal Wide Services:</b>						
Fire Services	1,133	604	409	712	4.73	1,133
Roads and Related	3,527	1,880	1,272	2,216	14.73	3,527
Parks & Recreation	-	-	-	-	0.00	
Administration Studies	215	115	78	135	0.90	215
<b>Total Municipal Wide Services</b>	<b>4,875</b>	<b>2,599</b>	<b>1,759</b>	<b>3,063</b>	<b>20.36</b>	<b>4,875</b>