



# 2024 Development Charges Background Study

Township of East Garafraxa

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For Public Review and Comment

June 27, 2024  
As amended July 16, 2024 (Related  
to Public Meeting Date)

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# Table of Contents

	Page
<b>Executive Summary .....</b>	<b>i</b>
<b>1. Introduction.....</b>	<b>1-1</b>
1.1 Purpose of this Document.....	1-1
1.2 Summary of the Process.....	1-2
1.3 Changes to the <i>Development Charges Act, 1997</i> .....	1-3
1.3.1 Bill 108: More Homes, More Choice Act, 2019 .....	1-3
1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019 .....	1-4
1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020 .....	1-4
1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020 .....	1-6
1.3.5 Bill 109: More Homes for Everyone Act, 2022 .....	1-6
1.3.6 Bill 23: More Homes Built Faster Act, 2022.....	1-7
1.3.7 Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023...	1-10
1.3.8 Bill 134: Affordable Homes and Good Jobs Act, 2023 .....	1-10
1.3.9 Bill 185: Cutting Red Tape to Build More Homes Act, 2024....	1-13
<b>2. Township of East Garafraxa’s Current Development Charge Policy .....</b>	<b>2-1</b>
2.1 Schedule of Charges .....	2-1
2.2 Services Covered .....	2-1
2.3 Timing of Development Charge Calculation and Payment .....	2-1
2.4 Approvals for Development.....	2-2
2.5 Indexing .....	2-2
2.6 Redevelopment Allowance .....	2-2
2.7 Exemptions .....	2-2
2.8 Current Development Charges .....	2-3
<b>3. Anticipated Development in the Township of East Garafraxa.....</b>	<b>3-1</b>
3.1 Requirement of the Act .....	3-1
3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast .....	3-1
3.3 Summary of Growth Forecast .....	3-2



# Table of Contents (Cont'd)

	Page
<b>4. The Approach to the Calculation of the Charge</b> .....	<b>4-1</b>
4.1 Introduction .....	4-1
4.2 Services Potentially Involved .....	4-1
4.3 Increase in the Need for Service.....	4-1
4.4 Local Service Policy.....	4-5
4.5 Capital Forecast.....	4-6
4.6 Treatment of Credits .....	4-6
4.7 Class of Services .....	4-7
4.8 Existing Reserve Funds .....	4-7
4.9 Deductions.....	4-8
4.9.1 Reduction Require by Historical Level of Service Ceiling .....	4-9
4.9.2 Reduction for Uncommitted Excess Capacity .....	4-9
4.9.3 Reduction for Benefit to Existing Development .....	4-10
4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions.....	4-11
4.10 Township-Wide vs. Area-Specific .....	4-11
4.11 Allocation by Type of Development .....	4-11
4.12 Asset Management.....	4-12
<b>5. Development Charge Eligible Cost Analysis by Service and Class of Services</b> .....	<b>5-1</b>
5.1 Introduction .....	5-1
5.2 Service Levels and 10-Year Capital Costs for Township-wide Development Charge Services and Class of Services Calculation .....	5-1
5.2.1 Services Related to a Highway .....	5-1
5.2.2 Fire Protection Services.....	5-2
5.2.3 Parks and Recreation Services.....	5-3
5.2.4 Library Services .....	5-4
5.2.5 Growth-Related Studies (Class of Services).....	5-5
<b>6. Development Charge Calculation</b> .....	<b>6-1</b>
<b>7. Development Charge Policy Recommendations and By-law Rules</b> .....	<b>7-1</b>
7.1 Introduction .....	7-1
7.2 Development Charge By-law Structure.....	7-2
7.3 Development Charge By-law Rules .....	7-2
7.3.1 Payment in any Particular Case.....	7-2
7.3.2 Determination of the Amount of the Charge.....	7-2
7.3.3 Application to Redevelopment of Land (Demolition and Conversion).....	7-3
7.3.4 Exemptions .....	7-4
7.3.5 Timing of Collection .....	7-5



# Table of Contents (Cont'd)

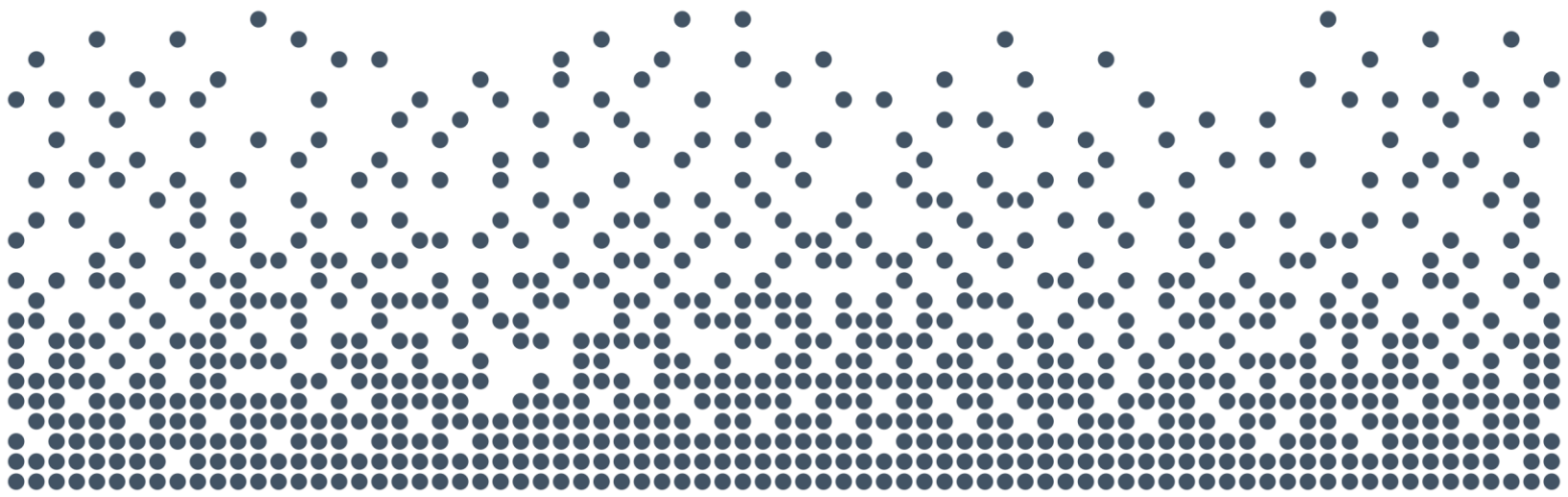
	Page
7.3.6 Indexing .....	7-6
7.3.7 Development Charge Spatial Applicability .....	7-6
7.4 Other Development Charge By-law Provisions .....	7-7
7.4.1 Categories of Services for Reserve Fund and Credit Purposes .....	7-7
7.4.2 Categories for Class of Services for Reserve Fund and Credit Purposes .....	7-8
7.4.3 By-law In-force Date .....	7-8
7.4.4 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing .....	7-8
7.5 Other Recommendations .....	7-9
<b>8. By-law Implementation .....</b>	<b>8-1</b>
8.1 Public Consultation Process .....	8-1
8.1.1 Introduction .....	8-1
8.1.2 Public Meeting of Council .....	8-1
8.1.3 Other Consultation Activity .....	8-1
8.1.4 Anticipated Impact of the Charge on Development .....	8-2
8.2 Implementation Requirements .....	8-3
8.2.1 Introduction .....	8-3
8.2.2 Notice of Passage .....	8-3
8.2.3 By-law Pamphlet .....	8-3
8.2.4 Appeals .....	8-4
8.2.5 Complaints .....	8-4
8.2.6 Credits .....	8-5
8.2.7 Front-Ending Agreements .....	8-5
8.2.8 Severance and Subdivision Agreement Conditions .....	8-5
<b>Appendix A Background Information on Residential and Non-Residential Growth Forecast .....</b>	<b>A-1</b>
<b>Appendix B Level of Service .....</b>	<b>B-1</b>
<b>Appendix C Long-Term Capital and Operating Cost Examination .....</b>	<b>C-1</b>
<b>Appendix D Development Charge Reserve Fund Policy .....</b>	<b>D-1</b>
<b>Appendix E Local Service Policy .....</b>	<b>E-1</b>
<b>Appendix F Asset Management Plan .....</b>	<b>F-1</b>
<b>Appendix G Proposed Development Charge By-law .....</b>	<b>G-1</b>



## List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
D.C.	Development Charges
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
km	Kilometre(s)
LPAT	Local Planning Appeal Tribunal
N.F.P.O.W.	No fixed place of work
OLT	Ontario Land Tribunal
O.P.P.	Ontario Provincial Police
O. Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.U.	Single detached unit
sq.ft.	square foot/feet





# Executive Summary



# Executive Summary

(a) The report provided herein represents the Development Charges (D.C.) Background Study for the Township of East Garafraxa (Township) required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:

- Chapter 1 – Introduction and overview of the legislative requirements of the D.C.A.;
- Chapter 2 – Review of the Township’s present D.C. policies;
- Chapter 3 – Summary of the anticipated residential and non-residential development for the Township;
- Chapter 4 – Approach to calculating the D.C.;
- Chapter 5 – Review of the historical level of service, increase in capital needs, identification of future capital costs to service the anticipated development, and related deductions and allocations;
- Chapter 6 – Calculation of the D.C.s;
- Chapter 7 – D.C. policy recommendations and rules; and
- Chapter 8 – By-law implementation.

(b) D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to impose these charges. The methodology required to determine the charges are detailed in Chapter 4; a simplified summary is provided below.

- 1) Identify amount, type, and location of the anticipated development;
- 2) Identify the increase in need for service to accommodate growth;
- 3) Identify capital costs to provide services to meet the needs;
- 4) Deduct:
  - Grants, subsidies, and other contributions;
  - Benefit to existing development;
  - Amounts in excess of 15-year historical service calculation; and
  - D.C. reserve funds (where applicable);



- 5) Net capital costs are then allocated between residential and non-residential development types; and
  - 6) Net costs divided by the anticipated development to provide the D.C.
- (c) Subsequent to the passage of the Township's 2019 D.C. By-law (By-law 32-2019), a number of amendments to the D.C.A. have taken place. These changes have been incorporated throughout the report and in the draft by-law, as necessary. The legislative amendment to the D.C.A. include the following (details of each Act are provided in Chapter 1 of this report):
- Bill 108: *More Homes, More Choice Act, 2019*
  - Bill 138: *Plan to Build Ontario Together Act, 2019*
  - Bill 197: *COVID-19 Economic Recovery Act, 2020*
  - Bill 213: *Better for People, Smarter for Business Act, 2020*
  - Bill 109: *More Homes for Everyone Act, 2022*
  - Bill 23: *More Homes Built Faster Act, 2022*
  - Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*
  - Bill 134: *Affordable Homes and Good Jobs Act, 2023*
  - Bill 185: *Cutting Red Tape to Build More Homes Act, 2024*

A summary of some of the amendments are outlined below:

- Limiting D.C. eligible services;
- Historical level of service calculation extended to a 15-year average;
- Capital cost definition revised to remove prescribe services for which land or an interest in land will be restricted (no services currently prescribed);
- Annual installment payments for rental and institutional development, in six equal payments commencing at occupancy;
- The determination of D.C.s for development occurring within two years of a site plan or zoning by-law amendment planning approval for applications received between January 1, 2020, and June 5, 2024, and for development occurring within 18 months of a site plan or zoning by-law amendment planning approval for applications received after June 6, 2024;





- Maximum interest rate for installments and the determination of D.C.s for eligible site plan and zoning by-law amendment applications set at the average prime rate plus 1%;
- Statutory D.C. exemptions for additional residential units (up to a third dwelling unit), affordable units, attainable units, affordable inclusionary zoning units, non-profit housing, and universities receiving ongoing funding from the Province;
- Mandatory D.C. discount for rental housing, based on the number of bedrooms within a dwelling unit;
- Term of a D.C. by-law extended from 5 years to 10 years;
- Requirement for municipalities to spend or allocate at least 60% of their D.C. reserve fund at the beginning of the year for water, wastewater, and services related to a highway;
- Requirements related to the annual D.C. reserve fund Treasurer's statement;
- Provision to allow minor amendments to D.C. by-laws concerning by-law expiry dates; and
- D.C. public notice requirements.

(d) The growth forecast (provided in Chapter 3), summarized in Table ES-1, on which the D.C. is based, projects the following population, housing, and non-residential employment and associated gross floor area (G.F.A.) for the 10-year (mid-2024 to mid-2033) forecast period.

Table ES-1  
Township of East Garafraxa  
Summary of Anticipated Township-Wide D.C. Residential and  
Non-Residential Development

Measure	10 Year Mid-2024 to Mid-2033
(Net) Population Increase	374
(Gross) Population Increase in New Households*	511
Residential Unit Increase	130
Non-Residential Employment Increase	100
Non-Residential Gross Floor Area Increase (sq.ft.)	87,600



(e) Table ES-2 includes a summary of the D.C.-eligible capital costs for each eligible service arising from the anticipated development. These capital costs are provided in detail in Chapter 5. The D.C.A. requires that the background study include a summary of the gross and net capital costs to be incurred over the term of the by-law (i.e., 10 years) for existing and future development. This summary is provided by service in Table 6-3 of the D.C. Background Study.

In total, gross capital costs of approximately \$52 million are forecasted for the 10-year by-law term. These capital costs have been identified through discussion with staff. A portion of these capital costs, approximately \$1.91 million, relate to the needs of growth beyond the forecast period. These costs are not included in the D.C. calculation, however, will be considered in future D.C. studies. Other deductions that include the proportionate shares from other municipalities include approximately \$27.47 million, and a cost of approximately \$17.85 million has been deducted for the benefit to the existing community.

The resultant net D.C.-recoverable costs included in the calculations for capital works anticipated over the 10-year forecast period totals \$4,748,504 of which \$3,751,319 is attributed to the forecast residential development and \$997,186 allocated to the forecast non-residential development.

Table ES-2  
Township of East Garafraxa  
Summary of Costs Anticipated During the Term of the By-law

Description	Value (2024\$)
Total gross expenditures planned over the next 10 years	\$51,944,200
Less: benefit to existing development	\$17,814,796
Less: post planning period benefit	\$1,912,600
Less: deductions related to contributions from other municipalities	\$27,468,300
<b>Net costs to be recovered from D.C.s. over the term of the by-law</b>	<b>\$4,748,504</b>

(f) At present, the Township imposes D.C.s on residential developments in accordance with By-Law 32-2019. The Township is undertaking a D.C. public



process and anticipates passing a new D.C. by-law for the services identified in the D.C. Background Study. The statutory mandatory public meeting has been set for July 23, 2024, with adoption of the D.C. by-law anticipated for August 27, 2024.

This report provides the calculations of the residential and non-residential charges to recover the capital costs of the anticipated increase in need for services arising from the forecast development (summarized in Schedule ES-3). The following services are calculated based on a Township-wide 10-year forecast period:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Library Services; and
- Growth-related Studies (class of service).

(g) The calculated D.C. for a single detached unit within the Township is \$29,445. The calculated non-residential charge for developments within the urban service area is \$11.38 per sq.ft. of G.F.A. and the calculated D.C. for a wind turbine is \$26,052. Table ES-3 provides the calculated D.C.s for residential and non-residential developments by service and class of services.



Table ES-3  
Township of East Garafraxa  
Calculated Schedule of Development Charges

Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)	Wind Turbines
<b>Township-Wide Services:</b>						
Services Related to a Highway	21,490	15,811	11,857	5,894	8.30	21,490
Fire Protection Services	1,091	803	602	299	0.42	1,091
Parks and Recreation Services	2,724	2,004	1,503	747	1.05	-
Library Services	669	492	369	183	0.26	-
<b>Township-Wide Class of Services:</b>						
Growth-Related Studies	3,471	2,554	1,915	952	1.35	3,471
<b>Total Township-Wide Services/Class of Services</b>	<b>\$29,445</b>	<b>\$21,664</b>	<b>\$16,246</b>	<b>\$8,075</b>	<b>\$11.38</b>	<b>\$26,052</b>



(h) Tables ES-4 and ES-5 provide a comparison of the D.C.s currently imposed in the Township and the calculated charges herein. These comparisons are provided for a single detached residential dwelling unit and non-residential development on a per sq.ft. of G.F.A., respectively.

Table ES-4  
Township of East Garafraxa  
Single Detached Residential Dwelling Unit D.C. Comparison

Services/Class of Services	Current	Calculated
<b>Township-Wide Services:</b>		
Services Related to a Highway	12,776	21,490
Fire Protection Services	506	1,091
Parks and Recreation Services	1,792	2,724
Library Services	311	669
<b>Township-Wide Class of Services:</b>		
Growth-Related Studies	862	3,471
<b>Total Township-Wide Services/Classes</b>	<b>\$16,246</b>	<b>\$29,445</b>

Table ES-5  
Township of East Garafraxa  
Non-Residential D.C. Comparison per sq.ft.  
of Gross Floor Area

Services/Class of Services	Current	Calculated
<b>Township-Wide Services/Classes:</b>		
Services Related to a Highway	3.87	8.30
Fire Protection Services	0.16	0.42
Parks and Recreation Services	0.54	1.05
Library Services	0.10	0.26
<b>Township-Wide Class of Services:</b>		
Growth-Related Studies	0.26	1.35
<b>Total Township-Wide Services/Classes</b>	<b>\$4.92</b>	<b>\$11.38</b>

(i) Chapter 7 herein, provides the D.C. by-law policy recommendations and rules that govern the imposition of the charges. Council will consider the findings and recommendations provided herein and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the

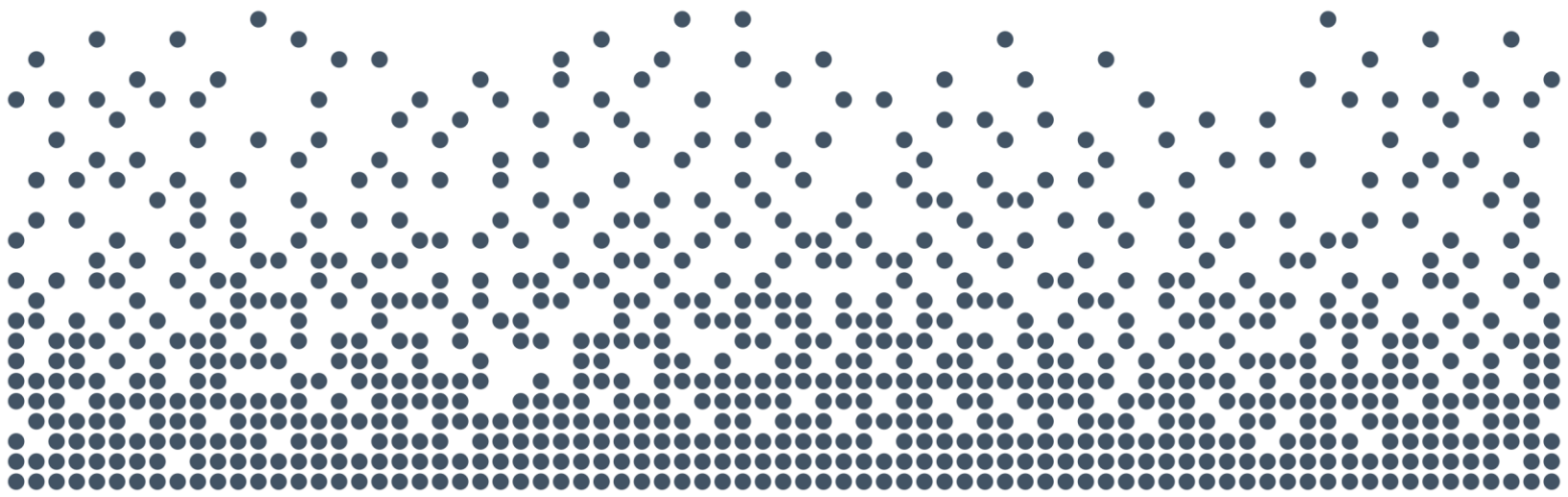


draft D.C. by-law for each service, which is appended in Appendix G. These decisions may include:

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

The D.C.A. does not allow for D.C. revenue foregone as a result of an exemption or reduction in the charge to be made up through higher D.C.s on other development. As such, any decision to provide further exemptions or reductions should consider alternative funding sources to address the foregone revenue.





# Report



# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Purpose of this Document

---

The Township of East Garafraxa (Township) retained Watson & Associates Economists Ltd. (Watson), to undertake the development charges (D.C.) background study and by-law process in 2024. This background study has been prepared for public comment. This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997* (D.C.A.), as amended, and recommends new charges and by-law policies for the Township.

This D.C. background study will be distributed to members of the public to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations. Watson will continue to work with Township staff to further refine the background study (as required) based on public feedback, for the release of the final D.C. background study prior to the Council adoption of the by-law.

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. Chapter 6 contains the calculated D.C.s based on the increase in need and capital costs of services identified in Chapter 5. It also addresses the requirement for "rules" outlining the implementation of the charge as contained in Chapter 7. Appendix G provides the proposed by-law to be made available to the public as part of the approval process.

The report also includes a summary of the Township's current D.C. rates and policies (Chapter 2) to provide a comparison with those being proposed. It further addresses post-by-law adoption implementation requirements (Chapter 8), which are critical to the successful application of the new by-law.

The chapters in the report are supported by appendices containing the data required to explain and substantiate the calculation of the charges.



## 1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A., has been scheduled for July 23, 2024. Its purpose is to present the study to the public and to solicit public input. The public meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed D.C. by-law.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on June 27, 2024.

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

- Consideration of responses received prior to, at, or immediately following the public meeting;
- Refinements to the report, if required; and
- Council consideration of the by-law subsequent to the public meeting.

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

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

Process Steps	Dates
Data collection, growth forecast development, staff review, engineering work, D.C. calculations and policy work	Early to mid-2024
Public release of final D.C. Background study and proposed by-law	June 27, 2024
Public meeting notice provided as per the D.C.A.	By 21 days prior to the Public Meeting
Public meeting of Council	July 23, 2024
Council considers adoption of background study and passage of by-law	August 27, 2024
Notice given of by-law passage	By 20 days after passage
Last day for by-law appeal	40 days after passage
Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date



## 1.3 Changes to the *Development Charges Act, 1997*

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Over the past five years, a number of changes to the D.C.A. have been introduced through various legislation including the following:

- Bill 108: *More Homes, More Choice Act, 2019*;
- Bill 138: *Plan to Build Ontario Together Act, 2019*;
- Bill 197: *COVID-19 Economic Recovery Act, 2020*;
- Bill 213: *Better for People, Smarter for Business Act, 2020*;
- Bill 109: *More Homes for Everyone Act, 2022*;
- Bill 23: *More Homes Built Faster Act, 2022*;
- Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*;
- Bill 134: *Affordable Homes and Good Jobs Act, 2023*; and
- Bill 185: *Cutting Red Tape to Build More Homes Act, 2024*.

The following provides an overview of the amendments to the D.C.A. that each of these pieces of legislation provided.

### 1.3.1 Bill 108: *More Homes, More Choice Act, 2019*

The Province introduced Bill 108, *More Homes, More Choice Act, 2019* which proposed changes to the D.C.A. as part of the province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The *More Homes, More Choice Act, 2019* received Royal Assent on June 6, 2019. At that time many of the amendments to the D.C.A. did not come into effect, awaiting proclamation by the Lieutenant Governor. On January 1, 2020, the following provisions were proclaimed:

- A D.C. for rental housing and institutional developments will pay the charge in six equal annual instalments, with the first payment commencing on the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, that further changes related to non-profit housing have been made under the *More Homes Built Faster Act, 2022*, summarized below). Any unpaid D.C. amounts may be added to the property and collected as taxes.
- For all developments triggering a D.C. within two years of a Site Plan or Zoning By-law Amendment planning approval, the D.C. shall be determined based on the charges in effect on the date the planning application was submitted. These provisions only apply to Site Plan and Zoning By-law Amendment planning



applications received on or after January 1, 2020. These amendments do not affect developments approved under other planning application types (e.g., plan of subdivision, minor variance, etc.).

- The removal of the 10% statutory deduction for soft services, i.e., services limited to a 10-year forecast period.

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

The *Plan to Build Ontario Together Act, 2019* provided further amendments to the D.C.A. and *Planning Act*. This Act received Royal Assent on December 10, 2019. Proclamation resulted in the sections related to the D.C.A. (schedule 10) coming into effect on January 1, 2020. The amendments to the D.C.A. included the removal of instalment payments for commercial and industrial developments that were originally included in the *More Homes, More Choice Act, 2019*.

### **1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020**

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197, *COVID-19 Economic Recovery Act, 2020*, which provided amendments to a number of statutes, including the D.C.A. and *Planning Act*. The COVID-19 Economic Recovery Act further revised some of the proposed changes identified in the *More Homes, More Choice Act, 2019* and *Plan to Build Ontario Together Act, 2019*. The *COVID-19 Economic Recovery Act, 2020* received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the amendments to the D.C.A.:

#### **1.3.3.1 List of D.C.-Eligible Services**

The D.C.A. previously defined ineligible services for D.C.s. The amendments to the D.C.A. now defined the services that are eligible for inclusion in a D.C. by-law. The following summarizes the D.C.-eligible services:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway;
- Electrical power services;
- Waste diversion services;





- Policing services;
- Fire protection services;
- Ambulance services;
- Library services;
- Long-term care services;
- Parks and recreation services (excluding the acquisition of land for parks);
- Public health services;
- Child care and early years services;
- Housing services (Note that as per Bill 23, housing services are no longer eligible);
- *Provincial Offences Act* services;
- Services related to emergency preparedness;
- Services related to airports, but only in the Regional Municipality of Waterloo; and
- Additional services as prescribed.

### 1.3.3.2 *Classes of D.C. Services*

Prior to the amendments, the D.C.A. allowed for categories of services to be grouped together into a minimum of two categories, i.e., 90% services and 100% services. The amendments repealed these rules and replaced them with the following provisions:

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

### 1.3.3.3 *Statutory Exemptions*

The D.C.A. provides for statutory exemptions from payment of D.C.s related to additional residential units, where the development is creating additional residential dwelling units within prescribed classes of existing residential buildings or structures. This statutory exemption has been expanded to include secondary residential dwelling units, in prescribed classes, that are ancillary to existing residential buildings.



Furthermore, additional statutory exemptions are provided for the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to new dwellings. Note: further changes related to additional residential units have been made under the *More Homes Built Faster Act, 2022*, summarized below.

#### **1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020**

On December 8, 2020, the *Better for People, Smarter for Business Act, 2020* received Royal Assent. One of the changes of this Act amended the *Ministry of Training, Colleges and Universities Act* by exempting the developments of land intended for use by a university that receives operating funds from the Government from the payment of D.C.s. As a result, this mandatory exemption is included in the Township's draft D.C. by-law.

#### **1.3.5 Bill 109: More Homes for Everyone Act, 2022**

On April 14, 2022, the *More Homes for Everyone Act, 2022* received Royal Assent. One of the D.C.A. amendments, and O. Reg. 438/22, prescribed additional information to be included in the annual Treasurer's Statement on D.C. reserve funds and its publication. The following additional information must be provided for each service for which a D.C. is collected for during the year:

- a) whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law;
- b) if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and
- c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

These requirements have been further amended to require that the annual Treasurer's Statement be made available to the public on the municipality's website, or in the municipal office.



### **1.3.6 Bill 23: More Homes Built Faster Act, 2022**

The *More Homes Built Fast Act, 2022*, received Royal Assent on November 28, 2022. This Act amends several pieces of legislation including the *Planning Act* and the D.C.A. The following provides a summary of the amendments to the D.C.A.:

#### **1.3.6.1 Additional Residential Unit Exemption**

The rules for these exemptions are now provided in the D.C.A., rather than the regulations and are summarized as follows:

- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings – The following developments will be exempt from a D.C.:
  - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
  - A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units; and
  - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.

#### **1.3.6.2 Removal of Housing as an Eligible D.C. Service**

Housing services is removed as an eligible service. Municipalities with by-laws that include a charge for housing services can no longer collect for this service.

#### **1.3.6.3 New Statutory Exemptions for Affordable Units, Attainable Units, Inclusionary Zoning Units, and Non-Profit Housing developments**

Affordable units, attainable units, inclusionary zoning units and non-profit housing developments are exempt from the payment of D.C.s, as follows:

- Affordable Rental Units: Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.



- Affordable Owned Units: Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- Attainable Units: Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
  - Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.
- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.
- Non-Profit Housing: Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

#### *1.3.6.4 Historical Level of Service extended to 15-year period instead of the historical 10-year period*

Prior to Royal Assent, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

#### *1.3.6.5 Revised Definition of Capital Costs*

The definition of capital costs has been revised to remove studies. Furthermore, the regulations to the Act will prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.

#### *1.3.6.6 Mandatory Phase-in of a D.C.*

For all D.C. by-laws passed after January 1, 2022, the charge must be phased-in annually over the first five years the by-law is in force, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.



### *1.3.6.7 D.C. By-law Expiry*

A D.C. by-law now expires ten years after the day it comes into force unless the by-law provides for an earlier expiry or repeal date. This extends the by-law's life from what used to be a maximum of five years.

### *1.3.6.8 Instalment Payments*

Non-profit housing development has been removed from the instalment payment section of the D.C.A. under section 26.1, as these units are now exempt from the payment of a D.C.

### *1.3.6.9 Rental Housing Discount*

The D.C. payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:

- Three or more bedrooms – 25% reduction;
- Two bedrooms – 20% reduction; and
- All other bedroom quantities – 15% reduction.

### *1.3.6.10 Maximum Interest Rate for Instalments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications*

No maximum interest rate was previously prescribed, which allowed municipalities to choose the interest rate to impose. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

### *1.3.6.11 Requirement to Allocate Funds Received*

Annually, beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water services, wastewater services, and services related to a highway. Other services may be prescribed by the regulation.



### **1.3.7 Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023**

The *Helping Homebuyers, Protecting Tenants Act* (Bill 97) received Royal Assent on June 8, 2023. This bill extends the mandatory exemption from payment of D.C.s for additional residential units in new residential buildings or in existing houses to all lands versus just urban lands.

### **1.3.8 Bill 134: Affordable Homes and Good Jobs Act, 2023**

The exemption for affordable residential units was included in the *More Homes Built Faster Act, 2022* (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C.s were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an “Affordable Residential Units for the Purposes of the *Development Charges Act, 1997* Bulletin.” This bulletin informs the average market rent, average purchase price, and average household income thresholds to be used in determining which developments qualify as affordable residential units. The bulletin was published by the Minister on May 1, 2024.

Bill 134 received Royal Assent on December 4, 2023, and provides for a modification to the affordable residential unit definition by:

- Introducing an income-based test for affordable rent and purchase price; and
- Increasing the threshold for the market test of affordable rent and purchase price.

This change provides the exemption based on the lesser of the two measures.

Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- The tenant and purchaser transacting the affordable unit being at arm’s length;
- The intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and
- Exemptions for attainable residential units and associated rules (requiring further regulations).

The following Table 1-1 provides further detail through Bill 134 (underlining added for emphasis).





Table 1-1  
Definition of Affordable Residential Units

Item	Bill 134 Definition (as per D.C.A.)
Affordable residential unit rent (subsection 4.1 (2), para. 1)	The rent is no greater than <u>the lesser of</u> , i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60<sup>th</sup> percentile of gross annual incomes for renter households in the applicable local municipality</u> ; and (b) identify the <u>rent</u> that, in the Minister's opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>the lesser of</u> , i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60<sup>th</sup> percentile of gross annual incomes for households in the applicable local municipality</u> ; and (b) identify the <u>purchase price</u> that, in the Minister's opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

As noted, the bulletin was released on May 1, 2024, which provides the information for the Township to measure against for determining the applicability of the exemption from the D.C. (as well as C.B.C. and Parkland requirements). The bulletin provides the following information is specific to the Township (it is noted that the Bulletin will be updated annually):

- For Affordable Ownership Units: Table 1-2 indicates the average household income in the Township provides the amount to be measured against as the 90%



of average purchase prices is greater for detached dwelling units and row/townhouse dwelling units. For semi-detached dwelling units and condominium apartments, 90% of the average purchase price in the Township provides the amount to measure against as this amount is below the average household income in the Township, (note applicable thresholds are in bold font).

Table 1-2  
Threshold for Affordable Residential Ownership Units

Units	90% of Average Purchase Price in the Township	Cost of House Based on Average Household Income in the Township
Detached House	\$1,404,000	<b>\$603,600</b>
Semi-Detached House	<b>\$603,000</b>	\$603,600
Row/townhouse	\$639,000	<b>\$603,600</b>
Condominium Apartment	<b>\$531,000</b>	\$603,600

- For Affordable Rental Units: The average market rent for a bachelor, 1-bedroom, 2-bedroom, and for units with 3 or more bedrooms, is lower than the average household income in the Township and therefore, provides the amount to be measured against, being where monthly rent is lower than the average market rent provided in Table 1-3.



Table 1-3  
Threshold for Affordable Residential Rental Units

Units	Average Monthly Market Rent in the Township	Rent Based on Average Household Income in the Township
Bachelor unit	<b>\$984</b>	\$2,040
1-Bedroom unit	<b>\$1,285</b>	\$2,040
2-Bedroom unit	<b>\$1,414</b>	\$2,040
3 or more Bedrooms	<b>\$1,543</b>	\$2,040

### **1.3.9 Bill 185: Cutting Red Tape to Build More Homes Act, 2024**

The *Cutting Red Tape to Build More Homes Act, 2024* (Bill 185), was introduced on April 10, 2024, and received Royal Assent on June 6, 2024. This Act amends the D.C.A as follows:

- Reintroduces studies as an eligible cost for services, including a D.C. background study;
- Removes the mandatory phase-in of a D.C. by-law;
- Reduces the time period for the determination of a D.C. applicable to site plan and zoning by-law amendment applications, whereby the time period between the building permit issuance and planning application approval is reduced to 18 months from two years (note, the two-year time period still applies to applications received and approved between January 1, 2020, and June 5, 2024);
- Permits the repeal of the date the D.C. by-law expires (allowing for the 10-year by-law term provided in the D.C.A.);
- Allows minor D.C. by-law amendments related to the inclusion of studies, removal of the mandatory phase-in of a D.C. by-law and removal of expiry date for by-laws passed between November 28, 2022, and June 6, 2024; and
- Permits municipalities to publish D.C. public notice on municipal websites where newspapers of general circulation are not available.



As Bill 185 has been enacted, this D.C. Background Study includes the cost of studies, and the other amendments made to the D.C.A. as noted above (where applicable).



# Chapter 2

## Township of East Garafraxa's Current Development Charge Policy



## 2. Township of East Garafraxa's Current Development Charge Policy

### 2.1 Schedule of Charges

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On August 20, 2019, the Township passed By-law 32-2019 under the D.C.A. to impose D.C.s for residential and non-residential uses. The D.C. by-law is set to expire on September 3, 2024.

### 2.2 Services Covered

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The following services are covered under By-law 32-2019:

- Transportation Services;
- Fire services;
- Parks and recreation services;
- Library services; and
- Administration studies.

The by-law imposes D.C.s for all services on a Township-wide basis and no area-specific D.C.s are in place.

The by-law charges specific services based on the categorization of Transportation Services, Fire Services, and administration studies to wind turbines.

### 2.3 Timing of Development Charge Calculation and Payment

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D.C.s are calculated and payable in full at the time the first building permit is issued in relation to a building or structure on land to which a D.C. applied. Building permits are not issued until the D.C.s are paid in full for lands to which a building permit is required. Township Council may, under agreement, give a credit towards a D.C. in exchange for work that related to a service to which a D.C. relates to under By-law 32-2019.





## 2.4 Approvals for Development

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The D.C.s shall be imposed on all lands, buildings, or structures that are developed for residential or non-residential uses if the development requires:

- The passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*;
- The approval of a minor variance under section 45 of the *Planning Act*;
- A conveyance of land to which a by-law passed under Subsection 50(7) of the *Planning Act* applies;
- The approval of a plan of subdivision under section 51 of the *Planning Act*;
- A consent under section 53 of the *Planning Act*;
- The approval of a description under section 50 of the *Condominium Act*; or
- The issuance of a building permit under the *Building Code Act* in relation to a building or structure.

## 2.5 Indexing

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D.C.s within the by-law shall be adjusted annually on January 1<sup>st</sup> without amendment to the by-law, in accordance with the second quarter Statistics Canada Quarterly, Non-Residential Building Construction Price Index.

## 2.6 Redevelopment Allowance

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As a result of the redevelopment of land where a residential unit or units existed on a property prior to a period of not more than three (3) years prior to an application for a building permit(s) for new residential dwellings on the same property. The new units are not subject to a development charge up to and including the original number of units that existed on the site within five years prior to the application for building permit(s) on the property. All units in excess of the original number are subject to the current development charge.

## 2.7 Exemptions

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The following non-statutory exemptions are provided under By-law 32-2019:

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- Full exemption of non-residential farm buildings constructed for bona-fide farm uses.

It is noted that statutory exemptions resulting from D.C.A. amendments as noted in Chapter 1, must also be witness by the Township even though they may not be currently reflected in the existing by-law.

## **2.8 Current Development Charges**

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The Township's current D.C.s for residential and non-residential development are shown in Table 2-1, as per By-32-2019.



Table 2-1  
Township of East Garafraxa  
Current Schedule of D.C.  
As of January 1, 2024

Services	Residential				Non-Residential	
	Single & Semi Detached	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	per sq.ft. of G.F.A.	Wind Turbines
Transportation Services	12,776.05	9,803.81	6,270.35	3,448.86	3.87	12,776.05
Fire Services	505.67	388.03	248.19	136.51	0.16	505.68
Parks and Recreation Services	1,791.75	1,374.92	879.38	483.68	0.54	-
Library Services	310.97	238.62	152.62	83.95	0.10	-
Administrative Studies	861.72	661.25	422.92	232.62	0.26	861.72
<b>Total</b>	<b>\$16,246.16</b>	<b>\$12,466.63</b>	<b>\$7,973.46</b>	<b>\$4,385.62</b>	<b>\$4.92</b>	<b>\$14,143.45</b>



# Chapter 3

## Anticipated Development in the Township of East Garafraxa



## 3. Anticipated Development in the Township of East Garafraxa

### 3.1 Requirement of the Act

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The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township will be required to provide services over a 10-year (mid-2024 to mid-2034) time horizon.

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 subsection 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

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

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

- Dufferin County 2022 Official Plan Review and Municipal Comprehensive Review Draft Land Needs Analysis Report, WSP Canada, July 2022;
- Official Plan for the Township of East Garafraxa (Final MMAH Modifications – October 26, 2005);
- Township of East Garafraxa 2019 Development Charges Background Study, June 19, 2019, and Addendum Report, August 9, 2019, by Watson and Associates Economists Ltd.;
- 2011, 2016 and 2021 population, household, and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Township of East Garafraxa staff; and



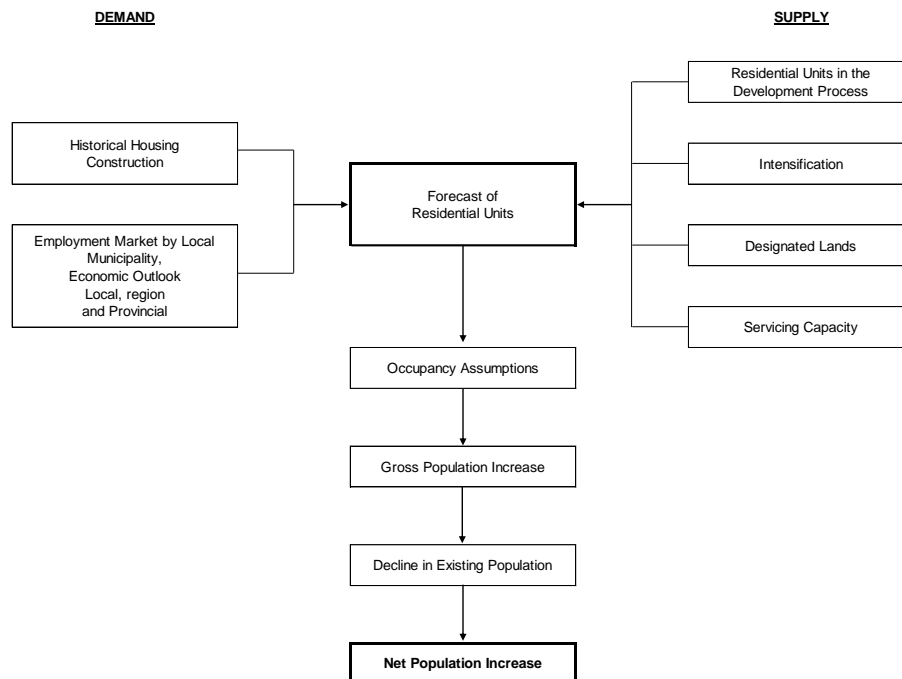
- Discussions with Township staff regarding anticipated residential and non-residential development in the Township of East Garafraxa.

### 3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Township of East Garafraxa (excluding census undercount) is anticipated to reach approximately 3,270 by mid-2034 resulting in an increase of approximately 370 persons.<sup>1</sup>

Figure 3-1  
Population and Household Forecast Model



<sup>1</sup> The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 3.1%. Population figures presented herein have been rounded



**Table 3-1  
Township of East Garafraxa  
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 2011	2,670	2,595	5	2,590	841	0	0	0	841	5	3.086
	Mid 2016	2,660	2,579	4	2,575	845	5	0	0	850	4	3.034
	Mid 2021	2,880	2,794	4	2,790	895	5	0	0	900	4	3.104
Forecast	Mid 2024	2,980	2,891	4	2,887	923	5	6	0	934	4	3.095
	Mid 2034	3,365	3,265	4	3,261	1,047	5	12	0	1,064	4	3.069
Incremental	<b>Mid 2011 - Mid 2016</b>	<b>-10</b>	<b>-16</b>	<b>-1</b>	<b>-15</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>-1</b>	
	<b>Mid 2016 - Mid 2021</b>	<b>220</b>	<b>215</b>	<b>0</b>	<b>215</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	
	<b>Mid 2021 - Mid 2024</b>	<b>100</b>	<b>97</b>	<b>0</b>	<b>97</b>	<b>28</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>34</b>	<b>0</b>	
	<b>Mid 2024 - Mid 2034</b>	<b>385</b>	<b>374</b>	<b>0</b>	<b>374</b>	<b>124</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>130</b>	<b>0</b>	

[1] Population includes the Census undercount estimated at approximately 3.1% and has been rounded.

[2] Includes townhouses and apartments in duplexes.

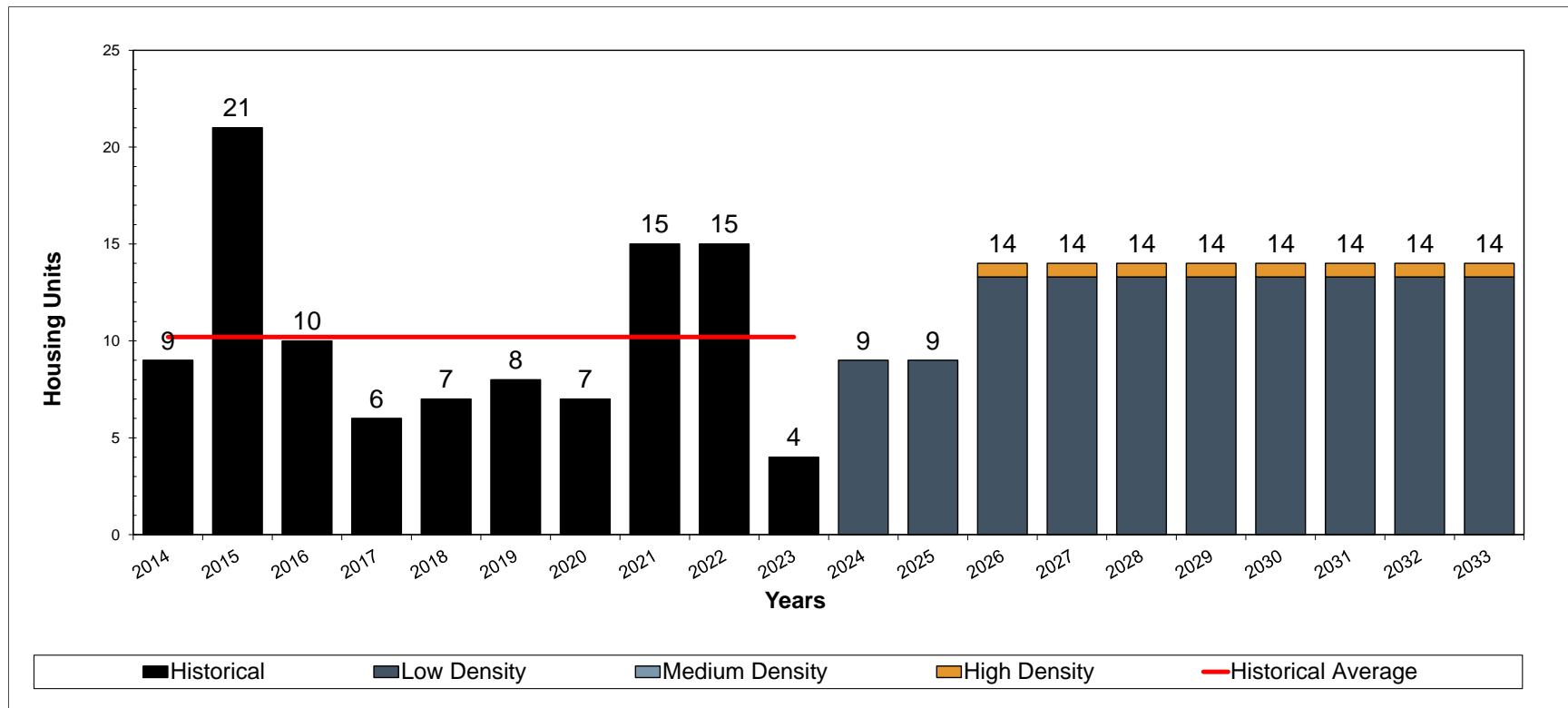
[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Note: Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure 3-2  
Township of East Garafraxa  
Annual Housing Forecast<sup>1</sup>



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

Source: Historical housing activity derived from building permit data for the Township of East Garafraxa, by Watson & Associates Economists Ltd.





Provided below is a summary of the key assumptions and findings regarding the Township's D.C. growth forecast:

- Unit Mix (Appendix A - Schedules 1 and 4)
  - The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 4), as well as active residential development applications and discussions with Township staff regarding anticipated development trends for the Township.
  - Based on the above indicators, the mid-2024 to mid-2034 household growth forecast for the Township is comprised of a unit mix of 96% low density units (single detached and semi-detached), 0% medium density (multiples except apartments) and 4% high density (bachelor, 1 bedroom and 2-bedroom apartments).
- Planning Period:
  - The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the Township has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.
- Population in New Housing Units (Appendix A - Schedules 2 and 3):
  - The number of housing units to be constructed by mid-2034 in the Township over the forecast period is presented in Table 3-1. Over the mid-2024 to mid-2034 forecast period, the Township is anticipated to average approximately 13 new housing units per year.
  - Institutional population<sup>1</sup> is anticipated to remain stable between mid-2024 to mid-2034.
  - Population in new units is derived from Schedules 2, and 3 which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
  - Schedule 5a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Township of East Garafraxa. Due to data limitations

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<sup>1</sup> Institutional population largely includes special care facilities such as long-term home or residences for senior citizens, group homes, hospices, etc. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in these types of collective households.



medium and high density P.P.U. data was derived from the County of Dufferin, which includes the Township of East Garafraxa and is outlined in Schedule 5b. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which have been recently experienced in both new and older units. Forecast 15-year average P.P.U.s by dwelling type are as follows:

- Low density: 4.011
  - Medium density: 2.951
  - High density: 2.065
- Existing Units and Population Change (Appendix A - Schedules 2 and 3):
    - Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 2).
    - The change in average occupancy levels for existing housing units is calculated in Schedules 2 through 3.<sup>1</sup> The forecast population change in existing households over the mid-2024 to mid-2034 forecast period is forecast to decline by approximately 140.
  - Employment (Appendix A – Schedules 7a and 7b):
    - The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
    - Mid-2016 employment data<sup>2, 3</sup> (place of work) for the Township is outlined in Schedule 7a. The 2016 employment base is comprised of the following sectors:

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<sup>1</sup> Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.

<sup>2</sup> Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

<sup>3</sup> 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.



- 40 primary (6%);
  - 195 work at home employment (40%);
  - 88 industrial (21%);
  - 73 commercial/population-related (13%); and
  - 105 institutional (20%).
- The mid-2016 employment by usual place of work, including work at home, is 500. An additional 150 employees have been identified for the Township in mid-2016 that have no fixed place of work (N.F.P.O.W.).<sup>1</sup>
  - Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 950 by mid-2034. This represents an employment increase of approximately 170 for the 10-year forecast.
  - Schedule 7b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area (G.F.A.) generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
  - Total employment for the Township (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 470 by mid-2034. This represents an employment increase of 100 for the 10-year forecast period.
- Non-Residential Sq.ft. Estimates (G.F.A.), (Appendix A - Schedule 7b):
    - Square footage estimates were calculated in Schedule 7b based on the following employee density assumptions:

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<sup>1</sup> No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."



- 1,500 sq.ft. per employee for industrial;
  - 500 sq.ft. per employee for commercial/population-related; and
  - 700 sq.ft. per employee for institutional employment.
- The Township-wide incremental G.F.A. is anticipated to increase by approximately 87,600 sq.ft. over the 10-year forecast period.
  - In terms of percentage growth, the mid-2024 to mid-2034 incremental G.F.A. forecast by sector is broken down as follows:
    - Industrial - 50%;
    - Commercial/population-related - 17%; and
    - Institutional - 33%.



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

### 4.2 Services Potentially Involved

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Table 4-1 lists the full range of municipal services that are provided within municipalities and indicates the D.C.-eligible service components included in the D.C. background study for the Township.

A number of these services are not included in the list of eligible services provided in subsection 2 (4) of the D.C.A. as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1B (as per the legend in Table 4-1A). Two ineligible costs defined in subsection 5 (3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years.” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services that are potentially eligible for inclusion in the Township’s D.C. are indicated with a “Yes.”

### 4.3 Increase in the Need for Service

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The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that 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

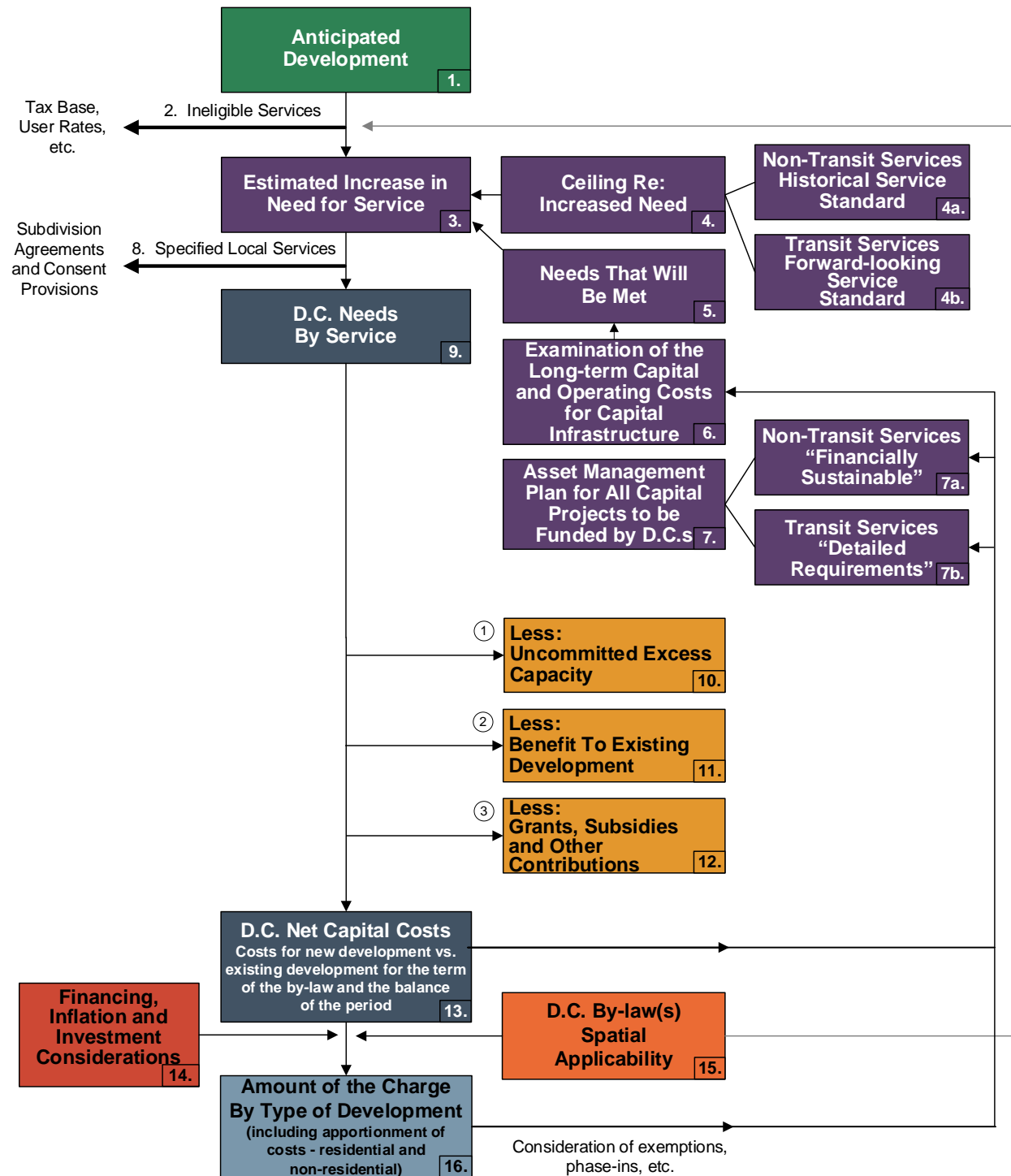




Table 4-1A  
Categories of Township Services to be Addressed as Part of the  
Calculation – Eligibility Legend

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.

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

Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
1. Water supply services, including distribution and treatment services	No	1.1 Treatment plants, Water Supply, and Storage Facilities
	No	1.2 Distribution systems
	No	1.3 Local services
	No	1.4 Vehicles and equipment <sup>1</sup>
2. Wastewater services, including sewers and treatment services	n/a	2.1 Treatment plants
	n/a	2.2 Sewage trunks
	Ineligible	2.3 Local services
	n/a	2.4 Vehicles and equipment <sup>1</sup>
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks
	No	3.2 Channel connections
	No	3.3 Retention/detention ponds
4. Services Related to a Highway	Yes	4.1 Arterial roads
	Yes	4.2 Bridges and Culverts
	No	4.3 Local municipal roads
	No	4.4 Traffic signals
	No	4.5 Sidewalks and streetlights
	No	4.6 Active Transportation
	Yes	4.7 Works Yard
	Yes	4.8 Rolling stock <sup>1</sup>

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





Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
5. Electrical Power Services	n/a n/a n/a	5.1 Electrical substations 5.2 Electrical distribution system 5.3 Electrical system rolling stock <sup>1</sup>
6. Transit Services	n/a n/a	6.1 Transit vehicles <sup>1</sup> & facilities 6.2 Other transit infrastructure
7. Waste Diversion Services	No No	7.1 Waste diversion facilities 7.2 Waste diversion vehicles and equipment <sup>1</sup>
8. Policing Services	No No No	8.1 Police detachments 8.2 Police rolling stock <sup>1</sup> 8.3 Small equipment and gear
9. Fire Protection Services	Yes Yes Yes	9.1 Fire stations 9.2 Fire Vehicles <sup>1</sup> 9.3 Fire Equipment and gear
10. Ambulance Services	n/a n/a	10.1 Ambulance station space 10.2 Vehicles <sup>1</sup>
11. Services provided by a board within the meaning of the <i>Public Libraries Act</i>	Yes  n/a Yes	11.1 Public library space (incl. furniture and equipment) 11.2 Library vehicles <sup>1</sup> 11.3 Library materials
12. Services Related to Long-Term Care	n/a n/a	12.1 Long-Term Care space 12.2 Vehicles <sup>1</sup>
13. Parks and Recreation Services	Ineligible  Yes Yes Yes  Yes	13.1 Acquisition of land for parks, woodlots, and E.S.A.s 13.2 Development of municipal parks 13.3 Parks rolling stock <sup>1</sup> and yards 13.4 Facilities, such as arenas, indoor pools, fitness facilities, community centres, etc. 13.5 Recreation vehicles and equipment <sup>1</sup>
14. Services Related to Public Health	n/a n/a	14.1 Public Health department space 14.2 Public Health department vehicles <sup>1</sup>

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



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the <i>Child Care and Early Years Act, 2014</i> and any related services.	n/a n/a	15.1 Child care space 15.2 Vehicles <sup>1</sup>
16. Services related to proceedings under the <i>Provincial Offences Act, including by-law enforcement services and municipally administered court services</i>	Yes  Yes	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles <sup>1</sup>
17. Services Related to Emergency Preparedness	No No	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	Ineligible Ineligible	18.1 Airports 18.2 Other Airports
20. Other	No  Yes	20.1 Interest on money borrowed to pay for growth-related capital 20.2 Studies in connection with eligible services, including the D.C. background study

## 4.4 Local Service Policy

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

<sup>1</sup> With a 7+ year useful life



## 4.5 Capital Forecast

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

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

The capital costs include:

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

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

## 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

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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.

Currently, there are no outstanding credits to be included in the D.C. calculations.

## 4.7 Class of Services

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

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

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. Currently the growth-related studies have been provided as a class of services.

## 4.8 Existing Reserve Funds

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

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1).”

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

For services that are subject to a per-capita-based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e., the needs of recent growth). This



cost component is distinct from the development-related costs for the next 10-year period, which underlie the D.C. calculation herein.

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

The Township's D.C. reserve fund balance by service as of December 31, 2023, less outstanding commitments related to prior year capital approvals, is provided in Table 4-2. These balances have been considered in the D.C. calculations:

Table 4-2  
Township of East Garafraxa  
Projected Development Charge Reserve Fund Balances  
As of December 31, 2023

<b>Services/Class of Services</b>	<b>Total</b>
Services Related to a Highway	\$508,550
Fire Protection Services	\$24,287
Parks and Recreation Services	\$55,489
Library Services	\$14,980
Growth-Related Studies	\$28,390
Total	\$631,696

## 4.9 Deductions

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

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- the historical level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and
- anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

#### ***4.9.1 Reduction Require by Historical Level of Service Ceiling***

This is designed to ensure that the increase in need included in section 4.3 does “not include an increase that would result in the level of service [for the additional development increment] exceeding the average historical level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study” (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

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

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

#### ***4.9.2 Reduction for Uncommitted Excess Capacity***

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

“Excess capacity” is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work



associated with justifying and sizing new facilities, (e.g., if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance).

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

Section 5 (1) 6 of the D.C.A. provides that, “The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development.” The general guidelines used to consider benefit to existing development included:

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

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 4.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

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

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



Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a limited benefit to existing development. Furthermore, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

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

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

### **4.10 Township-Wide vs. Area-Specific**

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

All calculated D.C.s herein are based on a Township-wide basis.

### **4.11 Allocation by Type 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.





## 4.12 Asset Management

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



# Chapter 5

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



## 5. Development Charge Eligible Cost Analysis by Service and Class of Services

### 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 for the defined service areas. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A., and described in Chapter 4, was followed in determining D.C.-eligible costs.

The service component is evaluated on two format sheets:

- The service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts; and
- The infrastructure cost calculation, which determines the potential D.C.-recoverable cost.

The nature of the capital projects and timing identified in the Chapter reflect Council's current intention. Over time, however, Township projects and Council priorities may change; accordingly, Council's intentions may be altered, and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

### 5.2 Service Levels and 10-Year Capital Costs for Township-wide Development Charge Services and Class of Services Calculation

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This section evaluates the development-related capital requirements for all Township services under a 10-year planning period, from mid-2024 to mid-2034.

#### 5.2.1 *Services Related to a Highway*

The Township's inventory of roadways is measured in kilometres (km) and includes asphalt, gravel, and road base roads. In total, the Township currently owns 272 km along with 8 bridges and 23 culverts that are D.C. eligible. Furthermore 7,022 sq.ft. of roads operations facility space is owned and used by the Township for services related



to a highway, along with approximately 13 vehicles and equipment items to service the road network.

The total inventory of assets over the past 15-years results in an invested level of service of \$32,260 per capita. When applied to the 10-year forecast population, a maximum D.C.-eligible cost of approximately \$12.07 million is applicable.

Table 5-1 provides the 10-year capital program for services related to a highway. The capital program includes an expansion to the public works facility, upgrades and improvements to roads, bridges, and culverts, along with additional vehicles to service growth. The total gross capital cost of the program is approximately \$19.16 million over the 2024-2033 forecast period. A deduction related to the benefit to the existing development has been applied for approximately \$15.18 million, along with a deduction related to the existing D.C. reserve fund balance of \$508,550. As a result, the total D.C.-recoverable cost of approximately \$3.47 million, approximately, has been included in the calculation of the charge. Approximately \$2.74 million (79%) and \$727,700 (21%) have been attributed to residential and non-residential developments, respectfully. These attributions are based on the incremental growth anticipated in population and employment over the 10-year forecast period.

### **5.2.2 Fire Protection Services**

The Township currently provides fire protection services to its community through the Township of Grand Valley's fire station. The fire station is a shared facility between the Townships of Grand Valley and East Garafraxa, and the Town of Amaranth. Currently, the Township's proportionate share of the fire hall is approximately 14%, and the corresponding proportionate share provides the Township with fire hall space equivalent to approximately 900 square feet. With the same proportionate share, the Township is responsible for approximately 1.3 fire vehicles and 20 items related to small equipment and gear to provide fire protection services to its community.

The total inventory of assets over the past 15 years results in an invested level of service of \$471 per capita. When applied to the 10-year forecast population, a maximum D.C.-eligible cost of approximately \$176,000 is applicable.

The 10-year capital program for fire protection services is provided in Table 5-2. The capital program included a total gross capital cost of approximately \$9.61 million over the 10-year forecast period. The capital program includes provisions for additional



facility space, vehicles, and firefighters & equipment. Deductions of approximately \$8.25 million have been made to recognize the portion of the capital costs that are the responsibility of from the Township of Grand Valley and Town of Amaranth. Further a deduction related to Township's share of the project related to growth in the post 10-year period of \$719,900 has been made. Additionally, deductions have been made related to the costs that benefit the existing development of \$440,600, and the amount in the current D.C. reserve fund of \$2,4287.

As a result of these deductions, the D.C.-recoverable cost of \$176,014 has been apportioned to residential and non-residential development. The residential development cost share totals \$139,051 (79%) and non-residential development cost share totals \$36,963 (21%). The allocation of D.C.-recoverable costs by type of development is based on the incremental population and employment growth over the period.

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

The Township provides a variety of parks and recreation-related assets to service the community. Currently, the Township has 20.05 acres of parkland, which includes development parkland within its jurisdiction and the Township's proportion of the Township of Grand Valley's skatepark as this is a shared amenity. It also maintains 21 parkland amenities within the boundaries of the parks, such as pavilions, basketball courts, playgrounds, etc. Furthermore, there are currently two facilities that recreation is serviced from, including the Township's community centre and a shared arena and community centre with the Township of Grand Valley. These facilities provide a total of 5,047, sq.ft. of space. Finally, the parks and recreation services are maintained with approximately half of a vehicle (based on the Township's proportionate share). The total inventory of assets related to parks and recreation services over the past 15-years results in an invested level of service of \$2,151 per capita. When applied to the 10-year forecast population, a maximum D.C.-eligible cost of approximately \$804,500 is applicable.

Table 5-3 provides the capital program related to parks and recreation services for the 10-year forecast period. The need of an addition to the community centre located in the Township of Grand Valley has been identified. As such, the capital program identifies a total gross capital cost of approximately \$3.5 million. A deduction has been made related to the current D.C. reserve fund balance of \$55,489. In addition, a deduction



related to the proportion of capital costs attributable to the Township of Grand Valley and Town of Amaranth of approximately \$3 million, has been made. As a result, \$439,211 has been included in the calculation of the charge.

As the predominant users of parks and recreation services tend to be residents of the Township, the forecast D.C.-recoverable costs have been allocated 95% to future residential development and 5% to future non-residential development. Therefore, \$346,977, and \$92,234 has been allocated to residential and non-residential developments, respectively.

#### **5.2.4 Library Services**

Similar to fire protection services, the Township shares library services with the Township of Grand Valley and Town of Amaranth out of the facility located in Grand Valley. The Township's current proportionate share of capital costs is approximately 11%. As a result, this provides 484 sq.ft. of library space is attributable to the Township. Similarly, the library collection materials are also shared and as a result, the Township provides for 2,500 collection items, including books, periodicals, database subscriptions, etc. for use to its residents. Based on the level of investment, the average level of service provided has been \$289 per capita. In total, the maximum D.C.-eligible amount for library services over the 10-year forecast period is \$108,056.

Table 5-4 provides the capital program for library services for the 10-year forecast period. Capital projects related to provisional items including additional space at the Grand Valley's library along with the additional collection materials have been included. The gross capital cost of the projects is \$18.2 million. Deductions related to growth in the post 10-year period of \$1.2 million and the costs that benefit the existing development of \$731,000 have been made. Further, a deduction for approximately \$16.14 million has been made related to the contributions from the Township of Grand Valley and Town of Amaranth to recognize their contributions to the library services expansion requirements. Finally, a deduction of \$14,980 has been made to recognize the existing D.C. reserve fund balance. As a result, the total D.C.-recoverable cost included in the calculation of the charge is \$107,920.

Similar to parks and recreation services, the forecast D.C.-recoverable costs have been allocated 95% to residential development and 5% to non-residential development.



Therefore, approximately \$85,257, and \$22,663 have been allocated to future residential and non-residential development types, respectively.

### **5.2.5 Growth-Related Studies (Class of Services)**

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

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

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

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Library Services;
- Water Services; and
- Stormwater Services.

The following provides a list of the studies that have been identified for the 10-year forecast period:

- Development Charge Studies;
- Official Plans;
- Zoning By-laws;
- Asset Management Plans;
- Roads Needs Study;
- OSIM Bridges Reports;
- Bridge Inspection Study;



- Grand Valley Fire Master Plan (Township share);
- Public Works Facility Feasibility Study; and
- Parks, Recreation, and Culture Master Plan.

The list of growth-related studies, as provided in Table 5-5, has an estimated gross capital cost of approximately \$1.59 million. Deductions related to non-D.C. eligible services of \$87,500 and the benefit to existing development of \$866,700 have been made. Further, a deduction related to the existing D.C. reserve fund of \$28,390, has been made. Therefore, the net D.C. recoverable cost of \$608,110 has been included for calculation purposes. Table 5-5 provides the summary of the class of services for growth-related studies.

For planning related studies, a deduction of 10% of the growth-related costs has been applied to recognize the extent to which the studies relate to non-D.C.-eligible services. Planning related studies and future D.C. background studies have been allocated to the services in the following manner:

- Services Related to a Highway – 83%;
- Fire Protection Services – 4%;
- Parks and Recreation Services – 10%; and
- Library Services – 3%.

The allocation of the net growth-related costs between residential and non-residential development is based on the residential and non-residential allocations for each service area and are presented in Table 5-6 (i.e. 79% residential and 21% non-residential).





**Table 5-1**  
**Township of East Garafraxa**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Services Related to a Highway**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 79%	Non-Residential Share 21%
1	Public Works Facility Expansion	2024-2033	7,300,000	-	-	7,300,000	5,124,600	-	2,175,400	1,718,566	456,834
2	A-Line Surface Upgrade & Improvements	2025	463,500	-	-	463,500	410,500	-	53,000	41,870	11,130
3	Road Resurfacing and Upgrades	2024-2033	3,892,000	-	-	3,892,000	3,446,900	-	445,100	351,629	93,471
4	Bridges and Large Culverts Improvements	2025-2033	7,000,000	-	-	7,000,000	6,199,400	-	800,600	632,474	168,126
5	Pickup Truck	2024	65,000	-	-	65,000	-	-	65,000	51,350	13,650
6	Plow Truck	2027-2033	435,000	-	-	435,000	-	-	435,000	343,650	91,350
7	Reserve Fund Adjustment		-	-	-		508,550	-	(508,550)	(401,754)	(106,795)
	<b>Total</b>		<b>\$19,155,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,155,500</b>	<b>\$15,689,950</b>	<b>\$0</b>	<b>\$3,465,550</b>	<b>\$2,737,785</b>	<b>\$727,766</b>

**Table 5-2**  
**Township of East Garafraxa**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Fire Protection Services**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 79%	Non-Residential Share 21%
	<b>East-Garafraxa's Share of Grand Valley Fire Services</b>										
1	Provision for Additional Facility Space	2024-2034	7,000,000	438,400	6,008,000	553,600	440,600	-	113,000	89,270	23,730
2	Provision for Additional Vehicles	2024-2034	2,500,000	281,500	2,146,000	72,500	-	-	72,500	57,275	15,225
3	Provision for Additional Firefighters & Equipment	2024-2034	107,800	-	93,000	14,800	-	-	14,800	11,692	3,108
4	Reserve Fund Adjustment		-	-	-	-	24,287	-	(24,287)	(19,186)	(5,100)
	<b>Total</b>		<b>\$9,607,800</b>	<b>\$719,900</b>	<b>\$8,247,000</b>	<b>\$640,900</b>	<b>\$464,887</b>	<b>\$0</b>	<b>\$176,014</b>	<b>\$139,051</b>	<b>\$36,963</b>



**Table 5-3**  
**Township of East Garafraxa**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Parks and Recreation Services**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 79%	Non-Residential Share 21%
1	Addition to Community Centre (4,000 sq.ft.) located in Grand Valley (East Garafraxa's Share)	2024-2034	3,492,000	-	2,997,300	494,700	-	-	494,700	390,813	103,887
2	Reserve Adjustment			-	-	-	55,489	-	(55,489)	(43,836)	(11,653)
	<b>Total</b>		<b>\$3,492,000</b>	<b>\$0</b>	<b>\$2,997,300</b>	<b>\$494,700</b>	<b>\$55,489</b>	<b>\$0</b>	<b>\$439,211</b>	<b>\$346,977</b>	<b>\$92,234</b>

**Table 5-4**  
**Township of East Garafraxa**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Library Services**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 79%	Non-Residential Share 21%
1	Provision for Additional Space at Grand Valley Library (East Garafraxa's Share)	18,152,800	1,192,700	16,136,500	823,600	731,100	-	92,500	73,075	19,425
2	Provision for Additional Collection Materials	30,400	-	-	30,400	-	-	30,400	24,016	6,384
3	Reserve Fund Adjustment	-	-	-	-	14,980	-	(14,980)	(11,834)	(3,146)
	<b>Total</b>	<b>\$18,183,200</b>	<b>\$1,192,700</b>	<b>\$16,136,500</b>	<b>\$854,000</b>	<b>\$746,080</b>	<b>\$0</b>	<b>\$107,920</b>	<b>\$85,257</b>	<b>\$22,663</b>



**Table 5-5**  
**Township of East Garafraxa**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Growth-Related Studies Class of Services**

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2033											
1	D.C. Background Study	2024	All Services	30,000	-	-	30,000	-	-	30,000	23,700	6,300
2	D.C. Background Study	2033	All Services	30,000	-	-	30,000	-	-	30,000	23,700	6,300
3	Official Plan	2033	All Services	200,000	-	20,000	180,000	90,000	-	90,000	71,100	18,900
4	Official Plan	2033	All Services	200,000	-	20,000	180,000	90,000	-	90,000	71,100	18,900
5	Zoning By-Law	2026	All Services	200,000	-	20,000	180,000	90,000	-	90,000	71,100	18,900
6	Zoning By-Law	2031	All Services	200,000	-	20,000	180,000	90,000	-	90,000	71,100	18,900
7	Asset Management Plan	2024-2034	Water Services	120,000	-	-	120,000	106,300	-	13,700	10,823	2,877
8	Asset Management Plan	2024-2034	Parks and Recreation Services	120,000	-	-	120,000	106,300	-	13,700	10,823	2,877
9	Asset Management Plan	2024-2034	Stormwater Services	120,000	-	-	120,000	106,300	-	13,700	10,823	2,877
10	Roads Needs Study	2030	Services Related to a Highway	60,000	-	-	60,000	30,000	-	30,000	23,700	6,300
11	OSIM Bridges Report	2025	Services Related to a Highway	15,000	-	-	15,000	13,300	-	1,700	1,343	357
12	OSIM Bridges Report	2027	Services Related to a Highway	15,000	-	-	15,000	13,300	-	1,700	1,343	357
13	OSIM Bridges Report	2029	Services Related to a Highway	15,000	-	-	15,000	13,300	-	1,700	1,343	357
14	OSIM Bridges Report	2031	Services Related to a Highway	15,000	-	-	15,000	13,300	-	1,700	1,343	357
15	OSIM Bridges Report	2033	Services Related to a Highway	15,000	-	-	15,000	13,300	-	1,700	1,343	357
16	Grand Valley Fire Master Plan (Township share)	2024	Fire Protection Services	700	-	-	700	200	-	500	395	105
17	Public Works Facility Feasibility Study	2027	Services Related to a Highway	75,000	-	-	75,000	37,500	-	37,500	29,625	7,875
18	Parks, Recreation, and Culture Master Plan	2025-2026	Parks and Recreation Services	75,000	-	7,500	67,500	16,900	-	50,600	39,974	10,626
19	Reserve Fund Adjustment		All Services	-	-	-	-	28,390	-	(28,390)	(22,428)	(5,962)
	<b>Total</b>			<b>\$1,505,700</b>	<b>\$0</b>	<b>\$87,500</b>	<b>\$1,418,200</b>	<b>\$858,390</b>	<b>\$0</b>	<b>\$559,810</b>	<b>\$442,250</b>	<b>\$117,560</b>



Table 5-6  
Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies –  
Residential/Non-Residential Shares

Services	Total	Residential Share	Non-Residential Share
Services Related to a Highway	403,050	318,410	84,640
Fire Protection Services	17,274	13,647	3,627
Parks and Recreation Services	103,111	81,456	21,655
Library Services	10,298	8,135	2,162
Water Services	13,039	10,301	2,738
Stormwater Services	13,039	10,301	2,738
<b>Total</b>	<b>\$559,810</b>	<b>\$442,250</b>	<b>\$117,560</b>
<b>Growth Studies Class of Services Residential/Non-Residential %</b>		<b>79%</b>	<b>21%</b>



# Chapter 6

## Development Charge Calculation



## 6. Development Charge Calculation

Tables 6-1 calculate the proposed D.C.s to be imposed on development for all Township-wide services over the 10-year forecast period. The D.C. eligible costs for each service were determined in Chapter 5 for all Township-wide services, based on their associated capital programs.

The calculation for residential development is generated on a per capita basis and is based upon four (4) forms of housing types (singles and semi-detached dwellings, multiple dwellings, bachelor and 1-bedroom apartments, and 2+ bedrooms apartments). The non-residential D.C. has been calculated on a uniform per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The residential D.C. recoverable capital cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charges in Table 6-1. Wind Turbines are deemed to be equivalent to a residential single detached unit as it relates to Services Related to a Highway, Fire Protection Services, and Growth-Related Studies only.

Table 6-2 provides the schedule of charges that is applicable for all services by type of development. Table 6-3 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the 10-year life of the by-law.



Table 6-1  
Township of East Garafraxa  
Township-Wide D.C. Calculation for the 10-year Forecast Period

SERVICES/CLASS OF SERVICES	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1 <u>Services Related to a Highway</u>	\$	\$	\$	\$
1.1 Roads and Related, Bridges and Culverts	2,737,785	727,766	21,490	8.30
2 <u>Fire Protection Services</u>				
2.1 Fire facilities, vehicles & equipment	139,051	36,963	1,091	0.42
3 <u>Parks and Recreation Services</u>				
3.1 Facilities, vehicles and equipment	346,977	92,234	2,724	1.05
4 <u>Library Services</u>				
4.1 Library facilities and collection materials	85,257	22,663	669	0.26
5 Growth-Related Studies	442,250	117,560	3,471	1.35
<b>TOTAL</b>	<b>\$3,751,319</b>	<b>\$997,186</b>	<b>\$29,445</b>	<b>\$11.38</b>
D.C.-Eligible Capital Cost	\$3,751,319	\$997,186		
Buildout Gross Population/GFA Growth (sq.ft.)	511	87,600		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$7,341.13</b>	<b>\$11.38</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwelling	4.011	\$29,445		
Other Multiples	2.951	\$21,664		
Apartments - 2 Bedrooms +	2.213	\$16,246		
Apartments - Bachelor and 1 Bedroom	1.100	\$8,075		



Table 6-2  
Township of East Garafraxa  
Calculated Schedule of Development Charges by Service and Class of Services

Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)	Wind Turbines
<b>Township-Wide Services:</b>						
Services Related to a Highway	21,490	15,811	11,857	5,894	8.30	21,490
Fire Protection Services	1,091	803	602	299	0.42	1,091
Parks and Recreation Services	2,724	2,004	1,503	747	1.05	-
Library Services	669	492	369	183	0.26	-
<b>Township-Wide Class of Services:</b>						
Growth-Related Studies	3,471	2,554	1,915	952	1.35	3,471
<b>Total Township-Wide Services/Class of Services</b>	<b>\$29,445</b>	<b>\$21,664</b>	<b>\$16,246</b>	<b>\$8,075</b>	<b>\$11.38</b>	<b>\$26,052</b>





**Table 6-3**  
**Township of East Garafraxa**  
**Gross Expenditure and Sources of Revenue Summary for Costs**  
**to be Incurred over the 10-Year Life of the By-law for all Services/Class of Services**

Services/Class of Services	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1 Services Related to a Highway 1.1 Roads and Related, Bridges and Culverts	19,155,500	0	15,689,950	0	0	2,737,785	727,766
2 Fire Protection Services 2.1 Fire facilities, vehicles & equipment	9,607,800	8,247,000	464,887	0	719,900	139,051	36,963
3 Parks and Recreation Services 3.1 Facilities, vehicles and equipment	3,492,000	2,997,300	55,489	0	0	346,977	92,234
4 Library Services 4.1 Library facilities and collection materials	18,183,200	16,136,500	746,080	0	1,192,700	85,257	22,663
5 Growth-Related Studies	1,505,700	87,500	858,390	0	0	442,250	117,560
<b>Total Expenditures &amp; Revenues</b>	<b>\$51,944,200</b>	<b>\$27,468,300</b>	<b>\$17,814,796</b>	<b>\$0</b>	<b>\$1,912,600</b>	<b>\$3,751,319</b>	<b>\$997,186</b>



# Chapter 7

## Development Charge Policy Recommendations and By-law Rules



## 7. Development Charge Policy Recommendations and By-law Rules

### 7.1 Introduction

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

Subsection 5 (1) 9 of the D.C.A. states that rules must be developed:

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

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

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under subsection 5 (1) 2-7 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

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

The rules provided give consideration for the recent amendments to the D.C.A. as summarized in Chapter 1. These policies, however, are provided for Council’s consideration and may be refined prior to adoption of the by-law.



## 7.2 Development Charge By-law Structure

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It is recommended that:

- The Township uses a uniform Township-wide D.C. calculation for all services; and
- The Township uses a uniform Township-wide D.C. calculation for the growth-related studies class of services.

## 7.3 Development Charge By-law Rules

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

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

### 7.3.1 *Payment in any Particular Case*

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

- (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- (b) the approval of a minor variance under section 45 of the *Planning Act*;
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
- (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
- (e) a consent under section 53 of the *Planning Act*;
- (f) the approval of a description under section 9 of the *Condominium Act, 1998*; or
- (g) the issuing of a permit under the *Building Code Act, 1992* in relation to a building or structure.

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

The following conventions should be adopted:

1. Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type



constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the number of square feet of G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).

2. Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:
  - For services related to a highway and fire protection services, a 79% residential and 21% non-residential attribution has been made, to recognize the incremental residential population and non-residential employment uses projected over the Township-wide 10-year forecast period for both services.
  - Parks and recreation and library services attributions for residential and non-residential splits have been determined based on an allocation of 95% to residential development and 5% to non-residential development as the predominant users of parks and recreation and library services tend to be residents of the Township.
  - For the growth-related studies class of services, the costs related to library services and parks and recreation services, have been allocated 95% to residential development and 5% to non-residential development, similar to the capital costs for these services. All other studies have been allocated based on the incremental population and employment uses projected over the forecast periods similar to the specific services (i.e., 79% to residential and 21% to non-residential).

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

Where, as a result of the redevelopment of land, a building or structure existing on the same land within three years prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- In the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure,



an amount calculated by multiplying the applicable D.C. by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

- In the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C., by the G.F.A. that has been or will be demolished or converted to another principal use;

The demolition/conversion 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 36 months (three years) prior to the issuance of a building permit.

### **7.3.4 Exemptions**

Statutory exemptions include the following:

- Partial exemption for industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50%, is subject to D.C.s (subsection 4 (3) of the D.C.A.).
- Full exemption for buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education.
- Full exemption for additional residential development in existing buildings: development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98).
- Full exemption for additional residential development in new dwellings: development that includes the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98).
- Full exemption for a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario.
- Full exemption for affordable units (see bulletin rates identified in section 1.3.8).
- Full exemption for attainable units.
- Full exemption for affordable inclusionary zoning units.
- Full exemption for non-profit housing developments.



- Partial exemption through a discount for rental housing units based on the number of bedrooms contained in each unit, as prescribed (note that these discounts are not part of the methodology required for calculating the charge, but a rule that has to be included in the by-law which informs implementation):
  - Residential units intended for use as a rented residential premises with three (3) or more bedrooms - 25% discount.
  - Residential units intended for use as a rented residential premises with two (2) bedrooms - 20% discount.
  - Residential units intended for use as a rented residential premises not referred to 1 or 2 above - 15% discount.

Non-statutory (discretionary exemptions) include the following:

- D.C.s shall not be imposed on the development a bona fide non-residential farm building.

### **7.3.5 Timing of Collection**

The D.C.s for all services and class of services, except services related to a highway proceeding through subdivision and/or consent, are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Township and an owner under section 27 of the D.C.A.

For developments proceeding through subdivision or consent agreements, the D.C.s for Services Related to a Highway, are payable immediately upon the developing landowner entering into a subdivision agreement or consent agreement.

Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy, and then on the anniversary of occupancy for the following five (5) years.

Moreover, the D.C. amount for all developments occurring within two (2) years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted and approved after January 1, 2020, and June 5, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application. The D.C. amount for all developments occurring within eighteen (18) months of a Site Plan or Zoning By-law Amendment planning approval (for applications received on or after January 1, 2020, that have not received approval prior to June 6,



2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Installment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges. The maximum interest rate the Township can impose is the average prime rate plus 1% % as defined in subsection 26.3(1) of the Act.

### **7.3.6 Indexing**

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1<sup>st</sup>, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index, for the most recent year-over-year period

### **7.3.7 Development Charge Spatial Applicability**

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area specific charges. Subsections 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. The D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. Subsection 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. 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 Township-wide D.C. approach is based, in part, on the following:

1. All Township services, except for water, wastewater, and stormwater services, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service





standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

2. Expanding on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Township-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area-rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.
3. Many services provided (roads, parks and recreation facilities) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Township will be used by residents from all areas depending on the programming of the facility (i.e., a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

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 apply Township-wide D.C.s for all services and class of services.

## 7.4 Other Development Charge By-law Provisions

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**It is recommended that:**

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

The Township's D.C. collections should be contributed into four (4) separate reserve funds, including:

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



- Library Services.

#### ***7.4.2 Categories for Class of Services for Reserve Fund and Credit Purposes***

It is recommended that the Township's D.C. collections related to the growth-related studies class of services be contributed into a separate reserve fund from the four reserve funds specific for the services noted above in section 7.4.1. Note that the current D.C. reserve fund balance for Administration Studies has been included in the growth-related studies D.C. calculations.

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

The by-law will come into force on the day after which the by-law is passed by Council unless Council determines an alternative date for enactment.

#### ***7.4.4 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 come into force (as per section 11 of O. Reg. 82/98).



## 7.5 Other Recommendations

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### It is recommended that Council:

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

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

“Adopt the D.C. approach to calculate the charges on a uniform Township-wide basis for all services and class of services;”

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated June 27, 2024, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated June 27, 2024, as amended (if applicable);”

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

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



# Chapter 8

## By-law Implementation



## 8. By-law Implementation

### 8.1 Public Consultation Process

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#### **8.1.1 Introduction**

This chapter addresses the mandatory, formal public consultation process (subsection 8.1.2), as well as the optional, informal consultation process (subsection 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

#### **8.1.2 Public Meeting of Council**

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

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

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

#### **8.1.3 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/primary 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, institutional buildings, and buildings on agricultural lands. 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 the Township's D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

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

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

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



## 8.2 Implementation Requirements

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### 8.2.1 Introduction

Once the Township has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters. These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections that follow present an overview of the requirements in each case.

### 8.2.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Township Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (e.g., as of the day of newspaper publication, posting on municipal website, 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, or on the municipal website where a local newspaper is unavailable;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

### 8.2.3 By-law Pamphlet

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

- a description of the general purpose of the D.C.s;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;



- the services to which the D.C.s relate; and
- a description of the general purpose of the Treasurer's statement and where it may be received by the public.

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

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

### **8.2.4 Appeals**

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

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

### **8.2.5 Complaints**

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

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

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





### **8.2.6 Credits**

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

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

### **8.2.7 Front-Ending Agreements**

The Township and one or more landowners may enter into a front-ending agreement that provides for the costs of a project that 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 *Development Charges Act*, 1989. Accordingly, the Township assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Township funds being available.

### **8.2.8 Severance and Subdivision Agreement Conditions**

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

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

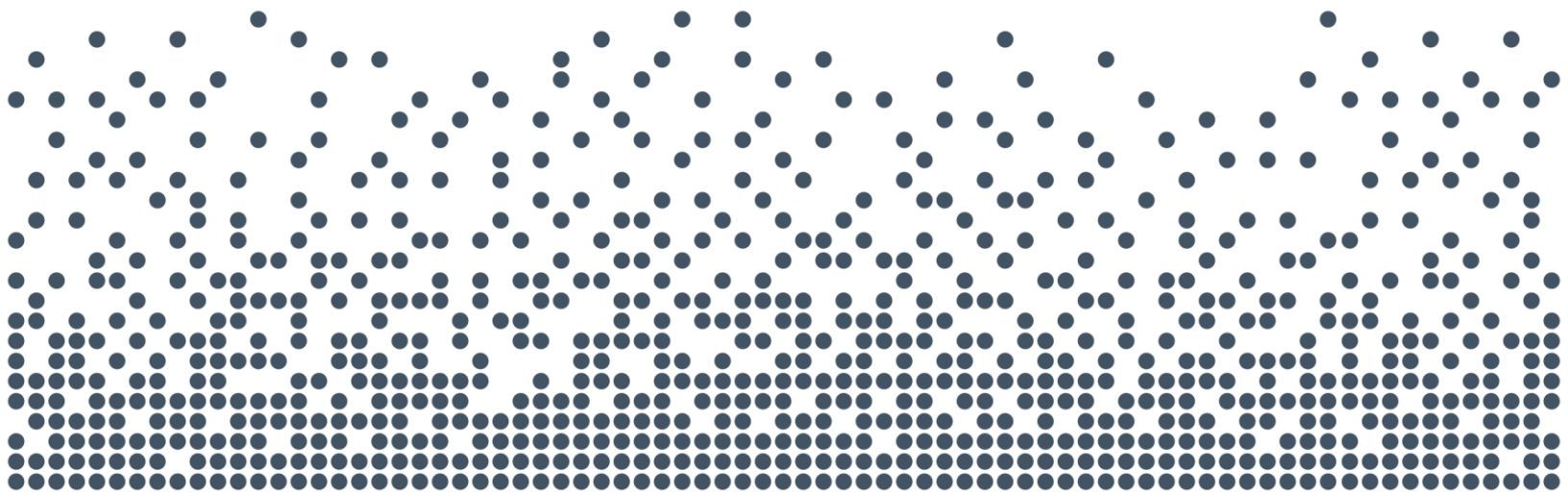


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s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

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

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

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



# Appendices



# Appendix A

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



Schedule 1  
Township of East Garafraxa  
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 2011	2,670	2,595	5	2,590	841	0	0	0	841	5	3.086
	Mid 2016	2,660	2,579	4	2,575	845	5	0	0	850	4	3.034
	Mid 2021	2,880	2,794	4	2,790	895	5	0	0	900	4	3.104
Forecast	Mid 2024	2,980	2,891	4	2,887	923	5	6	0	934	4	3.095
	Mid 2034	3,365	3,265	4	3,261	1,047	5	12	0	1,064	4	3.069
Incremental	<b>Mid 2011 - Mid 2016</b>	<b>-10</b>	<b>-16</b>	<b>-1</b>	<b>-15</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>-1</b>	
	<b>Mid 2016 - Mid 2021</b>	<b>220</b>	<b>215</b>	<b>0</b>	<b>215</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	
	<b>Mid 2021 - Mid 2024</b>	<b>100</b>	<b>97</b>	<b>0</b>	<b>97</b>	<b>28</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>34</b>	<b>0</b>	
	<b>Mid 2024 - Mid 2034</b>	<b>385</b>	<b>374</b>	<b>0</b>	<b>374</b>	<b>124</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>130</b>	<b>0</b>	

<sup>[1]</sup> Population excludes the Census undercount estimated at approximately 3.1% and has been rounded.

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

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

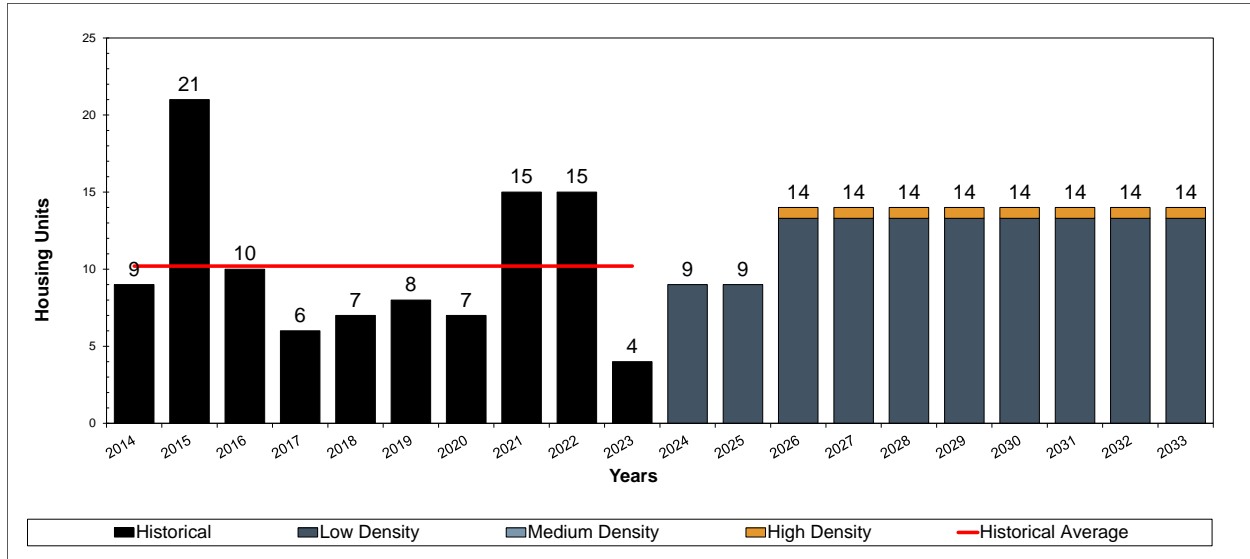
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure A-1  
Township of East Garafraxa  
Annual Housing Forecast



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from building permit data for the Township of East Garafraxa, by Watson & Associates Economists Ltd.



Schedule 2  
Township of East Garafraxa  
Current Year Growth Forecast  
Mid-2021 to Mid-2024

		Population
Mid 2021 Population		2,794
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	34
	<i>multiplied by P.P.U. (3)</i>	4.113
	<i>gross population increase</i>	140
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	0
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	900
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.048
	<i>total decline in population</i>	-43
Population Estimate to Mid 2024		2,891
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		97

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 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>	4.455	82%	3.668
<i>Multiples (6)</i>	3.196	0%	0.000
<i>Apartments (7)</i>	2.519	18%	0.444
<b>Total</b>		100%	4.113

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

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

- (4) 2021 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

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



**Schedule 3  
Township of East Garafraxa  
Ten Year Growth Forecast  
Mid-2024 to Mid-2034**

		Population
Mid 2024 Population		2,891
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	130
	<i>multiplied by P.P.U. (3)</i>	3.927
	<i>gross population increase</i>	511
		511
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	0
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	0
		0
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	934
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.147
	<i>total decline in population</i>	-137
		-137
Population Estimate to Mid 2034		3,265
<i>Net Population Increase, Mid 2024 to Mid 2034</i>		<i>374</i>

(1) Mid 2024 Population based on:

2021 Population (2,794) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (34 x 4.113 = 140) + (x 1.1 = ) + (900 x -0.048 = -43) = 2,891

(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>	4.011	96%	3.838
<i>Multiples (6)</i>	2.951	0%	0.000
<i>Apartments (7)</i>	2.065	4%	0.089
<i>one bedroom or less</i>	1.100		
<i>two bedrooms or more</i>	2.213		
<b>Total</b>		100%	3.927

<sup>1</sup> Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

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

(4) Mid 2024 households based upon 2021 Census (900 units) + Mid 2021 to Mid 2024 unit estimate (34 units) = 934 units.

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

(6) Includes townhouses and apartments in duplexes.

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

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





Schedule 4  
Township of East Garafraxa  
Historical Residential Building Permits  
Years 2014 to 2023

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>[1]</sup>	Apartments <sup>[2]</sup>	Total
2014	9	0	0	9
2015	20	0	1	21
2016	9	0	1	10
2017	6	0	0	6
2018	7	0	0	7
Sub-total	51	0	2	53
<b>Average (2014 - 2018)</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>11</b>
% Breakdown	96.2%	0.0%	3.8%	100.0%
2019	8	0	0	8
2020	7	0	0	7
2021	13	0	2	15
2022	15	0	0	15
2023	0	0	0	0
Sub-total	43	0	2	45
<b>Average (2019 - 2023)</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
% Breakdown	95.6%	0.0%	4.4%	100.0%
2014 - 2023				
Total	94	0	4	98
<b>Average</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>10</b>
% Breakdown	95.9%	0.0%	4.1%	100.0%

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

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

Source: Historical housing activity derived from building permit data for the Township of East Garafraxa, by Watson & Associates Economists Ltd.



Schedule 5a  
Township of East Garafraxa  
Persons Per Unit by Age and Type of Dwelling  
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	<b>4.455</b>		
6-10	-	-	-	-	-	-		
11-15	-	-	-	3.455	-	<b>3.857</b>	4.156	4.011
16-20	-	-	-	2.846	-	<b>2.941</b>		
20-25	-	-	-	-	-	<b>4.091</b>		
25-35	-	-	-	-	-	-		
35+	-	-	-	2.659	4.077	<b>2.764</b>		
<b>Total</b>	-	-	-	2.824	4.500	3.101		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	-	-	<b>4.455</b>
6-10	-	-	-	-	-	-
11-15	-	-	-	3.455	-	<b>3.857</b>
16-20	-	-	-	2.846	-	<b>2.941</b>
20-25	-	-	-	-	-	<b>4.091</b>
25-35	-	-	-	-	-	-
35+	-	-	-	2.659	4.077	<b>2.773</b>
<b>Total</b>	-	-	-	2.824	4.500	3.094

[1] Adjusted based on 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 5b  
Dufferin County  
Person Per Unit by Age and Type of Dwelling  
(2021 Census)

Age of Dwelling	Multiples <sup>[1]</sup>					Total	15 Year Average	15 Year Average Adjusted
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	-	3.205	-	3.196		
6-10	-	-	-	2.950	-	2.714		
11-15	-	-	-	-	-	2.571	2.827	2.951
16-20	-	-	-	2.667	-	2.727		
20-25	-	-	-	2.882	-	2.300		
25-35	-	-	-	3.250	-	3.033		
35+	0.300	1.231	2.105	2.657	-	2.321		
<b>Total</b>	<b>0.368</b>	<b>1.750</b>	<b>2.103</b>	<b>2.885</b>	<b>-</b>	<b>2.581</b>		

Age of Dwelling	Apartments <sup>[2]</sup>					Total	15 Year Average	15 Year Average Adjusted
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	-	-	2.696	-	2.519		
6-10	-	-	1.538	-	-	1.813		
11-15	-	-	1.500	-	-	1.765	2.032	2.065
16-20	-	-	-	-	-	1.583		
20-25	-	-	-	-	-	1.294		
25-35	-	-	-	-	-	1.467		
35+	0.643	1.204	1.776	2.318	-	1.514		
<b>Total</b>	<b>0.500</b>	<b>1.194</b>	<b>1.726</b>	<b>2.686</b>	<b>-</b>	<b>1.586</b>		

Age of Dwelling	All Density Types					Total
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	
1-5	-	-	-	3.236	4.750	3.336
6-10	-	-	1.750	3.245	4.696	3.293
11-15	-	-	1.690	3.241	4.088	3.134
16-20	-	-	2.000	3.129	4.394	3.153
20-25	-	1.571	1.842	3.106	4.086	3.026
25-35	-	-	1.935	2.950	4.273	2.994
35+	1.091	1.271	1.865	2.711	3.995	2.537
<b>Total</b>	<b>1.667</b>	<b>1.360</b>	<b>1.868</b>	<b>2.920</b>	<b>4.219</b>	<b>2.809</b>

[1] Includes townhomes and apartments in duplexes.

[2] Includes studio, 1 bedroom and 2 bedroom+ apartments.

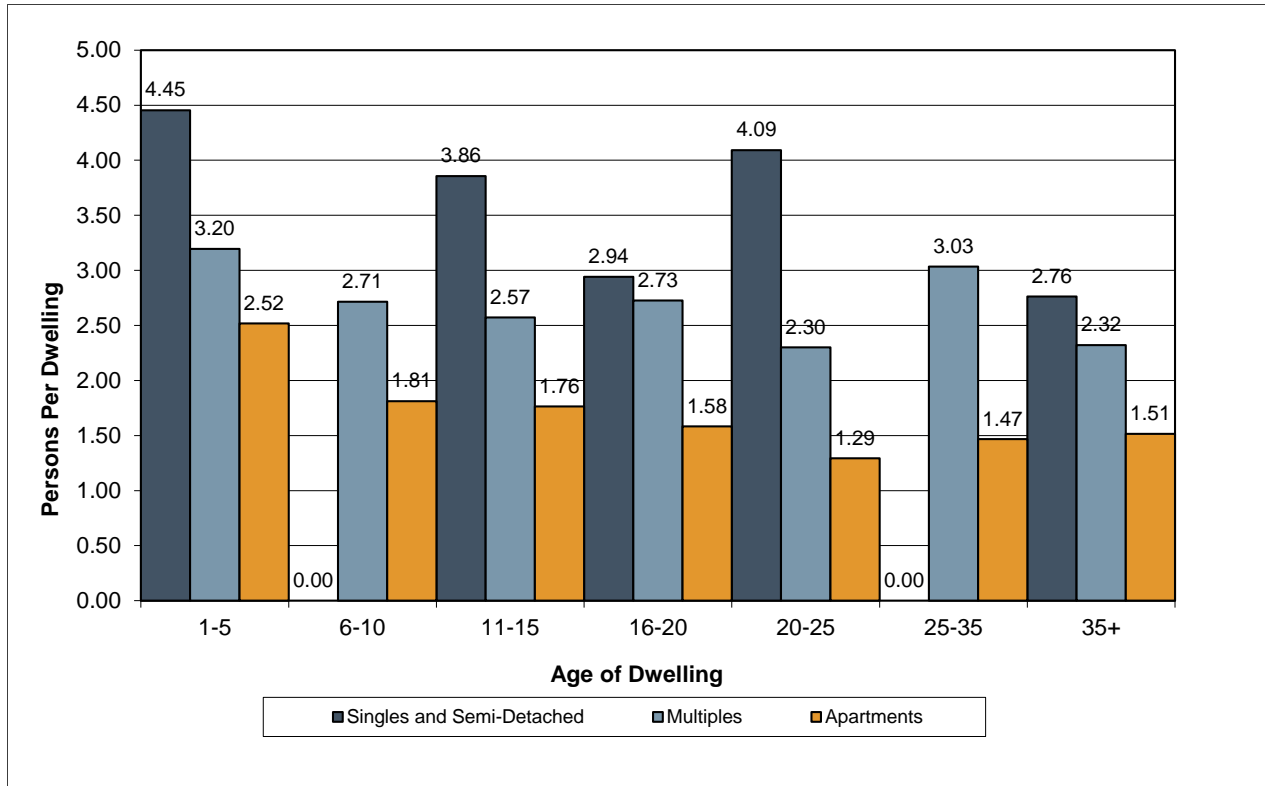
[3] Adjusted based on historical trends.

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 6  
Township of East Garafraxa  
Person Per Unit Structural Type and Age of Dwelling  
(2021 Census)



Note: Multiple and Apartment P.P.U.s are based on Dufferin County.



## Schedule 7a Township of East Garafraxa Employment Forecast, 2024 to 2034

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2011	2,595	0.000	0.017	0.033	0.017	0.008	0.075	0.030	0.106	0	45	85	45	20	195	79	274	150
Mid 2016	2,579	0.016	0.076	0.034	0.028	0.041	0.194	0.059	0.252	40	195	88	73	105	500	151	651	305
Mid 2024	2,891	0.012	0.083	0.044	0.028	0.043	0.210	0.061	0.271	36	241	128	80	124	608	176	784	367
Mid 2034	3,265	0.011	0.087	0.048	0.034	0.050	0.230	0.062	0.292	36	285	157	109	165	752	201	953	467
<b>Incremental Change</b>																		
Mid 2011 - Mid 2016	-16	0.0155	0.0583	0.0012	0.0108	0.0330	0.1187	0.0281	0.1468	40	150	3	28	85	305	72	377	155
Mid 2016 - Mid 2024	312	-0.0031	0.0078	0.0102	-0.0006	0.0022	0.0165	0.0023	0.0188	-4	46	40	7	19	108	25	133	62
Mid 2024 - Mid 2034	374	-0.0014	0.0040	0.0039	0.0060	0.0075	0.0200	0.0007	0.0207	0	44	30	29	41	144	25	169	100
<b>Annual Average</b>																		
Mid 2011 - Mid 2016	-3	0.0031	0.0117	0.0002	0.0022	0.0066	0.0237	0.0056	0.0294	8	30	1	6	17	61	14	75	31
Mid 2016 - Mid 2024	39	-0.00038	0.00097	0.00127	-0.00008	0.00027	0.00206	0.00029	0.00235	-1	6	5	1	2	14	3	17	8
Mid 2024 - Mid 2034	37	-0.0001	0.0004	0.0004	0.0006	0.0008	0.0020	0.0001	0.0021	0	4	3	3	4	14	3	17	10

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

Note: Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.

Source: Watson & Associates Economists Ltd.



Schedule 7b  
Township of East Garafraxa  
Employment Forecast, 2024 to 2034

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) <sup>[1]</sup>			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2011	2,595	0	85	45	20	150				
Mid 2016	2,579	40	88	73	105	305				
Mid 2024	2,891	36	128	80	124	367				
Mid 2034	3,265	36	157	109	165	467				
<b>Incremental Change</b>										
Mid 2011 - Mid 2016	-16	40	3	28	85	155				
Mid 2016 - Mid 2024	312	-4	40	7	19	62				
Mid 2024 - Mid 2034	374	0	30	29	41	100	44,200	14,700	28,700	87,600
<b>Annual Average</b>										
Mid 2011 - Mid 2016	-3	8	1	6	17	31				
Mid 2016 - Mid 2024	39	-1	5	1	2	8				
Mid 2024 - Mid 2034	37	0	3	3	4	10	4,420	1,470	2,870	8,760

[1] Square foot per employee assumptions:

Industrial 1,500

Commercial/Population-related 500

Institutional 700

\* Reflects mid-2024 to mid-2034 forecast period.

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

Source: Watson & Associates Economists Ltd.



Schedule 8  
Township of East Garafraxa  
Employment Categories by Major Employment Sector

NAICS	Employment by industry	Comments
	<b><u>Primary Industry Employment</u></b>	
11	<i>Agriculture, forestry, fishing and hunting</i>	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	
	<b><u>Industrial and Other Employment</u></b>	
22	<i>Utilities</i>	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	
31-33	<i>Manufacturing</i>	
41	<i>Wholesale trade</i>	
48-49	<i>Transportation and warehousing</i>	
56	<i>Administrative and support</i>	
	<b><u>Population Related Employment</u></b>	
44-45	<i>Retail trade</i>	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	
52	<i>Finance and insurance</i>	
53	<i>Real estate and rental and leasing</i>	
54	<i>Professional, scientific and technical services</i>	
55	<i>Management of companies and enterprises</i>	
56	<i>Administrative and support</i>	
71	<i>Arts, entertainment and recreation</i>	
72	<i>Accommodation and food services</i>	
81	<i>Other services (except public administration)</i>	
	<b><u>Institutional</u></b>	
61	<i>Educational services</i>	
62	<i>Health care and social assistance</i>	
91	<i>Public administration</i>	

Note: Employment is classified by North American Industry Classification System (NAICS) Code.

Source: Watson & Associates Economists Ltd.



# Appendix B

## Level of Service





**Table B-1**  
**Township of East Garafraxa**  
**Summary of the Level of Service Ceiling by Services Considered**

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	15 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)		Quantity (per capita)	Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads	\$13,601.00	0.1026	km of roadways	132,563	per km	5,086,774
	Services Related to a Highway - Bridges, Culverts & Structures	\$15,487.13	0.0117	Number of Bridges, Culverts & Structures	1,323,686	per item	5,792,187
	Public Works - Facilities	\$1,330.68	2.6492	sq.ft. of building area	502	per sq.ft.	497,674
	Public Works - Vehicles & Equipment	\$1,840.78	0.0045	No. of vehicles and equipment	409,062	per vehicle	688,452
<b>Subtotal - Services Related to a Highway</b>							<b>12,065,087</b>
Fire Protection	Fire Protection Services - Facilities	\$219.29	0.3909	sq.ft. of building area	561	per sq.ft.	82,014
	Fire Protection Services - Vehicles & Equipment	\$212.56	0.0004	No. of vehicles	531,400	per vehicle	79,497
	Fire Protection Services - Small Equipment and Gear	\$38.87	0.0080	No. of equipment and gear	4,859	per item	14,537
<b>Subtotal - Fire Protection Services</b>							<b>176,049</b>
Parks & Recreation	Parkland Development	\$38.71	0.0072	Acres of Parkland	5,376	per acre	14,478
	Parkland Amenities	\$313.40	0.0070	No. of parkland amenities	44,771	per amenity	117,212
	Recreation Facilities	\$1,784.87	2.0957	sq.ft. of building area	852	per sq.ft.	667,541
	Parks & Recreation Vehicles and Equipment	\$14.20	0.0002	No. of vehicles and equipment	71,000	per vehicle	5,311
<b>Subtotal - Parks and Recreation Services</b>							<b>804,541</b>
Library	Library Services - Facilities	\$207.59	0.2101	sq.ft. of building area	988	per sq.ft.	77,639
	Library Services - Collection Materials	\$81.33	1.0907	No. of library collection items	75	per collection item	30,417
<b>Subtotal - Library Services</b>							<b>108,056</b>



Schedule B-2  
Township of East Garafraxa  
Services Related to a Highway – Roads and Related

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Road Surface - Asphalt	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	28.1	\$141,000
Road Surface - Gravel	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	107.9	\$10,000
Road Base	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	\$228,000
<b>Total</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	<b>272.0</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.1060	0.1056	0.1048	0.1056	0.1064	0.1069	0.1069	0.1055	0.1035	0.1020	0.1004	0.0988	0.0974	0.0957	0.0939

15 Year Average	2009 to 2023
Quantity Standard	0.1026
Quality Standard	\$132,563
Service Standard	\$13,601

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$13,601
Eligible Amount	\$5,086,774



## Schedule B-3 Township of East Garafraxa

### Services Related to a Highway – Bridges and Culverts

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$3,000,000
Culverts - Small	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	\$692,000
Culverts - Large	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$1,070,000
<b>Total</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0121	0.0120	0.0119	0.0120	0.0121	0.0122	0.0122	0.0120	0.0118	0.0116	0.0114	0.0113	0.0111	0.0109	0.0107

15 Year Average	2009 to 2023
Quantity Standard	0.0117
Quality Standard	\$1,323,686
Service Standard	\$15,487

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$15,487
Eligible Amount	\$5,792,187



## Schedule B-4 Township of East Garafraxa Services Related to a Highway – Public Works Facilities

Class of Service: Public Works - Facilities  
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Public Works Facility	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	\$350	\$404
Salt Dome (# of facilities)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$469,000	\$469,000
Gravel Pit Storage Shed (# of facilities)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$222,000	\$222,000
<b>Total</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>	<b>7,022</b>		

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	2.7366	2.7249	2.7060	2.7259	2.7462	2.7602	2.7602	2.7228	2.6710	2.6329	2.5931	2.5507	2.5132	2.4699	2.4247

15 Year Average	2009 to 2023
Quantity Standard	2.6492
Quality Standard	\$502
Service Standard	\$1,331

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$1,331
Eligible Amount	\$497,674



**Table B-5  
Township of East Garafraxa  
Services Related to a Highway – Public Works Vehicles & Equipment**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Grader	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	\$724,000
Plow Truck	3.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	\$435,000
Pick-Up Truck	1.8	1.8	1.8	1.8	1.8	1.8	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	\$65,200
Loader	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$436,000
Sweeper	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$63,700
Excavator	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$435,000
<b>Total</b>	<b>9.8</b>	<b>10.8</b>	<b>10.8</b>	<b>11.8</b>	<b>11.8</b>	<b>11.8</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	<b>12.7</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0038	0.0042	0.0042	0.0046	0.0046	0.0046	0.0050	0.0049	0.0048	0.0048	0.0047	0.0046	0.0045	0.0045	0.0044

15 Year Average	2009 to 2023
Quantity Standard	0.0045
Quality Standard	\$409,062
Service Standard	\$1,841

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$1,841
Eligible Amount	\$688,452



**Table B-6**  
**Township of East Garafraxa**  
**Fire Protection Services - Facilities**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Grand Valley <sup>1</sup>	1,040	1,074	1,097	1,165	1,184	1,139	1,028	1,047	1,001	1,019	935	993	955	905	918	\$467	\$561
<b>Total</b>	<b>1,040</b>	<b>1,074</b>	<b>1,097</b>	<b>1,165</b>	<b>1,184</b>	<b>1,139</b>	<b>1,028</b>	<b>1,047</b>	<b>1,001</b>	<b>1,019</b>	<b>935</b>	<b>993</b>	<b>955</b>	<b>905</b>	<b>918</b>		

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896		
Per Capita Standard	0.4053	0.4168	0.4226	0.4522	0.4632	0.4476	0.4041	0.4059	0.3806	0.3821	0.3454	0.3605	0.3416	0.3183	0.3171		

15 Year Average	2009 to 2023
Quantity Standard	0.3909
Quality Standard	\$561
Service Standard	\$219

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$219
Eligible Amount	\$82,014



**Table B-7  
Township of East Garafraxa  
Fire Protection Services – Vehicles & Equipment**

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
<b>Grand Valley<sup>1</sup></b>																
Freightliner Pumper (Pump #32)	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$924,000
Ford Rescue Truck (Rescue #33)	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$554,000
American Lafrance Pumper (Pump #34)	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$924,000
International Tanker (Tanker #35)	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$533,000
Freightliner Tanker (Tanker #36)	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$533,000
Chief's Truck (T31)	-	-	-	-	-	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$57,000
Dodge Durango	-	-	-	-	-	-	-	-	-	-	-	-	-	0.14	0.14	\$61,000
Cargo Express Trailer	-	-	-	-	-	-	-	-	-	-	-	-	0.15	0.14	0.14	\$11,200
Argo Avenger 8x8	-	-	-	-	-	-	-	-	-	0.16	0.14	0.15	0.15	0.14	0.14	\$36,200
<b>Total</b>	<b>0.80</b>	<b>0.83</b>	<b>0.85</b>	<b>0.90</b>	<b>0.91</b>	<b>1.05</b>	<b>0.95</b>	<b>0.97</b>	<b>0.93</b>	<b>1.10</b>	<b>1.01</b>	<b>1.07</b>	<b>1.18</b>	<b>1.26</b>	<b>1.28</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0003	0.0003	0.0003	0.0003	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004

15 Year Average	2009 to 2023
Quantity Standard	0.0004
Quality Standard	\$531,400
Service Standard	\$213

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$213
Eligible Amount	\$79,497



**Table B-8**  
**Township of East Garafraxa**  
**Fire Protection Services – Small Equipment and Gear**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
<b>Grand Valley</b>																
Fire Fighters	3.85	3.98	4.06	5.03	5.85	5.62	5.07	5.17	4.94	5.03	4.62	4.90	4.71	4.47	4.53	\$9,000
Training Protection Equipment	-	-	-	-	-	-	-	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$10,700
SCBA Cylinders	6.10	6.30	6.43	8.09	9.32	8.96	8.09	8.24	7.87	8.02	7.36	7.81	7.51	7.12	7.23	\$2,000
Masks	4.65	4.81	4.91	5.93	6.94	6.67	6.03	6.14	5.87	5.97	5.48	5.82	5.60	5.30	5.38	\$470
SCBA Packs	2.25	2.32	2.37	2.87	3.29	3.16	2.85	2.91	2.78	2.83	2.60	2.76	2.65	2.51	2.55	\$10,000
RIT Pack and Cylinder	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$7,200
SCBA Fill Station	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$80,000
<b>Total</b>	<b>17.16</b>	<b>17.73</b>	<b>18.10</b>	<b>22.28</b>	<b>25.76</b>	<b>24.77</b>	<b>22.36</b>	<b>22.93</b>	<b>21.92</b>	<b>22.32</b>	<b>20.49</b>	<b>21.74</b>	<b>20.91</b>	<b>19.82</b>	<b>20.12</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0067	0.0069	0.0070	0.0086	0.0101	0.0097	0.0088	0.0089	0.0083	0.0084	0.0076	0.0079	0.0075	0.0070	0.0069

15 Year Average	2009 to 2023
Quantity Standard	0.0080
Quality Standard	\$4,859
Service Standard	\$39

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$39
Eligible Amount	\$14,537





**Table B-9  
Township of East Garafraxa  
Parks and Recreation Services – Parkland Development**

Service: Parkland Development  
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Developed Parkland (acres)	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	18.85	19.91	19.91	\$5,000
Grand Valley Skate Park <sup>1</sup>	-	-	-	-	-	-	-	-	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$115,700
<b>Total</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>18.85</b>	<b>19.00</b>	<b>19.01</b>	<b>18.99</b>	<b>19.00</b>	<b>19.00</b>	<b>20.05</b>	<b>20.05</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0073	0.0073	0.0073	0.0073	0.0074	0.0074	0.0074	0.0073	0.0072	0.0071	0.0070	0.0069	0.0068	0.0071	0.0069

15 Year Average	2009 to 2023
Quantity Standard	0.0072
Quality Standard	\$5,376
Service Standard	\$39

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$39
Eligible Amount	\$14,478



**Table B-10**  
**Township of East Garafraxa**  
**Parks and Recreation Services – Parkland Amenities**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Fences	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	\$15,000
Playground Structure - Rayburn Meadows	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$103,000
Playground Structure - Tot Haven	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$39,500
Brookhaven Park - Parking Lot	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$23,800
Brookhaven Park - Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$63,400
Brookhaven Park - Playground Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$71,300
Brookhaven Park - Trail/Path	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$14,500
Marsville Park - Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$63,400
Marsville Park - Playground Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$39,500
Orton Park Storage Building	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$6,200
Orton Village Park Pavilion	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$182,000
Orton Village Park Parking Lot, Baseball and backstop	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$50,000
Nature's Landing Park - Trails	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$70,000
Nature's Landing Park - Playground Equipment and basketball court (fenced and lit)	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$340,000
Garafraxa Park - Baseball, backstop, and benches	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$20,000
Woodland Walkway	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$70,000
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>21</b>	<b>21</b>	<b>21</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0066	0.0066	0.0066	0.0066	0.0066	0.0067	0.0071	0.0074	0.0072	0.0071	0.0070	0.0069	0.0075	0.0074	0.0073

15 Year Average	2009 to 2023
Quantity Standard	0.0070
Quality Standard	\$44,771
Service Standard	\$313

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$313
Eligible Amount	\$117,212



**Table B-11**  
**Township of East Garafraxa**  
**Parks and Recreation Services – Recreation Facilities**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bid'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Grand Valley Arena & Community Centre, 90 Main St. North <sup>1</sup>	4,491	4,639	4,736	5,031	5,115	4,918	4,440	4,521	4,322	4,401	4,040	4,287	4,123	3,908	3,967	\$768	\$868
Marsville Community Centre	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	\$695	\$784
<b>Total</b>	<b>5,571</b>	<b>5,719</b>	<b>5,816</b>	<b>6,111</b>	<b>6,195</b>	<b>5,998</b>	<b>5,520</b>	<b>5,601</b>	<b>5,402</b>	<b>5,481</b>	<b>5,120</b>	<b>5,367</b>	<b>5,203</b>	<b>4,988</b>	<b>5,047</b>		

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	2,1712	2,2194	2,2414	2,3724	2,4228	2,3577	2,1699	2,1719	2,0547	2,0552	1,8905	1,9495	1,8621	1,7545	1,7427

15 Year Average	2009 to 2023
Quantity Standard	2,0957
Quality Standard	\$852
Service Standard	\$1,785

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$1,785
Eligible Amount	\$667,541



**Table B-12**  
**Township of East Garafraxa**  
**Parks and Recreation Services – Vehicles and Equipment**

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	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Olympia Ice Resurfacer <sup>1</sup>	0.16	0.17	0.17	0.18	0.18	0.18	0.16	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	\$130,000
Pick up Truck	0.20	0.20	0.20	0.20	0.20	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	\$65,200
<b>Total</b>	<b>0.36</b>	<b>0.37</b>	<b>0.37</b>	<b>0.38</b>	<b>0.38</b>	<b>0.38</b>	<b>0.46</b>	<b>0.46</b>	<b>0.45</b>	<b>0.46</b>	<b>0.44</b>	<b>0.45</b>	<b>0.45</b>	<b>0.44</b>	<b>0.44</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	0.0001	0.0001	0.0001	0.0001	0.0001	0.0001	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002

15 Year Average	2009 to 2023
Quantity Standard	0.0002
Quality Standard	\$71,000
Service Standard	\$14

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$14
Eligible Amount	\$5,311



## Schedule B-13 Township of East Garafraxa Library Services – Facilities

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bid'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Grand Valley <sup>1</sup>	693	723	751	779	806	381	407	432	457	480	481	482	482	483	484	\$800	\$988
<b>Total</b>	<b>693</b>	<b>723</b>	<b>751</b>	<b>779</b>	<b>806</b>	<b>381</b>	<b>407</b>	<b>432</b>	<b>457</b>	<b>480</b>	<b>481</b>	<b>482</b>	<b>482</b>	<b>483</b>	<b>484</b>		

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896		
Per Capita Standard	0.2702	0.2805	0.2895	0.3025	0.3153	0.1499	0.1600	0.1676	0.1737	0.1801	0.1776	0.1750	0.1727	0.1699	0.1671		

15 Year Average		2009 to 2023
Quantity Standard		0.2101
Quality Standard		\$988
Service Standard		\$208

D.C. Amount (before deductions)		10 Year
Forecast Population		374
\$ per Capita		\$208
Eligible Amount		\$77,639



## Schedule B-14 Township of East Garafraxa Library Services – Collection Materials

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
<b>Grand Valley <sup>1</sup></b>																
Collection Materials	3,656.53	3,833.50	4,023.64	4,110.07	4,202.16	1,996.54	2,113.90	2,180.40	2,289.18	2,358.55	2,407.67	2,456.94	2,506.33	2,555.85	2,500.10	\$74
Database Subscriptions	0.16	0.17	0.17	0.18	0.19	0.09	0.09	0.10	0.10	0.11	0.11	0.11	0.11	0.11	0.11	\$12,800
<b>Total</b>	<b>3,656.69</b>	<b>3,833.66</b>	<b>4,023.81</b>	<b>4,110.25</b>	<b>4,202.35</b>	<b>1,996.62</b>	<b>2,113.99</b>	<b>2,180.50</b>	<b>2,289.29</b>	<b>2,358.66</b>	<b>2,407.78</b>	<b>2,457.05</b>	<b>2,506.44</b>	<b>2,555.96</b>	<b>2,500.21</b>	

Population	2,566	2,577	2,595	2,576	2,557	2,544	2,544	2,579	2,629	2,667	2,708	2,753	2,794	2,843	2,896
Per Capita Standard	1.4251	1.4876	1.5506	1.5956	1.6435	0.7848	0.8310	0.8455	0.8708	0.8844	0.8891	0.8925	0.8971	0.8990	0.8633

15 Year Average	2009 to 2023
Quantity Standard	1.0907
Quality Standard	\$75
Service Standard	\$81

D.C. Amount (before deductions)	10 Year
Forecast Population	374
\$ per Capita	\$81
Eligible Amount	\$30,417



# Appendix C

## Long-Term Capital and Operating Cost Examination



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

As a requirement of the D.C.A. under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. background study. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs that 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. Lifecycle costs were estimated by dividing the growth-related costs by the average useful life. The useful life assumptions used for each asset class are provided in Table C-1.

Table C-1  
Average Useful Life by Asset Class

Asset	Lifecycle Cost Average Useful Life
Facilities	50
Services Related to a Highway	20 to 50
Parkland Development	20
Vehicles	12 to 20
Small Equipment & Gear	10

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





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

**Table C-2**  
**Operating and Capital Expenditure Impacts for Future Capital Expenditures**

SERVICES/CLASS OF SERVICES	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
<b>1 Services Related to a Highway</b>				
1.1 Roads and Related, Bridges and Culverts	3,465,550	133,981	275,059	409,040
<b>2 Fire Protection Services</b>				
2.1 Fire facilities, vehicles & equipment	9,142,914	10,714	62,678	73,392
<b>3 Parks and Recreation Services</b>				
3.1 Facilities, vehicles and equipment	3,436,511	9,894	10,977	20,871
<b>4 Library Services</b>				
4.1 Library facilities and collection materials	17,437,120	4,890	1,058	5,948
<b>5 Growth-Related Studies</b>	647,310	-	-	-
<b>Total</b>	<b>\$34,129,404</b>	<b>\$159,479</b>	<b>\$349,772</b>	<b>\$509,251</b>



# Appendix D

## Development Charge Reserve Fund Policy



# Appendix D: Development Charge Reserve Fund Policy

## D.1 Legislative Requirements

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

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

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

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

- opening balance;
- closing balance;



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

Recent changes arising from Bill 109 (More Homes for Everyone Act, 2022) provide that the Council shall make the statement available to the public by posting the statement on the website or, if there is no such website, in the municipal office. In addition, Bill 109 introduced the following requirements which shall be included in the treasurer's statement:

- For each service for which a development charge is collected during the year,
  - whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; and
  - if the answer to the above is no, the amount the municipality now expects to incur and a statement as to why this amount is expected.



- For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

Additionally, as per subsection 35 (3) of the D.C.A.:

“35 (3) If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year.”

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two ways in which a municipality may approach this requirement:

- Include a schedule as part of the annual Treasurer’s statement; or
- Incorporate the information into the annual budgeting process.

Based upon the above, Figure D-1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided. Figure D-4 provides the schedule for allocating reserve fund balances to projects.

Based upon the above, Tables D-1 to D-4 set out the format for which annual reporting to Council should be provided. Table D-5 provides the schedule for allocating prescribed reserve fund balances to projects.

## **D.2 Development Charge Reserve Fund Application**

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

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5(1).”

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



Table D-1  
Annual Treasurer's Statement of Development Charge Reserve Funds

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

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

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

<sup>3</sup> See Attachment 2 for details

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



**Table D-2**  
**Annual Treasurer’s Statement of Development Charge Reserve Funds**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

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



**Table D-3**  
**Annual Treasurer’s Statement of Development Charge Reserve Funds**  
**Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions**

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to a Highway</u>									
Capital Cost 1									
Capita Cost 2									
Capital Cost 3									
<b>Sub-Total - Services Related to a Highway</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<u>Fire Protection Services</u>									
Capital Cost 1									
Capita Cost 2									
Capital Cost 3									
<b>Sub-Total - Fire Protection Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<u>Parks and Recreation Services</u>									
Capital Cost 1									
Capita Cost 2									
Capital Cost 3									
<b>Sub-Total - Parks and Recreation Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<u>Library Services</u>									
Capital Cost 1									
Capita Cost 2									
Capital Cost 3									
<b>Sub-Total - Library Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<u>Growth-Related Studies</u>									
Capital Cost 1									
Capita Cost 2									
Capital Cost 3									
<b>Sub-Total - Growth-related Studies</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	





Table D-4  
Annual Treasurer's Statement of Development Charge Reserve Funds  
Statement of Credit Holder Transactions

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



Table D-5  
Annual Treasurer's Statement of Development Charge Reserve Funds  
Statement of Reserve Fund Balance Allocations

Service:	Services Related to a Highway
<b>Balance in Reserve Fund at Beginning of Year:</b>	
<b>60% of Balance to be Allocated (at a minimum):</b>	

**Projects to Which Funds Will be Allocated**

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Table D-6  
Annual Treasurer's Statement of Development Charge Reserve Funds  
Description of the Service (or Class of Services) for which each Development Charge Reserve Fund was Established

Services/Class of Services	Description
Services Related to a Highway	The fund is used for growth-related projects for roads, bridges, structures, and other related road infrastructure
Fire Protection Services	The fund is used for growth-related projects supporting fire protection services, including facilities, vehicles, equipment, and gear
Parks and Recreation Services	The fund is used for growth-related projects related to parkland development, parkland amenities, recreational trails, parkland buildings, recreation facilities, and parks & recreation vehicles and equipment
Library Services	The fund is used for growth-related projects including library facilities, furniture, shelving, collection materials, vehicles, and other related library infrastructure
Growth-Related Studies	The fund is used for growth-related to growth-related studies



# Appendix E

## Local Service Policy



## Appendix E: Local Service Policy

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

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

### A. Services Related to a Highway

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

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



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

1. Local Roads

- i. Local roads, as defined by the municipalities' engineering standards, – Direct developer responsibility under s. 59 of the D.C.A (as a local service).

2. Collector Roads

- i. Collector Roads Internal to Development – Direct developer responsibility under s. 59 of the D.C.A (as a local service).
- ii. Collector Roads External to Development – If within the area to which the plan relates - Direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- iii. Collector Roads External to Development – If not within the area to which the plan relates – include as part of road costing funded through D.C.s.

3. Arterial Roads

- i. New arterial roads and arterial road improvements are included as part of road costing funded through D.C.s.

4. Boundary Roads

- i. Boundary Road improvements are included as part of road costing funded through D.C.s., based on the 50% proportion of the costing that the Township is responsible for.

5. Traffic Signals and/or Intersection Improvements

- i. New Arterial Roads and Arterial Road Improvements – Included as part of road costing funded through D.C.s.
- ii. Local Streets/Private Entrances/Entrances to Specific Developments – Direct developer responsibility under s. 59 of the D.C.A (as a local service).



- iii. Minor Arterial/Collector Road Intersections with County Roads – County responsibility.
6. Streetlights
- i. Streetlights on County (Arterial) Roads – Include in Township D.C. (based on ten-year standards as per s. 5 (1) of the D.C.A), or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s. 59 of the D.C.A).
  - ii. Streetlights on Area Municipal (Local, Collector, and Boundary) Roads – Linked to collector road funding source.
7. Sidewalks
- i. Sidewalks on County (Arterial) Roads – direct developer responsibility through local service provisions (s. 59 of the D.C.A).
  - ii. Sidewalks on Area Municipal (Local, Collector, and Boundary) Roads – Linked to local, collector, and boundary road funding source.
  - iii. Other sidewalks External to Development (which are local service within the area to which the plan relates) – Direct developer responsibility as a local service provision (under s. 59 of the D.C.A).
8. Land Acquisition for Road Allowances
- i. Land Acquisition for County Arterial Roads – Dedication under the Planning Act subdivision provisions (s. 51) through development lands; in areas with limited or no development - County responsibility.
  - ii. Land Acquisition for Township Arterial Roads – Dedication under the Planning Act subdivision provisions (s. 51) through development lands; in areas with limited or no development, include in the in area municipal D.C. (to the extent eligible).
  - iii. Land Acquisition for Local, Collector, and Boundary Roads – Dedication under the Planning Act subdivision provision (s. 51) through development



lands; in areas with limited or no development, include in the Township D.C. (to the extent eligible).

- iv. Land Acquisition for Grade Separations (beyond normal dedication requirements) – include in the D.C. to the extent eligible, otherwise dedication under the Planning Act subdivision provisions (s. 51) through development lands; in areas with limited or no development.

## B. Stormwater Management

- i. Quality and Quantity Works - direct developer responsibility through local service provisions, including downstream or adjacent erosion works (s. 59 of the D.C.A).
- ii. Upgrades and expansions to existing Quality and Quantity Works – direct developer responsibility through local service provisions (s. 59 of the D.C.A.), including downstream or adjacent erosion works, or potentially include in an area specific D.C. for benefiting lands, where cost sharing agreements between multiple developments are not possible.
- iii. Monitoring program - direct developer responsibility through local service provisions (s. 59 of the D.C.A).
- iv. Storm sewers in the road system, Linked to local, collector, arterial, and boundary road funding sources.

## C. Water Services

- i. Private Water Services - direct developer responsibility through local service provisions (s. 59 of the D.C.A.).
- ii. Communal Water Services - direct developer responsibility through local service provisions (s. 59 of the D.C.A.), or contained within an area specific D.C., to be dedicated to the Township upon installation and start-up.

## D. Wastewater Services

- i. Wastewater Services - direct developer responsibility through local service provisions (s.59 of the D.C.A.).





- ii. Communal Wastewater Services - direct developer responsibility through local service provisions (s.59 of the D.C.A.), or contained within an area specific D.C., to be dedicated to the Township upon installation and start-up.

#### E. Parkland Development

- i. Parkland Development for Township Parks, Community Parks, Neighbourhood Parks and Parkettes: responsibility to provide up to base condition is a direct developer responsibility as a local service provision under s. 59 of the D.C.A. including, but not limited to, the following:
  - a) Clearing and grubbing.
  - b) Topsoil Stripping, screening, and stockpiling, (Topsoil or any fill or soils shall not be stockpiled on parkland without the approval of the Municipality).
  - c) Parkland shall be free of any contaminated soil or subsoil.
  - d) Servicing - Water, Hydro, Stormwater, Sanitary, Electrical, Fibre/phone, catch basins, meter, and meter boxes to a point just inside the property line as per Township requirements. This includes providing a catch basin, manhole, access boxes and meter boxes within the park property.
  - e) Rough grading (pre-grading) to allow for positive drainage of the Park, with a minimum slope of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Township.
  - f) Supply and spreading of topsoil to 200 mm depth as per Township requirements (import topsoil if existing on-site is insufficient to reach required depth).
  - g) Parkland shall not be mined for engineering fill and replaced with fill or topsoil.



- h) Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by the Township.
  - i) Parkland shall be conveyed free and clear of all encumbrances.
  - j) When parkland parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust.
  - k) Temporary fencing may also be required where there is no permanent fence to prevent illegal dumping.
  - l) Temporary Park sign advising future residents that the site is a future park is a direct developer responsibility as a local service under s. 59 of the D.C.A.
  - m) Perimeter fencing of parkland to the Township standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Township is a direct developer responsibility as a local service under s. 59 of the D.C.A.
  - n) The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
  - o) Required heritage features within the park as set out within the Planning approval conditions.
- ii. Program facilities, including but limited to, sports facilities, creative play structures/equipment, shade shelters, multi-purpose courts, walkways, trails, site furnishings, and other amenities (including associated utilities) within Parks are included in the parkland D.C.s.



# Appendix F

## Asset Management Plan



## Appendix F: Asset Management Plan

The recent changes to the *Development Charges Act, 1997*, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Subsection 10 (3) of the D.C.A. provides:

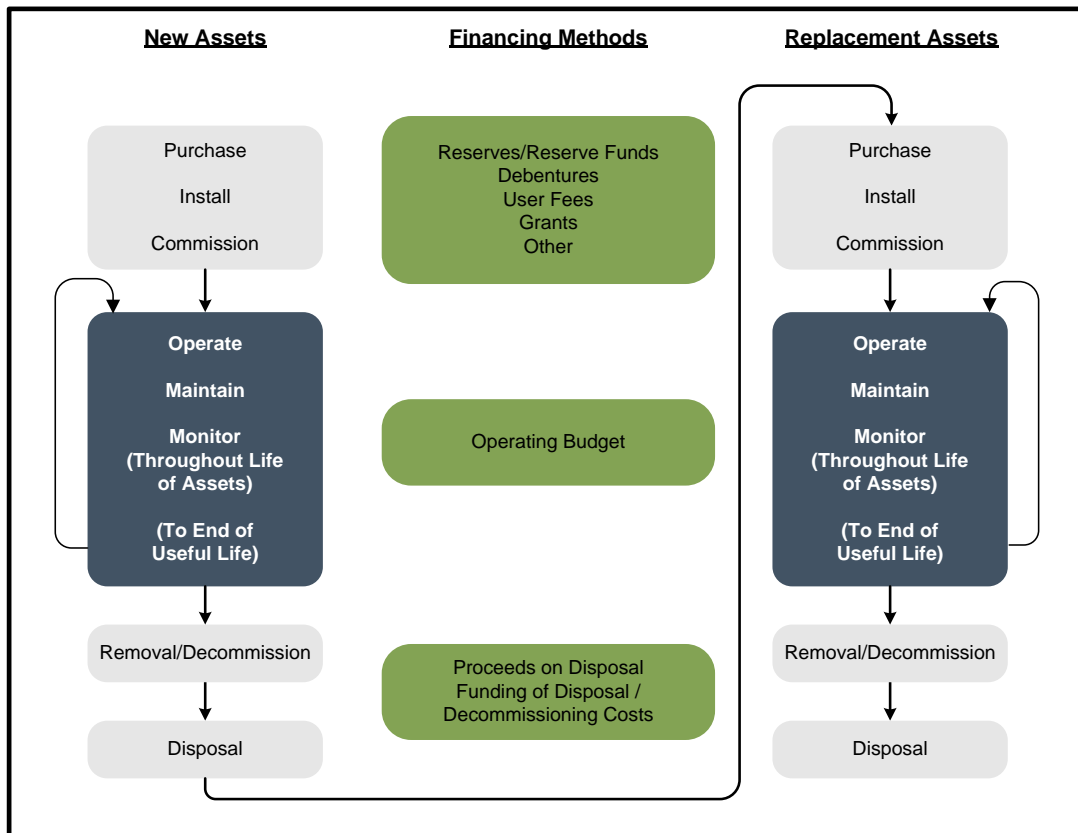
“The asset management plan shall,

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

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

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

It should be noted that with the recent passing of the Infrastructure for *Jobs and Prosperity Act* (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

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

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

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

**Financing strategy:** having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have



made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.

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

In recognition to the schematic above, the following table (presented in 2024\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C.-recoverable portion of the projects that will require financing from municipal financial resources (i.e., rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a straight-line 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 approximately \$3.89 million.
5. Consideration was given to the potential new tax and user fee revenue which will be generated as a result of new growth. These revenues will be available to assist in financing the expenditures above. The new operating revenues are \$470,599. This additional revenue would increase the existing revenues from \$4.71 million to \$5.18 million.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table F-1  
Township of East Garafraxa  
Asset Management – Future Expenditures and Associated Revenues  
2024\$

<b>Expenditures &amp; Revenues</b>	<b>2033 (Total)</b>
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	3,218,017
Annual Debt Payment on Post Period Capital <sup>2</sup>	159,479
Annual Lifecycle - Township-wide Services	\$159,479
Incremental Operating Costs (for D.C. Services)	\$349,772
<b>Total Expenditures</b>	<b>\$3,886,747</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>3</sup>	\$4,709,453
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$470,599
<b>Total Revenues</b>	<b>\$5,180,052</b>

<sup>1</sup> Non-Growth Related component of Projects

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

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



# Appendix G

## Proposed Development Charge By-law





**THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA  
BY-LAW NO. 2024-XX  
BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF EAST  
GARAFRAXA WITH RESPECT TO DEVELOPMENT CHARGES**

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

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

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

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

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

**AND WHEREAS** the Council of The Corporation of the Township of East Garafraxa has given notice of and held a public meeting on the 23rd day of July 2024 in accordance with the Act and the regulations thereto;

**AND WHEREAS** any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:**

**1. Interpretation**

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



- 1) "Act" means the *Development Charges Act, 1997*, S.O. 1997, c. 27;
- 2) "Affordable Residential Unit" means a Residential Unit that meets the criteria set out in subsection 4.1 of the Act;
- 3) "Agricultural Use" means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur, or fibre, including poultry and fish; aquaculture; apiaries; agro- forestry, maple syrup projection; and associated on-farm buildings and structures, including but not limited to livestock facilities and manure storages, excluding:
  - a) Residential uses;
  - b) On-farm diversified uses;
  - c) Cannabis Production Facilities;
  - d) Greenhouse.
- 4) "Ancillary Residential Use" means a Residential Dwelling that would be ancillary to a Single Detached Dwelling, Semi-Detached Dwelling, or Row dwelling;
- 5) "Apartment Unit" means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor. Despite the foregoing, an apartment dwelling includes Stacked Townhouse Dwellings;
- 6) "Assessment Act" means the Assessment Act, R.S.O. 1990, c. A.31, as amended or any successor thereto;
- 7) "Attainable Residential Unit" means a residential unit that meets the criteria set out in subsection 4.1 of the Act;
- 8) "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;
- 9) "Bedroom" means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;



- 10) "Board of Education" has the same meaning as set out in the Education Act, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;
- 11) "Bona Fide Farm Uses" means the proposed development that will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;
- 12) "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.
- 13) "Building Code Act" means the Building Code Act, S.O. 1992, as amended, or any successor thereof;
- 14) "Cannabis" means:
  - a) A Cannabis plant;
  - b) Any part of a cannabis plant. including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
  - c) any substance or mixture of substances that contains or has on it any part of such a plant; and
  - d) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.
- 15) "Cannabis Plant" means a plant that belongs to the genus "Cannabis";



- 16) "Cannabis Facilities" means a Building, or part thereof, designed, used, or intended to be used for one or more of the following: cultivation, growing propagation, production, processing, harvesting, testing, alteration, destruction, storage, packaging, shipment or distribution of cannabis where a licence, permit or authorization has been issued under applicable federal law but does not include a Building or part thereof solely designed, used, or intended to be used for retail sales of cannabis.
- 17) "Capital Cost" means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board,
- a) to acquire land or an interest in land, including a leasehold interest,
  - b) to improve land,
  - c) to acquire, lease, construct or improve buildings and structures,
  - d) to acquire, construct or improve facilities including,
    - i. furniture and equipment other than computer equipment, and
    - ii. material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
    - iii. rolling stock with an estimated useful life of seven years or more, and
  - e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study required for the provision of services designated in this By- law within or outside the municipality, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;
- 18) "Commercial" means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;
- 19) "Council" means the Council of the Township of East Garafraxa;



- 20) "Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size of usability thereof, and includes redevelopment;
- 21) "Development Charge" means a charge imposed with respect to this By-law;
- 22) "Duplex" means a building comprising, by horizontal division, two dwelling units;
- 23) "Dwelling Unit" means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;
- 24) "Education Act" means the Education Act, R.S.O. 1990, c. E.2, as amended or any successor thereto;
- 25) "Existing" means the number, use and size that existed as of the date this by-law was passed;
- 26) "Farm Building" means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:
  - a) a residential use, with the exception of a bunk house for seasonal farm workers required for that farm operation; and
  - b) any building or portion thereof used or intended to be used for any other Non- Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors' shops; services related to grooming, boarding, or breeding of household pets; and alcohol and marijuana production facilities.



- 27) "Grade" means the average level of finished ground adjoining a building or structure at all exterior walls;
- 28) "Greenhouse" means the use of a building or structure for the growing of such items as flowers, bushes, shrubs, trees, plants, fruits, vegetables, and other types of nursery stock for wholesale or retail purposes. Such use may also include the retail sale of greenhouse products customarily, incidental, subordinate and exclusively, devoted to the principal use, located on the same lot therein. A retail space accessory to a greenhouse shall have a maximum retail floor area of 75 square metres.
- 29) "Gross Floor Area" means:
- a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and
  - b) in the case of a non-residential building or structure, or in the case of a mixed- use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
    - i. a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
    - ii. outdoor loading facilities above grade; and
  - c) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use, but does not include showrooms;
- 30) "Hospice" means a building or portion of a mixed-use building designed and intended to provide palliative care and emotional support to the terminally ill



in a home or homelike setting so that quality of life is maintained, and family members may be active participants in care;

- 31) "Industrial" means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club, self-storage facilities, or any land, buildings or structures used for an agricultural use;
- 32) "Institutional" means development of a building or structure intended for use:
- a) as a long-term care home within the meaning of subsection 2 (1) of the *Fixing Long-Term Care Homes Act, 2021*;
  - b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
  - c) by any institution of the following post-secondary institutions for the objects of the institution:
    - i. a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
    - ii. a college or university federated or affiliated with a university described in subclause (i); or
    - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017*;
  - d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
  - e) as a hospice to provide end of life care;
- 33) "Live-work Unit" means a Building, or part of thereof, which contains, or is intended to contain, both a Dwelling Unit and non-residential unit and which is intended for both Residential Use and Non-residential Use concurrently, and shares a common wall or floor with or without direct access between the residential and non-residential uses;



- 34) "Local Board" means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the municipality or any part or parts thereof;
- 35) "Local Services" means those services, facilities or things which are under the jurisdiction of the Township of East Garafraxa and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under sections 41, 51 or 53 of the Planning Act, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;
- 36) "Long-term Care Home" means a residential building or the residential portion of a mixed-use building within the meaning of subsection 2 (1) of the *Fixing Long-Term Care Homes Act, 2021*
- 37) "Mixed Use Development" means a building that is used, designed, and/or designated to be used for both residential and non-residential purposes, including, but not limited to a Live-work Unit;
- 38) "Municipality" means the Corporation of the Township of East Garafraxa;
- 39) "Non-profit Housing Development" means development of a building or structure intended for use as residential premises by:
- a) a corporation without share capital to which the *Corporations Act* applies, that is in good standing under that Act and whose primary objective is to provide housing;
  - b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act* applies, that is in good standing under that Act and whose primary objective is to provide housing; or
  - c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act*.
- 40) "Non-Residential Use" means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;





- 41) "Official Plan" means the Official Plan adopted for the Township, as amended and approved;
- 42) "On-Farm Diversified Use" means a use, occurring entirely and exclusively within a detached building that is secondary and subordinate to the active and principle agricultural use occurring on a property. Such uses shall be integrated within a farm cluster of buildings which must include a dwelling, and may include, but are not limited to, uses that produce value added agricultural products or provide a service that is supportive of regional agri-business.
- 43) "Other Multiple Dwellings" means all dwellings other than Single-Detached, Semi- Detached and Apartment Unit dwellings;
- 44) "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;
- 45) "Planning Act" means the *Planning Act*, R.S.O. 1990, c. P.13, as amended or any successor thereto;
- 46) "Rate" means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;
- 47) "Redevelopment" means the construction, erection or placing of one (1) or more buildings or structures on land where all or part of a building or structure has previously been demolished on such land, or changing the use of a building or structure from residential to non-residential or from non-residential to residential;
- 48) "Regulation" means any regulation made pursuant to the Act;
- 49) "Rental housing" means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises.
- 50) "Residential Dwelling" means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units but not including motels, hotels, tents,



truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

- 51) "Residential Use" means the use of a building or structure or portion thereof for one or more dwelling units. This also includes a dwelling unit on land that is used for an agricultural use;
- 52) "Retirement Home" means a residential building or the residential portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hail but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;
- 53) "Row Dwelling" means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;
- 54) "Row Townhouse" has the same meaning as a Row Dwelling;
- 55) "Semi-Detached Dwelling" means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;
- 56) "Service" means a service designed in Schedule "A" to this By-law, and "services" shall have a corresponding meaning;
- 57) "Servicing Agreement" means an agreement between a landowner and the municipality relative to the provision of municipal services to specified land within the municipality;
- 58) "Single Detached Dwelling Unit" means a residential building consisting of one dwelling unit and not attached to another structure;
- 59) "Stacked Townhouse" means a building, other than a Duplex, Row Dwelling, or Back-to-Back Townhouse, containing at least two or more dwelling units;



each dwelling unit separated from the other vertically and/or horizontally and each dwelling unit having a separate entrance to grade

- 60) "Temporary Structure" means a building or structure constructed or erected or placed on land for a continuous period not exceeding eight months, or an addition or alteration to a building or structure that has the effect of increasing the gross floor area thereof for a continuous period not exceeding eight months
- 61) "Township" means the area within the geographic limits of the Township of East Garafraxa;
- 62) "Wind Turbine" means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary; and
- 63) "Zoning By-Law" means the Zoning By-Law of the Township of East Garafraxa or any successor thereof passed pursuant to section 34 of the Planning Act, S.O. 1998.

## **2. Designation of Services and Class of Services**

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

- a) Services Related to a Highway
- b) Fire Protection Services
- c) Parks and Recreation Services
- d) Library Services
- e) Growth-related Studies (Class of Services)

## **3. Application of By-law Rules**

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

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



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

### Area to Which By-law Applies

3.2 Subject to section 3.3, this By-law applies to all lands in the Township whether or not the land or use thereof is exempt from taxation under section 13 or the Assessment Act.

3.3 Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- a) the Municipality or a Local Board thereof; or
- b) a Board of Education.

### Approvals for Development

#### 3.4

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



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

### Exemptions

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

- a) an enlargement to an existing dwelling unit;
- b) A second residential unit in an existing detached house, semi-detached house, or rowhouse on a parcel of land on which residential use, other than Ancillary Residential Use, is permitted, if all buildings and structures ancillary to the existing detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
- c) A third residential unit in an existing detached house, semi-detached house, or rowhouse on a parcel of land on which residential use, other than Ancillary Residential Use, is permitted, if no building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units;
- d) One residential unit in a building or structure ancillary to an existing detached house, semi-detached house or rowhouse on a parcel of land, if the existing detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units;
- e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than Ancillary Residential Use, is permitted, if all buildings



and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;

- f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than Ancillary Residential Use, is permitted, if no building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units;
- g) One residential unit in a building or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
- h) In an existing rental residential Building, which contains four or more residential Dwelling Units, the creation of the greater of one residential Dwelling Unit or one percent of the existing residential Dwelling Units.

### 3.5 Exemption for Industrial Development

3.5.1 Notwithstanding any other provision of this by-law, no Development Charge is payable with respect to an enlargement of the Gross Floor Area of an existing industrial building where the Gross Floor Area is enlarged by 50 percent or less, of the original Gross Floor Area.

3.5.2 If the Gross Floor Area of an existing industrial building is enlarged by greater than 50 percent, the amount of the Development Charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the Gross Floor Area before the enlargement;



2) divide the amount determined under subsection 1) by the amount of the enlargement

3.6 For the purpose of section 3.5 herein, "Existing Industrial Building" is used as defined in the Regulation made pursuant to the Act.

### 3.7 Other Exemptions

- a) Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:
  - i. Non-residential farm buildings constructed for Bona Fide Farm Uses
- b) The Development Charge payable for Rental Housing developments will be reduced based on the number of bedrooms in each unit as follows:
  - i. Three or more bedrooms - 25% reduction;
  - ii. Two bedrooms - 20% reduction; and
  - iii. All other bedroom quantities - 15% reduction.
- c) The following shall be exempt from payment of the Development Charges:
  - i. Affordable Residential Unit;
  - ii. Attainable Residential unit;
  - iii. Affordable inclusionary zoning Residential Units; and
  - iv. Non-Profit Housing units.

### Amount of Charges

#### Residential

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



type of residential unit, and calculated with respect to each of the services according to the type of residential use.

#### Non-residential

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

3.10 In the case of wind turbines, the sum of the number of wind turbines multiplied by the corresponding amount of each wind turbine as set out in Schedule “B”,

#### Reduction of Development Charges for Redevelopment

3.11 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within three (3) years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under section 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- b) in the case of a non-residential building or structure or, in the case of mixed use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under section 3.12,





by the gross floor area that has been or will be demolished or converted to another principal use;

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

### Time of Payment of Development Charges

- 3.12 Subject to the provisions of this by-law, Development Charges shall be calculated, paid and collected at the rates as set out in Schedule "B" to this by-law.
- 3.13 Except as otherwise provided in this By-law, Development Charges shall be determined and payable in full in cash or certified cheque in Canadian funds or by credits granted by the Act, on the date that the first building permit is issued.
- 3.14 Except as otherwise provided in this By-law, a building permit shall not be issued until the development charge has been paid in full.
- 3.15 Notwithstanding subsections 3.13, Development Charges for rental housing and institutional developments are due and payable in 6 equal instalments commencing with the first instalment payable on the date of occupancy, and each subsequent instalment, including interest at the prescribed rate, as per the Act, payable on the anniversary date each year thereafter.
- 3.16 Notwithstanding subsections 3.12 through 3.15, where the development of land results from the approval of a Site Plan or Zoning By-law Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the Development Charges under subsections 3.8 through 3.10 shall be calculated based on the rates set out in Schedule "B" on the date the planning application was made. Where both planning applications apply, development charges under subsections 3.8 through 3.10 shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.



3.17 Notwithstanding subsections 3.12 through 3.16, where the development of land results from the approval of a Site Plan or Zoning By-law Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the Development Charges under subsection 3.8 through 3.10 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, development charges under subsections 3.8 through 3.10 shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest, including interest at the prescribed rate.

3.18 Interest for the purposes of rules 3.15 and 3.16 shall be determined as prescribed in the Development Charges Act, as amended from time to time.

3.19 Despite sections 3.13 and 3.15 through 3.17, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

#### **4. Payment by Services**

4.1 Despite the payment required under sections 3.8, 3.9, and 3.10, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a Development Charge relates under this By-law.

#### **5. Indexing**

5.1 Development Charges imposed pursuant to this By-law shall be adjusted annually on January 1st of each year without amendment to this By-law, in accordance with the second quarter of the prescribed index in the Act.

#### **6. Schedules**

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



Schedule “A” – Designated Township Services and Class of Services  
Under This By-law (as per section 2.1)

Schedule “B” – Schedule of Residential and Non-Residential  
Development Charges

## **7. Conflicts**

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

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

## **8. Severability**

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

## **9. Date By-law In Force**

9.1 This By-law shall come into effect on August 31, 2024

## **10. Date By-law Expires**

10.1 This By-law will expire at on August 31, 2034 unless it is repealed by Council at an earlier date.



**PASSED THIS 27<sup>th</sup> OF AUGUST, 2024**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**SCHEDULE “A” TO BY-LAW  
DESIGNATED TOWNSHIP SERVICES AND CLASS OF SERVICES UNDER THIS  
BY-LAW**

Township-wide Services

1. Services Related to a Highway
2. Fire Protection Services
3. Parks and Recreation Services
4. Library Services

Township-wide Class of Services

1. Growth-Related Studies



**SCHEDULE “B” TO BY-LAW  
SCHEDULE OF RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT CHARGES**

Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)	Wind Turbines
<b>Township-Wide Services:</b>						
Services Related to a Highway	21,490	15,811	11,857	5,894	8.30	21,490
Fire Protection Services	1,091	803	602	299	0.42	1,091
Parks and Recreation Services	2,724	2,004	1,503	747	1.05	-
Library Services	669	492	369	183	0.26	-
<b>Township-Wide Class of Services:</b>						
Growth-Related Studies	3,471	2,554	1,915	952	1.35	3,471
<b>Total Township-Wide Services/Class of Services</b>	<b>\$29,445</b>	<b>\$21,664</b>	<b>\$16,246</b>	<b>\$8,075</b>	<b>\$11.38</b>	<b>\$26,052</b>