

Township of Guelph/Eramosa Development Charges Background Study

March 21, 2018



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 Planning for growth

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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development Charge
D.C.A.	Development Charges Act
G.F.A.	Gross floor area
I.J.P.A.	Infrastructure for Jobs and Prosperity Act
N.F.P.O.W.	No Fixed Place of Work
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O.Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
s.s.	Subsection
S.W.M.	Stormwater management
sq.ft.	Square footage

Executive Summary

1. The report provided herein represents the D.C. Background Study for the Township of Guelph/Eramosa required by the *Development Charges Act, 1997*. (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A., as amended. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present Development Charge (D.C.) policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The *D.C.A.* is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Statutory 10% deduction (soft services);
 - Amounts in excess of 10-year historical service calculation;
 - D.C. reserve funds (where applicable);
 - 5) Net costs are then allocated between residential and non-residential benefit; and

- 6) Net costs divided by growth to provide the D.C. charge.
3. A number of changes to the D.C. process need to be addressed as a result of Bill 73. These changes have been incorporated throughout the report and in the updated draft by-law, as necessary. These items include:
- Area-rating: Council must consider the use of area-specific charges.
 - Asset Management Plan for New Infrastructure: The D.C. background study must include an asset management plan that deals with all assets proposed to be funded, in whole or in part, by D.C.s. The asset management plan must show that the assets are financially sustainable over their full lifecycle.
 - 60-day Circulation Period: The D.C. background study must be released to the public at least 60-days prior to passage of the D.C. by-law.
 - Timing of Collection of Development Charges: The D.C.A. now requires D.C.s to be collected at the time of the first building permit (as it relates to an individual building).
4. The growth forecast (Chapter 3) on which the D.C. is based, projects the following population, housing and non-residential floor area for the 10-year (2018-2027), 20-year (2018-2037), and urban buildout forecast periods.

Measure	10 Year 2018-2027	20 Year 2018-2037	Urban Buildout 2018-Urban Buildout
(Net) Population Increase	658	867	811
Residential Unit Increase	246	310	290
Non-Residential Gross Floor Area Increase (ft ²)	3,138,300	3,204,400	143,200

Source: Watson & Associates Economists Ltd. Forecast 2018

5. On October 21, 2013, the Township of Guelph/Eramosa passed By-law 59/2013 under the *D.C.A.* The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended on July 14, 2014 via by-law 52/2014 to revise the charges for Wastewater Services. These by-laws will expire on October 21, 2018. The Township is undertaking a D.C. public process and anticipates passing a new by-law in advance of the expiry date. The mandatory public meeting has been set for April 9, 2018 with adoption of the by-law scheduled for May 22, 2018.

6. The Township's D.C.s currently in effect are \$23,786 for single detached dwelling units for full services (i.e. in the Rockwood area). Non-residential charges are \$6.76 per square foot for water and wastewater services (i.e. all Township-wide charges are currently exempt). This report has undertaken a recalculation of the charge based on future identified needs (presented in Schedule ES-1 for residential and non-residential). Charges have been provided on a Township-wide basis for all services except water and wastewater. The corresponding single-detached unit charge for the Rockwood area is \$36,088. The corresponding single-detached unit charge for all other areas of the Township is \$10,542. The non-residential charge is \$10.49 per square foot of building area for the Rockwood area and \$0.24 per square foot for all other areas of the Township. These rates are submitted to Council for its consideration.
7. The *D.C.A.* requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-5. A summary of these costs is provided below:

Total gross expenditures planned over the next five years	\$ 16,382,970
Less:	
Benefit to existing development	\$ 3,120,794
Post planning period benefit	\$ 3,341,767
Ineligible re: Level of Service	\$ -
Mandatory 10% deduction for certain services	\$ 249,720
Grants, subsidies and other contributions	\$ 3,340,000
Net Costs to be recovered from development charges	\$ 6,330,689

Hence, \$10.05 million (or an annual amount of \$2.01 million) will need to be contributed from taxes and rates, or other sources. Of this amount, \$3.34 million will be included in subsequent D.C. study updates to reflect the portion of capital that benefits growth outside of the D.C. forecast.

Based on the above table, the Township plans to spend \$16.38 million over the next five years, of which \$6.33 million (39%) is recoverable from D.C.s. Of this net amount, \$5.21 million is recoverable from residential development and \$1.12 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

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

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

- Wastewater Service; and
- Water Services.

The following services are calculated based on a 20-year forecast:

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

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

- Parkland Development;
- Recreation Facilities; and
- Administration studies.

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

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

Table ES-1
Township of Guelph/Eramosa
Schedule of Development Charges

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services:						
Services Related to a Highway	1,007	538	458	743	369	0.08
Fire Protection Services	1,006	538	457	742	369	0.08
Outdoor Recreation Services	3,441	1,839	1,564	2,539	1,262	0.01
Indoor Recreation Services	4,515	2,413	2,052	3,332	1,656	0.02
Administration	573	306	260	423	210	0.05
Total Municipal Wide Services	10,542	5,634	4,791	7,779	3,866	0.24
Urban Services						
Wastewater Services	19,109	10,214	8,685	14,101	7,009	7.67
Water Services	6,437	3,441	2,926	4,750	2,361	2.58
Total Urban Services	25,546	13,655	11,611	18,851	9,370	10.25
GRAND TOTAL RURAL AREA	10,542	5,634	4,791	7,779	3,866	0.24
GRAND TOTAL URBAN AREA	36,088	19,289	16,402	26,630	13,236	10.49

1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *D.C.A.* (s.10) and, accordingly, recommends new D.C.s and policies for the Township of Guelph/Eramosa.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process beginning in late 2017 and throughout 2018. Watson worked with Township staff in preparing the D.C. analysis and policy recommendations.

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

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

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Guelph/Eramosa's current D.C. policy (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

Finally, it addresses post-adoption implementation requirements (Chapter 8) which are critical to the successful application of the new policy.

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

1.2 Summary of the Process

The public meeting required under Section 12 of the *D.C.A.*, has been scheduled for April 9, 2018. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Township's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on March 21, 2018.

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

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

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

Figure 1-1
Schedule of Key D.C. Process Dates for the Township of Guelph/Eramosa

1. Data collection, staff review, D.C. calculations and policy work	November 2017 to February 2018
2. Council Workshop	April 4, 2018
3. Public meeting advertisement placed in newspaper(s)	March 16, 2018 (Wellington Advertiser)
4. Background study and proposed by-law available to public	March 21, 2018
5. Council Workshop	April 4, 2018
6. Public meeting of Council	April 9, 2018
7. Council considers adoption of background study and passage of by-law	May 22, 2018
8. Newspaper notice given of by-law passage	By 20 days after passage
9. Last day for by-law appeal	40 days after passage
10. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

1.3 Changes to the D.C.A.: Bill 73

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

1.3.1 Area Rating

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

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

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

1.3.2 Asset Management Plan for New Infrastructure

The new legislation now requires that a D.C. background study must include an Asset Management Plan (s.10 (2) c.2). The asset management plan must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the asset management plan related to transit services; however, they are silent with respect to how the asset management plan is to be provided for all other services. As part of any asset management plan, the examination should be consistent with the municipality's existing assumptions, approaches and policies on asset management planning. This examination may include both qualitative and quantitative measures such as examining the annual future lifecycle contributions needs (discussed further in Appendix F of this report).

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

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

This D.C. study is being provided to the public on March 21, 2018 to ensure the new requirements for release of the study is met.

1.3.4 Timing of Collection of D.C.s

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

1.3.5 Other Changes

It is also noted that a number of other changes were made through Bill 73 and O.Reg. 428/15 including changes to the way in which Transit D.C. service standards are calculated, the inclusion of Waste Diversion and the ability for collection of additional levies; however, these sections do not impact the Township's D.C.

2. Current Township of Guelph/Eramosa Policy

2.1 Schedule of Charges

On October 21, 2013, the Township of Guelph/Eramosa passed By-law 59/2013 under the *D.C.A.* The by-law imposes D.C.s on residential and non-residential uses. This by-law was amended on July 14, 2014 via by-law 52/2014 to revise the charges for Wastewater Services.

These by-laws impose D.C.s for residential and non-residential uses. The table below provides the rates currently in effect, as at January 1, 2018.

**Table 2-1
Township of Guelph/Eramosa
Development Charges as at January 1, 2018**

Service	Residential				Non-Residential
	Single & Semi Detached	Multiples	Apartments with >= 2 Bedrooms	Apartments with < 2 Bedrooms	per sq.ft.
Township-wide Charges					
Roads and Related	803.09	588.26	457.18	309.56	-
Fire	917.66	673.08	523.27	353.62	-
Outdoor Recreation Services	3,193.60	2,340.94	1,819.88	1,231.61	-
Indoor Recreation Services	2,366.28	1,733.94	1,348.38	913.24	-
Administration	521.08	382.26	296.34	200.51	-
Subtotal Township-wide	7,801.71	5,718.48	4,445.05	3,008.54	-
Rockwood Area-specific Charges					
Wastewater Services	3,200.21	2,345.35	1,823.19	1,234.92	1.35
Water Services	12,784.49	9,369.81	7,284.09	4,931.48	5.41
Subtotal Rockwood Area-specific	15,984.70	11,715.16	9,107.28	6,166.40	6.76
Grand Total Rockwood	23,786.41	17,433.64	13,552.33	9,174.94	6.76

2.2 Services Covered

The following services are covered under By-law 59/2013, as amended:

- Roads & Related
- Fire;
- Outdoor Recreation;
- Indoor Recreation;
- Administration (Studies);
- Water Services; and
- Wastewater Services.

2.3 Timing of D.C. Calculation and Payment

D.C.s are payable at the time of building permit issuance and are collected by the Township of Guelph/Eramosa Building Department.

2.4 Indexing

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

2.5 Redevelopment Allowance

As a result of the redevelopment of land, a building or structure existing on the same land within 48 months prior to the date of payment of D.C.s in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable D.C. under subsections 3.7 and 3.8 of the Township's D.C. By-law by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) provided that such amounts shall not exceed, in total, the amount of the D.C.s otherwise payable with respect to the redevelopment.

2.6 Exemptions

The following non-statutory exemptions are provided under By-law 59/2013:

- lands, buildings, or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act, R.S.O. 1990*
- the development of non-residential farm buildings constructed for bona fide farming uses; and
- non-residential development for all services except water and wastewater.

3. Anticipated Development in the Township of Guelph/Eramosa

3.1 Requirement of the Act

Chapter 4 provides the methodology for calculating a development charge as per the Development Charges Act, 1997. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the development charge that may be imposed, it is a requirement of Section 5 (1) of the Development Charges Act that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of Guelph/Eramosa will be required to provide services, over a 10-year, 20-year and 23-year (to 2041 or urban buildout) period.

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

The D.C. growth forecast provided herein has been derived from the Wellington County Official Plan (OP). More specifically, the County OP forecast for the Township of Guelph-Eramosa for 2036 and 2041 has been utilized as the reference forecast for this study. Discussions with Township of Guelph-Eramosa municipal staff and County staff were also held to address recent residential and non-residential development trends which are anticipated to impact the County OP forecast. In compiling the growth forecast, the following specific information sources were consulted to help assess residential and non-residential development potential for the Township over the forecast period; including:

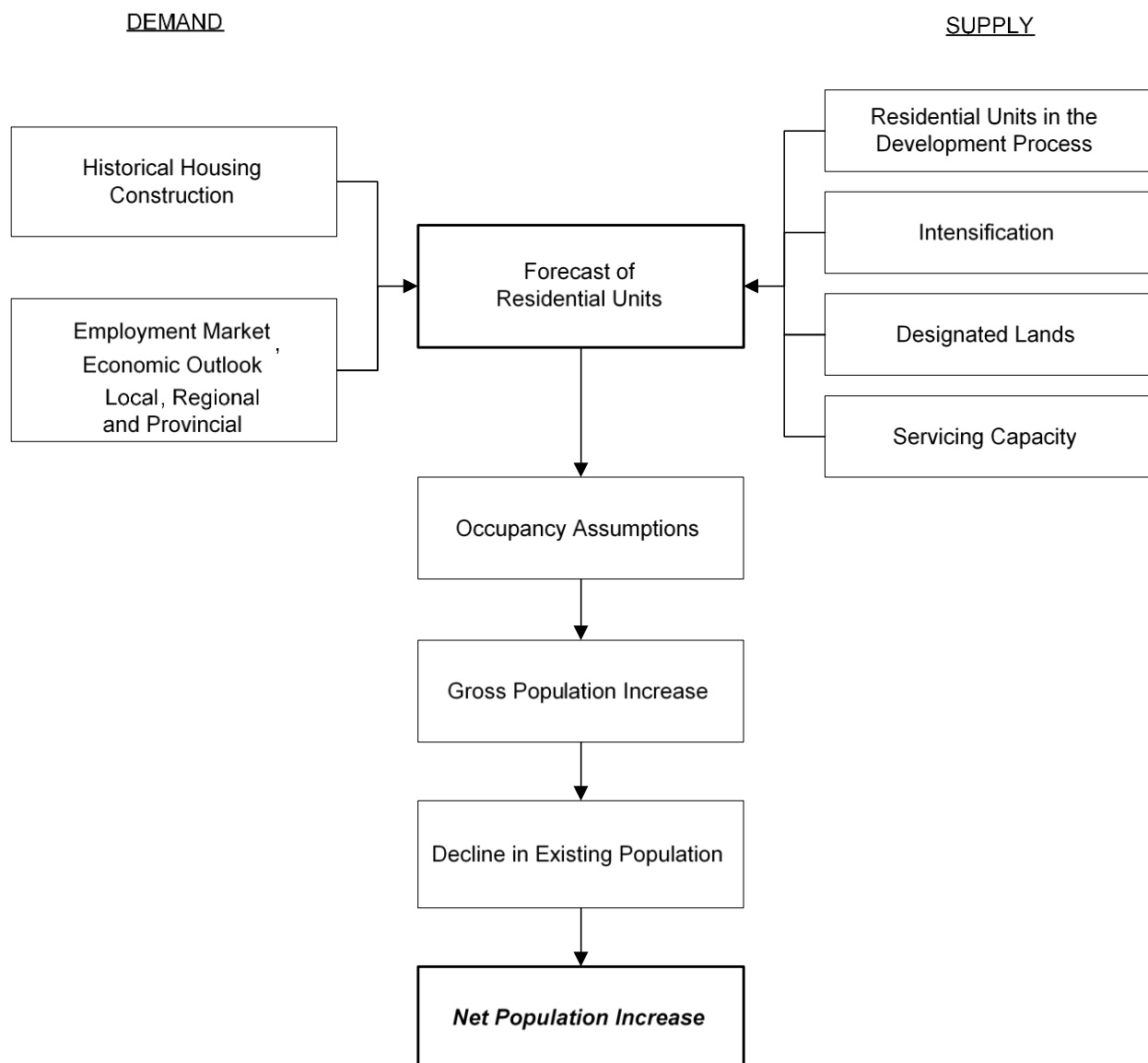
- Wellington County Official Plan, Revision November 9, 2017 (updated to include Amendment No. 99 to the Official Plan, May 12, 2016);
- Wellington County Population, Household and Employment Forecast Update, 2011-2041 (as amended January 8, 2016) prepared by Watson & Associates Economists Ltd.;
- A review of historical development activity;
- Discussions with Township and County staff regarding development that is in the planning process in the Rockwood urban area; and

- Discussions with Township and County staff regarding anticipated non-residential development in the rural area and within the Rockwood urban area.

3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A. 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 Figure 3-1 below, and Schedule 1 in Appendix A.

**Figure 3-1
Population and Household Forecast Model**



As identified in Table 3-1 and Schedule 1, the Township's population is anticipated to reach approximately 14,000 by 2028, 14,210 by 2038 and 14,200 by 2041. This represents an increase of 660 persons, 870 persons and 850 persons, respectively, over the 10-year, 20-year, and long-term forecast (2018-2041) periods. Further, the population forecast summarized in Schedule 1 excludes the net Census undercount, which is estimated at approximately 4.1%. The Census undercount represents the net number of persons missed during Census enumeration. In calculating the D.C. for Township of Guelph-Eramosa, the net Census undercount has been excluded from the growth forecast. Accordingly, all references provided herein to the population forecast exclude the net Census undercount.

1. Unit Mix (Appendix A – Schedules 1 through 5)

- The unit mix for the Township was derived from historical development activity (as per Schedule 6) and discussions with municipal staff regarding anticipated development trends for the Township, and in particular development proposed and planned for the urban area of Rockwood.
- Based on the above, the long-term (2018-2041) household growth forecast is comprised of a housing unit mix of approximately 80% low density (single detached and semi-detached), 16% medium density (multiples except apartments) and 4% high density (bachelor, 1 bedroom and 2+ bedroom apartments).

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

- *Schedule 2* summarizes the anticipated amount, type and location of residential development for Township of Guelph/Eramosa by development location. The percentage of forecast housing growth between 2018 and 2041 by area within the Township is summarized below.
 - Rockwood Urban Area 89%
 - Rural 11%

**Table 3-1
Township of Guelph/Eramosa
Residential Growth Forecast Summary**

Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units						Person Per Unit (PPU): Total Population/ Total Households	Persons in Private Households/ Total Households	
		Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	Equivalent Institutional Households			
Historical	<i>Mid 2006</i>	12,560	12,066	176	11,890	3,755	135	110	50	4,050	160	2.98	2.94
	<i>Mid 2011</i>	12,890	12,380	195	12,185	3,865	205	140	5	4,215	177	2.94	2.89
	<i>Mid 2016</i>	13,380	12,854	204	12,650	4,090	240	120	35	4,485	185	2.87	2.82
Forecast	<i>Mid 2018</i>	13,890	13,344	212	13,132	4,240	279	120	35	4,674	193	2.85	2.81
	<i>Mid 2023</i>	14,320	13,757	219	13,538	4,374	305	124	35	4,838	199	2.84	2.80
	<i>Mid 2028</i>	14,580	14,002	228	13,774	4,437	322	126	35	4,920	207	2.85	2.80
	<i>Mid 2038</i>	14,790	14,211	242	13,969	4,490	330	129	35	4,984	220	2.85	2.80
	<i>Mid 2041</i>	14,780	14,197	243	13,954	4,502	332	132	35	5,001	221	2.84	2.79
Incremental	Mid 2006 - Mid 2011	330	314	19	295	110	70	30	-45	165	17		
	Mid 2011 - Mid 2016	490	474	9	465	225	35	-20	30	270	8		
	Mid 2016 - Mid 2018	510	490	8	482	150	39	0	0	189	8		
	Mid 2018 - Mid 2023	430	413	7	406	134	26	4	0	164	6		
	Mid 2018 - Mid 2028	690	658	16	642	197	43	6	0	246	14		
	Mid 2018 - Mid 2038	900	867	30	837	250	51	9	0	310	27		
	Mid 2018 - Mid 2041	890	853	31	822	262	53	12	0	327	28		

Source: Derived from the Wellington County Official Plan (Revision November 9, 2017) forecast for the Township of Guelph-Eramosa for 2036 and 2041 and discussions with Township of Guelph-Eramosa regarding sevicng capacity in Rockwood and units in the development approval process.

1. Census Undercount estimated at approximately 4.1%. Note: Population Including the Undercount has been rounded.
2. Includes townhomes and apartments in duplexes.
3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

3. Planning Period

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

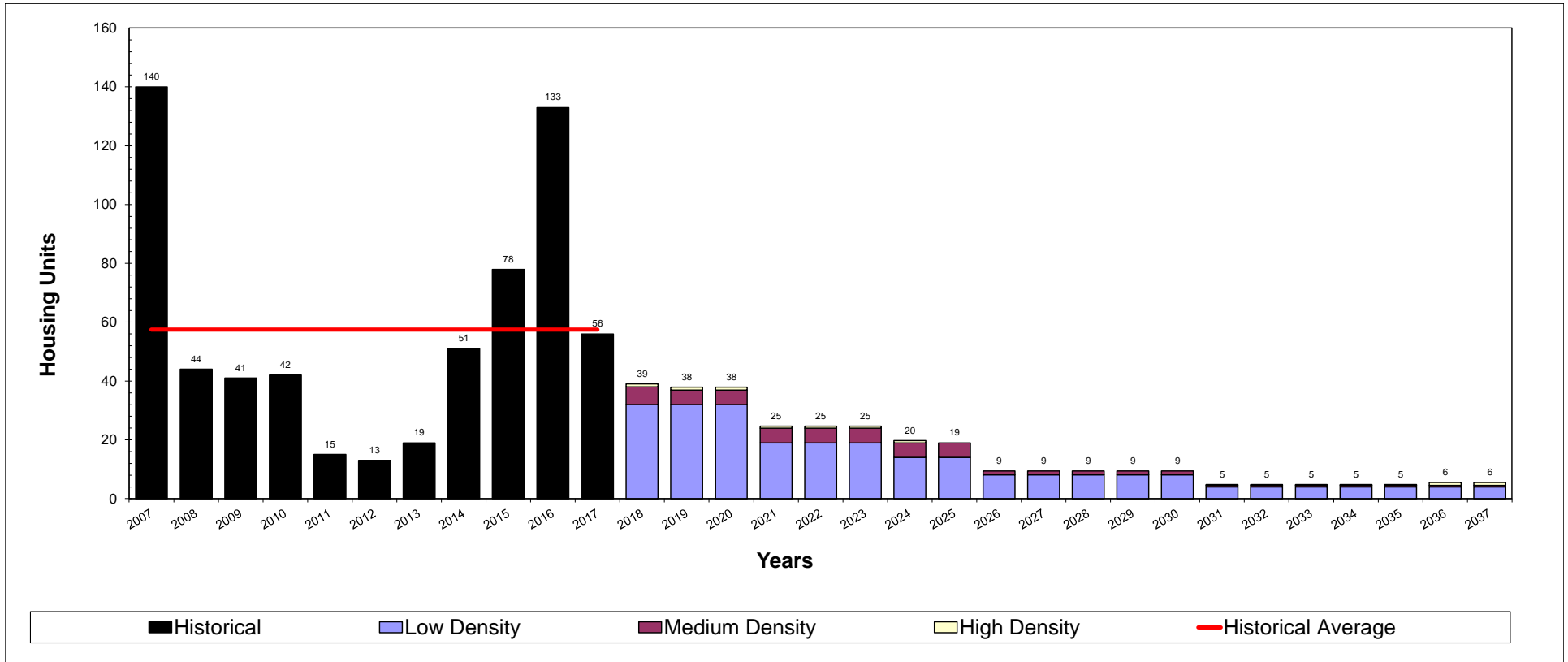
4. Population in New Units (Appendix A - Schedules 2 through 6)

- The number of housing units to be constructed in the Township of Guelph-Eramosa during the short-term and long-term periods is presented on Figure 3-2. Over the 20-year period, the Township is anticipated to average 16 housing units annually.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit by dwelling type for new units.
- Schedule 7a summarizes the average number of persons per unit (P.P.U.) for the new permanent residential housing units by age and type of dwelling, based on 2016 custom Census data. P.P.U. data for low dwelling units was derived based on 2016 Census data for Guelph-Eramosa Township as outlined in Schedule 7b. Due to data limitations, medium and high-density P.P.U.s were derived from Wellington County as outlined in Schedule 7b. The 20-year average P.P.U.'s by dwelling type are as follows:
 - Low density: 2.999
 - Medium density: 2.213
 - High density: 1.528

5. Existing Units and Population Change (Appendix A - Schedules 2 through 6)

- Existing households as of 2018 are based on the 2016 Census households, plus estimated residential units constructed between 2016 and 2018, assuming a 6-month lag between construction and occupancy (see Schedule 3).
- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2018 to buildout forecast period is estimated at approximately 100.

**Figure 3-2
Township of Guelph/Eramosa
Annual Housing Forecast¹**



Source: Historical housing activity derived from Township of Guelph/Eramosa building permit data, 2007-2017.

¹ 1. Growth Forecast represents calendar year.

6. Employment (Appendix A, Schedules 9a, 9b and 9c)

- Employment projections are based on the Wellington County Official Plan, Revision November 9, 2017 (updated to include Amendment No. 99 to the Official Plan, May 12, 2016) and discussions with Guelph-Eramosa municipal staff regarding anticipated non-residential development.
- Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
 - The Township's 2016¹ employment base by place of work is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 360 primary (approx. 7%);
 - 940 work at home employment (approx. 19%);
 - 1,700 industrial (approx. 35%);
 - 1,490 commercial/population-related (approx. 31%); and
 - 380 institutional (approx. 8%).
 - The 2016 employment base by usual place of work, including work at home, is approximately 4,860 jobs. An additional 750 jobs have been identified for Township of Guelph-Eramosa as having no fixed place of work (N.F.P.O.W.).² The total employment including N.F.P.O.W. in 2016 is 5,600. As of mid-2018 the Township's total employment base is estimated at 5,750.
 - Schedule 8b, Appendix A, summarizes the employment forecast, excluding work at home employment, which is the basis for the D.C.A. 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 G.F.A. in the retail and accommodation sectors generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (G.F.A.) calculation. Accordingly, work-at-home and N.F.P.O.W. employees have been removed from the D.C. employment forecast and calculation.

¹ 2016 Employment is based on Statistics Canada 2016 Places of Work Employment dataset.

² Statistics Canada defines "No Fixed Place of Work" (N.F.P.O.W.) employees as, "persons who do not go from home to the same work place location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

- Total employment for Township of Guelph-Eramosa (excluding work at home and no fixed place of work employment) is anticipated to reach approximately 4,780 by 2038 and 4,810 by 2041. This represents an employment increase of 740 and 760 additional jobs over the 20-year and 23-year forecast periods, respectively.

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

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:¹
 - 5,030 sq.ft. per employee for industrial;
 - 550 sq.ft. per employee for commercial/population-related;
 - 700 sq.ft. per employee for institutional employment.
- The Township-wide incremental non-residential G.F.A. increase is anticipated to be approximately 3,138,000 sq.ft. over the 10-year forecast period, 3,204,000 sq.ft. over the 20-year period and 3,234,000 sq.ft. over the 2018 and 2041 period.
- In terms of percentage growth, the long-term incremental G.F.A. forecast by sector is broken down as follows:
 - industrial – approx. 97%;
 - commercial/population-related – approx. 2%; and
 - institutional – approx. 2%.

¹ Based on discussions with municipal staff regarding anticipated industrial development and based on Watson & Associates Economists Ltd. employment surveys.

4. The Approach to Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

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

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

4.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, s.s.5(1)3, which requires that Township Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.

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. This policy is included in Appendix E.

Figure 4-1
The Process of Calculating a D.C. under the D.C.A.

The Process of Calculating a Development Charge under the Act that must be followed

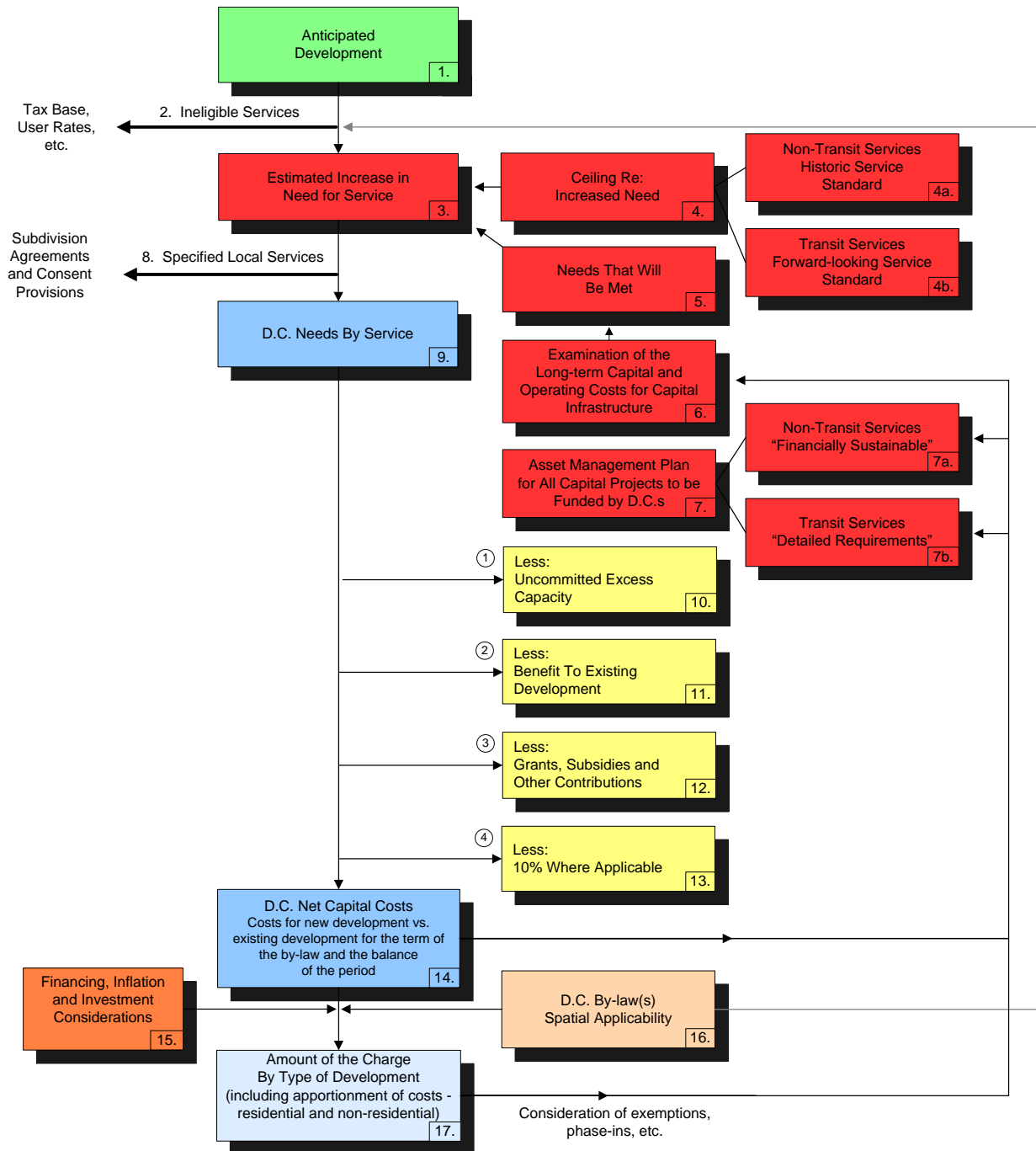


Table 4-1
Categories of Municipal Services to be Addressed as Part of the Calculation

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, Culverts and Roundabouts	100
	No	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active Transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles ¹ & facilities	100
	n/a	2.2 Other transit infrastructure	100
	n/a	2.3 Municipal parking spaces - indoor	90
	n/a	2.4 Municipal parking spaces - outdoor	90
	Yes	2.5 Works Yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	90
	n/a	2.8 Airport	90
3. Stormwater Drainage and Control Services	n/a	3.1 Main channels and drainage trunks	100
	n/a	3.2 Channel connections	100
	n/a	3.3 Retention/detention ponds	100
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ¹	100
	Yes	4.3 Small equipment and gear	100

¹with 7+ year life time

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

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

¹with 7+ year life time

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

¹with 7+ year life time

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

¹with a 7+ year life time

²same percentage as service component to which it pertains

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

4.5 Capital Forecast

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

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

The capital costs include:

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

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

4.6 Treatment of Credits

Section 8 para. 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." s.s.17 para. 4 of the same Regulation indicates that "...the value of the credit cannot be recovered from future D.C.s," if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs. There are no outstanding credit obligations to include in the D.C. calculations.

4.7 Eligible Debt and Committed Excess Capacity

Section 66 of the D.C.A. states that, for the purposes of developing a D.C. by-law, a debt incurred with respect to an eligible service may be included as a capital cost,

subject to any limitations or reductions in the Act. Similarly, s.18 of O.Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be “committed,” that is, either before or at the time it was created, Council must have expressed a clear intention that it would be paid for by D.C.s or other similar charges; for example, this may have been done as part of previous D.C. processes. It is noted that projects which have been debentured to-date and to which the principal and interest costs need to be recovered are included within the capital detail sheets.

4.8 Existing Reserve Funds

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

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

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

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

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

The Township's D.C. Reserve Fund Balance by service at December 31, 2017 is shown below:

Table 4-2
Township of Guelph/Eramosa
Reserve Fund Balances, as at December 31, 2017

Service	Totals
Services Related to a Highway	(\$49,810)
Fire Protection Services	\$91,191
Outdoor Recreation Services	\$330,974
Indoor Recreation Services	\$506,485
Administration	(\$26,574)
Wastewater Services	(\$1,248,826)
Water Services	(\$236,717)
Total	(\$633,278)

Note: Amounts in brackets are Deficit balances.

4.9 Deductions

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

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

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

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.3 does "...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Municipality over the 10-year period immediately preceding the preparation of the background study..." O.Reg. 82.98 (s.4) goes further to indicate that "...both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service."

¹ Reserve balance to be combined with Administration Studies.

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

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

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

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of s.s.5(1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Township's "excess capacity," other than excess capacity which is "committed" (discussed above in 4.6).

"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 following:

- the repair or unexpanded replacement of existing assets that are in need of repair;

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

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

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

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

4.9.4 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 s.6).

4.9.5 The 10% Reduction

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

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

4.10 Municipal-Wide vs. Area Rating

This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area-rating. Further discussion is provided in Section 7.4.4.

4.11 Allocation of Development

This step involves relating the costs 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

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

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

4.13 Transit

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

- A. Transit no longer requires the statutory 10% mandatory deduction from the net capital cost (section 5.2.(i) of the D.C.A.).
- B. The Background Study requires the following in regard to transit costs (as per section 8(2) of the Regulations):
 - 1. The calculations that were used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
 - 2. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
 - i. the anticipated development over the 10-year period immediately following the preparation of the background study, or
 - ii. the anticipated development after the 10-year period immediately following the preparation of the background study.
 - 3. An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 - 4. An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development.
 - 5. An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- C. A new forward-looking service standard (as per 6.1(2) of the Regulations):

1. The service is a discrete service.
 2. No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.
 3. No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- D. A very detailed asset management strategy and reporting requirements (section 6.1(3) of the Regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

The Township does not currently have local transit services and in the next five years does not intend to consider the implementation of any local transit services. Therefore, the above calculations and reporting requirements are not required.

5. D.C. Eligible Cost Analysis by Service

5.1 Introduction

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

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

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

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

5.2.1 Outdoor Recreation Services

The Township currently has 182.18 acres of parkland within its jurisdiction. This parkland consists of various sized neighbourhood/community parks, natural parks, and open space areas. The Township has increased the level of service over the historical 10-year period (2008-2017), which provides an average of 12.7 acres of parkland, 187.1 parkland amenities, and 265 linear metres of trails per 1,000 population. Including parkland, parkland amenities (e.g. ball diamonds, playground equipment, soccer fields, etc.), and park trails, the level of service provided is approximately \$1,469 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount of \$966,576.

Based on the projected growth over the 10-year forecast period, the Township has identified \$3.98 million in future capital costs for parkland development. These projects include, the development of additional parks including amenities and trails. Allocations for a post period benefit of \$2.42 million and existing development benefit of \$255,000 have been made. The reserve fund balance of \$330,974 has been deducted from the growth-related capital costs. The net growth capital cost after the mandatory 10%

deduction and the allocation of reserve fund balance is \$836,776. This amount has been included in the D.C. calculations.

The Township currently provides 14.3 parks vehicles and equipment. Over the historical 10-year period, the Township averaged a level of service of 1.1 vehicle for every 1,000 population. This results in a net D.C.- eligible amount of \$30,189.

The Township has identified the need for a 1-ton pick-up and a new ice resurfacer. In total these costs result in a net growth-related amount of \$20,790, after a post-period benefit deduction of \$136,900 and the 10% mandatory deduction.

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

Infrastructure Costs Covered in the D.C. Calculation

Township of Guelph/Eramosa
Service: Parkland Development

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2018\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
	2018-2027											95%	5%
1	Rockmosa Sports Field Expansion	2018-2019	390,000	-		390,000	195,000		195,000	19,500	175,500	166,725	8,775
2	Dog Park Rockmosa Park	2018-2019	120,000	-		120,000	-		120,000	12,000	108,000	102,600	5,400
3	Rockmosa land development	2018-2019	1,000,000	17,500		982,500	-		982,500	98,250	884,250	840,038	44,213
4	3m wide 2500m asphalt path c/w lighting	2018-2019	250,000	80,000		170,000	-	170,000	-	-	-	-	-
5	Rockmosa Soccer Field Lights	2019-2022	350,000	350,000		-	-		-	-	-	-	-
6	Rockmosa Parking c/w lighting	2019-2021	550,000	550,000		-	-		-	-	-	-	-
7	Outdoor Fitness Equipment	2019-2024	110,000	110,000		-	-		-	-	-	-	-
8	Basketball Court (Cross Creek & David Masson)	2019-2024	90,000	90,000		-	-		-	-	-	-	-
9	Trail Construction on Charleston Property	2020-2024	180,000	120,000		60,000	60,000		-	-	-	-	-
10	Destination Play Structure	2022-2027	250,000	250,000		-	-		-	-	-	-	-
11	Shade Pavilion x 2	2022-2027	320,000	320,000		-	-		-	-	-	-	-
12	Play structure Noble Ridge Development	2022-2027	100,000	100,000		-	-		-	-	-	-	-
13	Marden Park Trail Development	2022-2027	145,000	145,000		-	-		-	-	-	-	-
14	Dog Park Rockwood South	2022-2027	120,000	120,000		-	-		-	-	-	-	-
	Reserve Fund Adjustment						330,974		(330,974)		(330,974)	(314,425)	(16,549)
	Total		3,975,000	2,252,500	-	1,722,500	585,974	170,000	966,526	129,750	836,776	794,937	41,839

5.2.2 Indoor Recreation Facilities

With respect to recreation facilities, there are currently nine facilities provided by the Township amounting to a total of 79,227 sq.ft. of space. The average historical level of service for the previous ten years has been approximately 5.41 sq.ft. of space per capita or an investment of \$1,563 per capita. Based on this service standard, the Township would be eligible to collect \$1.029 million from D.C.s for facility space.

The Township is continuing to pay off the debenture for the Royal Distributing Athletic Performance Centre (R.D.A.P.C.). The growth-related principal and discounted interest have been included in the calculations. The Township has also provided for a covered event space, an addition to the R.D.A.P.C. for storage, and the repurpose of space for a Youth drop-in centre. The gross capital cost of these projects is \$6,589,609, with \$1.61 million benefiting growth in the post 2027 period. Further, a deduction in the amount of \$506,485 has been made to reflect the balance in the D.C. reserve fund. Therefore, the net growth capital cost after the mandatory 10% deduction is \$1.125 million. This amount has been included in the D.C.

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

Infrastructure Costs Covered in the D.C. Calculation

Township of Guelph/Eramosa
 Service: Indoor Recreation Facilities

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2018\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
	2018-2027										95%	5%	
1	RDAPC Debenture - RDAPC Principal Payment (Discounted)	2018-2027	1,226,694	-		1,226,694	-		1,226,694	122,669	1,104,025	1,048,823	55,201
2	RDAPC Debenture - RDAPC Interest Payment (Discounted)	2018-2027	277,914	-		277,914	-		277,914	27,791	250,123	237,617	12,506
3	Covered Event Space c/w Amenity Building and Operational Space	2020	4,755,000	1,276,700		3,478,300	-	3,170,000	308,300	30,830	277,470	263,597	13,874
4	Addition for the Purpose of Program Storage at RDAPC	2020	250,000	250,000		-	-		-	-	-	-	-
5	Rockmosa Community Centre - Repurpose Basement to Youth Drop-in Centre	2022	80,000	80,000		-	-		-	-	-	-	-
	Reserve Fund Adjustment						506,485		(506,485)		(506,485)	(481,161)	(25,324)
	Total		6,589,609	1,606,700	-	4,982,909	506,485	3,170,000	1,306,424	181,291	1,125,133	1,068,876	56,257

5.2.3 Administration

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program. The Township has made provision for the inclusion of new studies undertaken to facilitate this D.C. process, as well as other studies which benefit growth (in whole or in part). The list of studies includes such studies as the following:

- Development Charges Background Studies;
- Growth Study;
- Fire Master Plan;
- Parks, Recreation, and Culture Master Plan; and
- Zoning By-law update;

The gross capital cost of these studies, \$271,200, of which no amounts are attributable to existing benefit. The net growth-related capital cost, after the mandatory 10% deduction and the inclusion of the existing reserve deficit of \$26,574, is \$276,654 and has been included in the D.C. calculations.

These costs have been allocated 49% residential and 51% non-residential based on the incremental growth in population to employment anticipated over the 10-year forecast period.

5.3 Service Levels and 20-Year Capital Costs for Guelph/Eramosa's D.C. Calculation

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

5.3.1 Services Related to a Highway

Roads

Guelph/Eramosa owns and maintains 225 km of roads. Over the previous 10-year period, the Township has provided an average level of service of 17.7 km of road per 1,000 population. This provides an average level of investment of \$17,667 per capita, resulting in a D.C.-eligible recovery amount of \$15.32 million over the 20-year forecast period.

With respect to future needs, the Township has identified the need to upgrade Rockmosa Drive. This project is anticipated to cost \$219,000, of which \$109,500 is deducted from the calculations for existing benefit. This results in a D.C. eligible amount of \$109,500 to be recovered over the forecast period (2018-2037).

Public Works

The Township currently operates its services related to a highway out of a total of 14,400 sq.ft. Over the past 10-year period, the average level of service has been 1.15 sq.ft. (or \$272) per capita. This results in a D.C. eligible amount of \$236,084.

As per discussions with the Township, the Township may want to renovate and expand one of the current facilities to provide more capacity to service growth. To date, plans and costing are yet to be determined so we have included a provision in the amount of \$236,000. Note that this provision includes the reserve fund deficit of \$49,810.

The Township also utilizes 40 vehicles to provide services related to a highway. These include pick-up trucks, dump trucks, trailers, and other vehicles and equipment. Over the past 10-year period, the Township provided an average level of investment of \$251 per capita. This results in a D.C.-eligible amount of \$217,894.

Staff have identified the need for an additional plow, a pick-up truck, and two traffic counters. The total gross capital cost of these works is estimated to be \$279,600. Of this amount, \$61,900 has been deducted to reflect the amount that would benefit growth

post 2037. The net D.C.-recoverable amount of \$217,700 has been included in the D.C. calculation.

The residential/non-residential allocation for all services related to a highway are based on the ratio of the anticipated population and employment growth over the forecast period. This results in a 54% residential and 46% non-residential split.

Infrastrcuture Costs Covered in the D.C. Calculation

Township of Guelph/Eramosa
 Service: Services Related to a Highway - Facilities

Prj .No	Increased Service Needs Attributable to Anticipated Development 2018-2037	Timing (year)	Gross Capital Cost Estimate (2018\$)	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 54%	Non-Residential Share 46%
1	Provision for additional space	2024-2037	236,000	-		236,000	-		236,000	127,440	108,560
	Total		236,000	-	-	236,000	-	-	236,000	127,440	108,560

Note: the provision includes the reserve fund deficit of \$49,810

5.3.2 Fire Protection Services

Guelph/Eramosa currently operates its fire services from 14,075 sq.ft. of facility space, providing for a 10-year historical average level of service of 1.12 sq.ft. or \$403 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the forecast period of \$349,644.

Currently some areas of the Township are serviced by neighbouring municipalities through agreements. Township Council may consider various options to provide future fire services pending recommendations from the Fire Services Master Plan (note, at this time Council has not made a decision on this matter). As a result, a provision for additional facility space in the amount of \$90,800 has been included in the D.C. calculations in addition to the expansion of the current fire hall in the amount of \$350,000. The reserve fund balance of \$91,191 has been netted from the calculation, resulting in a total D.C. recoverable amount of \$349,609.

The fire department has a current inventory of 9 vehicles. The total D.C.-eligible amount calculated for fire vehicles over the forecast period is \$160,343, based on a standard of \$185 per capita.

The Township has identified the need for an additional pumper/tanker for the current fire station. As well, pending Council's direction for future fire services, a provision for additional fire vehicles has been included. In total, the gross capital cost is estimated to be \$1.11 million. \$266,400 has been deducted from the calculations as the amount that will benefit growth post 2037 and \$682,300 has been deducted as the amount that benefits existing development. The net D.C.-recoverable amount included in the D.C. calculation is \$160,300.

The fire department provides 68 items of equipment and gear for the use in fire services. This results in a calculated average level of service for the historical 10-year period of \$61 per capita, providing for a D.C.-eligible amount over the forecast period of \$53,312 for small equipment and gear.

As noted above, pending Council's direction regarding future fire service delivery, a provision for additional equipment has been included in the D.C. calculations in the amount of \$53,300.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 54% being allocated to residential development and 46% being allocated to non-residential development.

5.4 Service Levels and Urban Buildout Capital Costs for Guelph/Eramosa's D.C. Calculation

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

5.4.1 Wastewater Services

The Township has indicated that the twinning/replacement of the forcemain on Highway 7 is still required. The gross capital cost estimated for this project is \$6.55 million. Of this amount, \$4.65 million has been deducted for the amount that benefits existing development. Further, the Township is continuing to pay off the growth-related debt for the Alma Street Pre-treatment Plant and Sewer Upgrades. As well, the Township has identified the need for an extraneous flow study as well as a master servicing study. The wastewater portion of this study has been included for this service. In total, the gross capital costs are estimated to be \$3.31 million. The reserve fund deficit of \$1.25 million has been added to the calculations for recovery. The total D.C.-recoverable amount of \$6.46 million has been included in the D.C. calculations.

For wastewater services, the costs identified have been split between residential and non-residential development based on the ratio of anticipated population to employment over the urban buildout forecast. This results in an 83%/17% residential/non-residential split.

5.4.2 Water Services

The Township has identified six projects required over the forecast period. These projects include construction of a new pumping station, including financing costs, unfunded amounts related to the Bernardi well capacity, a watermain connection from the Catherine Street extension across the rail line to Rockmosa Drive, an additional water truck, and the water portion of the water and wastewater master servicing study. In total, these projects are estimated to cost \$1.94 million. \$3,500 has been deducted for the amounts that benefit existing development. The reserve fund deficit of \$236,717 has been added into the calculations for recovery. The net D.C.-recoverable amount included in the D.C. calculations is \$2.17 million.

The growth-related costs have been allocated between residential and non-residential development based on the anticipated growth in population and employment over the forecast period. This results in an 83% allocation to residential and a 17% allocation to non-residential.

Infrastructure Costs Covered in the D.C. Calculation

Township of Guelph/Eramosa
Service: Water Distribution

Prj.No	Increased Service Needs Attributable to Anticipated Development 2018-Urban Buildout	Timing (year)	Gross Capital Cost Estimate (2018\$)	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 83%	Non-Residential Share 17%
1	Construction of new Pumping Station (Milne Pumphouse)	2018	1,260,000	-		1,260,000	-		1,260,000	1,045,800	214,200
2	Construction of new Pumping Station (Milne Pumphouse) - Growth-related Discounted Interest	2018-2027	144,256	-		144,256	-		144,256	119,732	24,524
3	Unfunded portion of Well Capacity (Bernardi)	2013-2016	157,500	-		157,500	-		157,500	130,725	26,775
4	Catherine St Rail Crossing Watermain	2019-2020	330,000	-		330,000	-		330,000	273,900	56,100
5	Additional Work Truck	2020-2021	35,000	-		35,000	3,500		31,500	26,145	5,355
6	Water and Wastewater Master Servicing Study	2023	15,000	-		15,000	-		15,000	12,450	2,550
	Reserve Fund Adjustment		236,717			236,717	-		236,717	196,475	40,242
	Total		2,178,473	-	-	2,178,473	3,500	-	2,174,973	1,805,228	369,745

6. D.C. Calculation

Table 6-1 calculates the proposed D.C.s to be imposed for water and wastewater services in the Rockwood area based upon an urban buildout forecast period. Table 6-2 calculates the proposed uniform D.C.s to be imposed on anticipated development in the Township for Township-wide services over a 20-year planning horizon. Table 6-3 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 10-year planning horizon

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

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

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

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

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

**Table 6-1
Township of Guelph/Eramosa
Development Charge Calculation
Urban Services
2018-Urban Buildout**

SERVICE	2018\$ D.C.-Eligible Cost		2018\$ D.C.-Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Facilities and Sewers	5,358,554	1,097,535	19,109	7.67
	5,358,554	1,097,535	19,109	7.67
2. <u>Water Services</u>				
2.1 Distribution systems	1,805,228	369,745	6,437	2.58
	1,805,228	369,745	6,437	2.58
TOTAL	\$7,163,782	\$1,467,281	\$25,546	10.25
D.C.-Eligible Capital Cost	\$7,163,782	\$1,467,281		
Buildout Gross Population/GFA Growth (sq.ft.)	841	143,200		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$8,518.17	\$10.25		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.999	\$25,546		
Apartments - 2 Bedrooms +	1.603	\$13,655		
Apartments - Bachelor and 1 Bedroom	1.363	\$11,610		
Other Multiples	2.213	\$18,851		
Special Care/Special Dwelling Units	1.100	\$9,370		

**Table 6-2
Township of Guelph/Eramosa
Development Charge Calculation
Township-wide Services
2018-2037**

SERVICE	2018\$ D.C.-Eligible Cost		2018\$ D.C.-Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
3. <u>Services Related to a Highway</u>				
3.1 Roads	59,130	50,370	196	0.02
3.2 Depots and Domes	127,440	108,560	422	0.03
3.3 PW Rolling Stock	117,558	100,142	389	0.03
	304,128	259,072	1,007	0.08
4. <u>Fire Protection Services</u>				
4.1 Fire facilities	188,789	160,820	625	0.05
4.2 Fire vehicles	86,562	73,738	286	0.02
4.3 Small equipment and gear	28,782	24,518	95	0.01
	304,133	259,076	1,006	0.08
TOTAL	\$608,261	\$518,148	\$2,013	\$0.16
D.C.-Eligible Capital Cost	\$608,261	\$518,148		
20-Year Gross Population/GFA Growth (sq.ft.)	906	3,204,400		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$671.37	\$0.16		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.999	\$2,013		
Apartments - 2 Bedrooms +	1.603	\$1,076		
Apartments - Bachelor and 1 Bedroom	1.363	\$915		
Other Multiples	2.213	\$1,486		
Special Care/Special Dwelling Units	1.100	\$739		

Table 6-3
Township of Guelph/Eramosa
Development Charge Calculation
Township-wide Services
2018-2027

SERVICE	2018\$ D.C.-Eligible Cost		2018\$ D.C.-Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
5. <u>Outdoor Recreation Services</u>				
5.1 Parkland development, amenities & trails	794,937	41,839	3,358	0.01
5.2 Parks vehicles and equipment	19,751	1,040	83	0.00
	814,688	42,878	3,441	0.01
6. <u>Indoor Recreation Services</u>				
6.1 Recreation facilities	1,068,876	56,257	4,515	0.02
	1,068,876	56,257	4,515	0.02
7. <u>Administration</u>				
7.1 Studies	135,561	141,094	573	0.05
TOTAL	\$2,019,124	\$240,229	\$8,529	\$0.08
D.C.-Eligible Capital Cost	\$2,019,124	\$240,229		
10-Year Gross Population/GFA Growth (sq.ft.)	710	3,138,300		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,843.84	\$0.08		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.999	\$8,529		
Apartments - 2 Bedrooms +	1.603	\$4,559		
Apartments - Bachelor and 1 Bedroom	1.363	\$3,876		
Other Multiples	2.213	\$6,293		
Special Care/Special Dwelling Units	1.100	\$3,128		

Table 6-4
Township of Guelph/Eramosa
Development Charge Calculation
Total All Services

	2018\$ D.C.-Eligible Cost		2018\$ D.C.-Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
Urban-wide Services Build out	\$7,163,782	\$1,467,281	\$25,546	\$10.25
Municipal-wide Services 20 Year	608,261	518,148	2,013	0.16
Municipal-wide Services 10 Year	2,019,124	240,229	8,529	0.08
TOTAL	9,791,167	2,225,657	36,088	10.49

Table 6-5
Township of Guelph/Eramosa
Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the Life of the By-law

Service	Total Gross Cost	Sources of Financing							
		Tax Base or Other Non-D.C. Source				Post D.C. Period Benefit	D.C. Reserve Fund		
		Other Deductions	Benefit to Existing	Other Funding	Legislated Reduction		Residential	Non-Residential	
1. Wastewater Services									
1.1 Facilities and Sewers	4,244,033	-	2,325,428	-	-	-	1,592,442	326,163	
2. Water Services									
2.1 Distribution systems	1,260,000	-	-	-	-	-	1,045,800	214,200	
3. Services Related to a Highway									
3.1 Roads	219,000	-	109,500	-	-	-	59,130	50,370	
3.2 Depots and Domes	-	-	-	-	-	-	-	-	
3.3 PW Rolling Stock	279,600	-	-	-	-	61,900	117,558	100,142	
4. Fire Protection Services									
4.1 Fire facilities	410,533	-	-	-	-	-	221,688	188,845	
4.2 Fire vehicles	739,333	-	454,867	-	-	177,600	57,708	49,159	
4.3 Small equipment and gear	-	-	-	-	-	-	-	-	
5. Outdoor Recreation Services									
5.1 Parkland development, amenities & trails	3,057,167	-	231,000	170,000	129,750	1,358,667	1,109,363	58,388	
5.2 Parks vehicles and equipment	160,000	-	-	-	2,310	136,900	19,751	1,040	
6. Indoor Recreation Services									
6.1 Recreation facilities	5,837,304	-	-	3,170,000	106,060	1,606,700	906,817	47,727	
7. Administration									
7.1 Studies	176,000	-	-	-	11,600	-	80,556	83,844	
Total Expenditures & Revenues	\$16,382,970	\$0	\$3,120,794	\$3,340,000	\$249,720	\$3,341,767	\$5,210,812	\$1,119,877	

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

7.1 Introduction

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

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

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

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; 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 s.s.5(1) para. 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Township’s existing policies; however, there are items under consideration at this time and these may be refined prior to adoption of the by-law.

7.2 D.C. By-law Structure

It is recommended that:

- the Township uses a uniform Township-wide D.C. calculation for all services except water and wastewater;
- D.C.s for water and wastewater services be imposed in Rockwood; and

- one Township D.C. by-law be used for all services.

7.3 D.C. By-law Rules

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

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

7.3.1 Payment in any Particular Case

In accordance with the D.C.A., s.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 section 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 50 of the Condominium Act; or
- g) the issuing of a building permit under the Building Code Act in relation to a building or structure.

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the amount of square feet of gross floor area constructed for eligible uses (i.e. industrial, commercial and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for Administration, the costs have been based on a population vs. employment growth ratio (49%/51%) for residential and non-residential, respectively) over the 10-year forecast period;

- for Indoor and Outdoor Recreation and Library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector;
- for Services Related to a Highway and Fire, a 54% residential/46% non-residential attribution has been made based on a population vs. employment growth ratio over the 20-year forecast period; and
- for Water and Wastewater services an 83% residential/17% non-residential allocation has been made based on population vs. employment growth over the urban buildout forecast period.

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

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

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable.

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

7.3.4 Exemptions (full or partial)

a) Statutory exemptions

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

b) Non-statutory exemptions

- lands, buildings, or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act, R.S.O. 1990*; and

- the development of non-residential farm buildings constructed for bona fide farming uses.

7.3.5 Phasing in

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

7.3.6 Timing of Collection

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

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

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2019, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (CANSIM Table 327-0043)¹ for the most recent year-over-year period.

7.3.8 The Applicable Areas

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

- All Municipal-wide Services – the full residential and non-residential charge will be imposed on all lands within the Township; and
- Water and Wastewater – the full residential and non-residential charge will be imposed on the urban service areas of the Township.

¹ O.Reg 82/98 referenced “The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007” as the index source. As of the end of December, 2013 this catalogue has been discontinued and replaced by this web based table.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Township's D.C. collections are currently reserved in eight separate reserve funds: Services Related to a Highway, Fire Protection Services, Outdoor Recreation Services, Indoor Recreation Services, Administration, Water Services, Wastewater-Treatment, and Wastewater-Distribution. It is recommended that these reserve funds continue to be in place. Appendix D outlines the reserve fund policies that the Township is required to follow as per the *D.C.A.*

7.4.2 By-law In-force Date

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

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

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

7.4.4 Area Rating

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

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

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

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

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

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

7.5 Other Recommendations

It is recommended that Council:

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

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

“Continue the D.C. approach to calculate the water and wastewater charges on an area-specific basis and all other services on a uniform Township-wide basis”;

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated March 21, 2018, subject to further annual review during the capital budget process”;

“Approve the D.C.s Background Study dated March 21, 2018, 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.”

8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

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

8.1.2 Public Meeting of Council

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

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

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

8.1.3 Other Consultation Activity

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

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the

timing thereof, and Township policy with respect to development agreements, D.C. credits and front-ending requirements.

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

8.2 Anticipated Impact of the Charge on Development

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

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

8.3 Implementation Requirements

8.3.1 Introduction

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

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

The sections which follow overview the requirements in each case.

8.3.2 Notice of Passage

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

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

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

8.3.3 By-law Pamphlet

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

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

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

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

8.3.4 Appeals

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

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

8.3.5 Complaints

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

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

Sections 20-25 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 O.M.B.

8.3.6 Credits

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

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

8.3.7 Front-Ending Agreements

The Township and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the Township to

which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

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

8.3.8 Severance and Subdivision Agreement Conditions

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

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

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

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

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

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

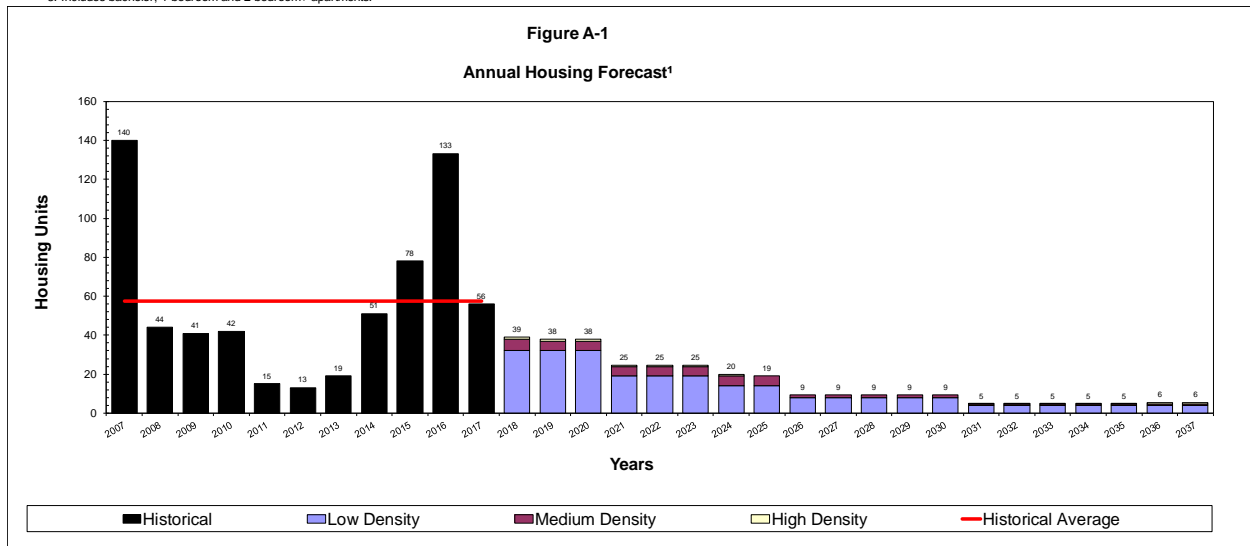
Appendix A – Background Information on Residential and Non-residential Growth Forecast

Schedule 1 Township of Guelph/Eramosa Residential Growth Forecast Summary

Year	Population (Including Census Undercount) ¹	Excluding Census Undercount			Housing Units							Person Per Unit (PPU): Total Population/ Total Households	Persons in Private Households/ Total Households
		Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ²	Apartments ³	Other	Total Households	Equivalent Institutional Households			
Historical	Mid 2006	12,560	12,066	176	11,890	3,755	135	110	50	4,050	160	2.98	2.94
	Mid 2011	12,890	12,380	195	12,185	3,865	205	140	5	4,215	177	2.94	2.89
	Mid 2016	13,380	12,854	204	12,650	4,090	240	120	35	4,485	185	2.87	2.82
Forecast	Mid 2018	13,890	13,344	212	13,132	4,240	279	120	35	4,674	193	2.85	2.81
	Mid 2023	14,320	13,757	219	13,538	4,374	305	124	35	4,838	199	2.84	2.80
	Mid 2028	14,580	14,002	228	13,774	4,437	322	126	35	4,920	207	2.85	2.80
	Mid 2038	14,790	14,211	242	13,969	4,490	330	129	35	4,984	220	2.85	2.80
	Mid 2041	14,780	14,197	243	13,954	4,502	332	132	35	5,001	221	2.84	2.79
Incremental	Mid 2006 - Mid 2011	330	314	19	295	110	70	30	-45	165	17		
	Mid 2011 - Mid 2016	490	474	9	465	225	35	-20	30	270	8		
	Mid 2016 - Mid 2018	510	490	8	482	150	39	0	0	189	8		
	Mid 2018 - Mid 2023	430	413	7	406	134	26	4	0	164	6		
	Mid 2018 - Mid 2028	690	658	16	642	197	43	6	0	246	14		
	Mid 2018 - Mid 2038	900	867	30	837	250	51	9	0	310	27		
	Mid 2018 - Mid 2041	890	853	31	822	262	53	12	0	327	28		

Source: Derived from the Wellington County Official Plan (Revision November 9, 2017) forecast for the Township of Guelph-Eramosa for 2038 and 2041 and discussions with Township of Guelph-Eramosa regarding servicing capacity in Rockwood and units in the development approval process.

1. Census Undercount estimated at approximately 4.1%. Note: Population including the Undercount has been rounded.
2. Includes townhomes and apartments in duplexes.
3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.



Schedule 2
Township of Guelph/Eramosa
Estimate of the Anticipated Amount, Type, and Location of Residential Development for Which Development Charges Can Be Imposed

Development Location	Timing	Single & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Rockwood Urban Area	2018 - 2028	181	43	6	230	647	-16	631	16	647
	2018 - 2038	221	51	9	281	789	-12	777	30	807
	2018 - 2041	225	53	12	290	810	-30	780	31	811
Rural Area	2018 - 2028	16	0	0	16	48	-37	11	0	11
	2018 - 2038	29	0	0	29	87	-27	60	0	60
	2018 - 2041	37	0	0	37	111	-69	42	0	42
Township of Guelph-Eramosa	2018 - 2028	197	43	6	246	695	-53	642	16	658
	2018 - 2038	250	51	9	310	876	-39	837	30	867
	2018 - 2041	262	53	12	327	921	-99	822	31	853

Source: Derived from the Wellington County Official Plan (Revision November 9, 2017) forecast for the Township of Guelph-Eramosa for 2036 and 2041. Growth allocation for Rockwood urban area is based on discussions with Township Staff regarding development that is in the planning process.

1. Includes townhomes and apartments in duplexes.

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

Schedule 3
Township of Guelph/Eramosa
Current Year Growth Forecast
Mid 2016 to Mid 2018

		Population
Mid 2016 Population		12,854
Occupants of New Housing Units, Mid 2016 to Mid 2018	<i>Units (2)</i>	189
	<i>multiplied by persons per unit (3)</i>	2,629
	<i>gross population increase</i>	497
Occupants of New Equivalent Institutional Units, Mid 2016 to Mid 2018	<i>Units</i>	8
	<i>multiplied by persons per unit</i>	1.10
	<i>gross population increase</i>	8
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2018	<i>Units (4)</i>	4,485
	<i>multiplied by ppu decline rate (5)</i>	-0.0033
	<i>total decline in population</i>	-15
Population Estimate to Mid 2018		13,344
<i>Net Population Increase, Mid 2016 to Mid 2018</i>		490

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

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.793	79%	2.217
<i>Multiples (6)</i>	2.000	21%	0.413
<i>Apartments (7)</i>	1.477	0%	0.000
Total		100%	2.629

¹ Based on 2016 Census custom database

² Based on Building permit/completion activity

- (4) 2016 households taken from StatsCan Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhomes and apartments in duplexes.
- (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

**Schedule 4
Township of Guelph/Eramosa
Ten Year Growth Forecast
Mid 2018 to Mid 2028**

		Population
Mid 2018 Population		13,344
Occupants of New Housing Units, Mid 2018 to Mid 2028	<i>Units (2)</i>	246
	<i>multiplied by persons per unit (3)</i>	2,826
	<i>gross population increase</i>	695
		695
Occupants of New Equivalent Institutional Units, Mid 2018 to Mid 2028	<i>Units</i>	14
	<i>multiplied by persons per unit</i>	1.10
	<i>gross population increase</i>	16
		16
Decline in Housing Unit Occupancy, Mid 2018 to Mid 2028	<i>Units (4)</i>	4,674
	<i>multiplied by ppu decline rate (5)</i>	-0.0113
	<i>total decline in population</i>	-53
		-53
Population Estimate to Mid 2028		14,002
<i>Net Population Increase, Mid 2018 to Mid 2028</i>		658

(1) Mid 2018 Population based on:

2016 Population (12,854) + Mid 2016 to Mid 2018 estimated housing units to beginning of forecast period (189 x = 497) + (4,485 x - 0.0016 = -7) = 13,344

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

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.999	80%	2.402
<i>Multiples (6)</i>	2.213	17%	0.387
<i>Apartments (7)</i>	1.528	2%	0.037
<i>one bedroom or less</i>	1.363		
<i>two bedrooms or more</i>	1.603		
Total		100%	2.826

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

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

(4) Mid 2018 households based upon 4,485 (2016 Census) + 189 (Mid 2016 to Mid 2018 unit estimate) = 4,674

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

(6) Includes townhomes and apartments in duplexes.

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

Schedule 5a
Township of Guelph/Eramosa
Twenty Year Growth Forecast
Mid 2018 to Mid 2038

		Population
Mid 2018 Population		13,344
Occupants of New Housing Units, Mid 2018 to Mid 2038	<i>Units (2)</i>	310
	<i>multiplied by persons per unit (3)</i>	2.827
	<i>gross population increase</i>	876
		876
Occupants of New Equivalent Institutional Units, Mid 2018 to Mid 2038	<i>Units</i>	27
	<i>multiplied by persons per unit</i>	1.10
	<i>gross population increase</i>	30
		30
Decline in Housing Unit Occupancy, Mid 2018 to Mid 2038	<i>Units (4)</i>	4,674
	<i>multiplied by ppu. decline rate (5)</i>	-0.0083
	<i>total decline in population</i>	-39
		-39
Population Estimate to Mid 2038		14,211
<i>Net Population Increase, Mid 2018 to Mid 2038</i>		867

(1) Mid 2018 Population based on:

2016 Population (12,854) + Mid 2016 to Mid 2018 estimated housing units to beginning of forecast period (189 x = 497) + (4,485 x - 0.0016 = -7) = 13,344

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

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.999	81%	2.419
<i>Multiples (6)</i>	2.213	16%	0.364
<i>Apartments (7)</i>	1.528	3%	0.044
<i>one bedroom or less</i>	1.363		
<i>two bedrooms or more</i>	1.603		
Total		100%	2.827

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

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

(4) Mid 2018 households based upon 4,485 (2016 Census) + 189 (Mid 2016 to Mid 2018 unit estimate) = 4,674

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

(6) Includes townhomes and apartments in duplexes.

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

Schedule 5b
Township of Guelph/Eramosa
Mid 2018 to Mid 2041

		Population
Mid 2018 Population		13,344
Occupants of New Housing Units, Mid 2018 to 2041	<i>Units (2)</i>	327
	<i>multiplied by persons per unit (3)</i>	2.818
	<i>gross population increase</i>	921
		921
Occupants of New Equivalent Institutional Units, Mid 2018 to 2041	<i>Units</i>	28
	<i>multiplied by persons per unit</i>	1.10
	<i>gross population increase</i>	31
		31
Decline in Housing Unit Occupancy, Mid 2018 to 2041	<i>Units (4)</i>	4,674
	<i>multiplied by ppu. decline rate (5)</i>	-0.0213
	<i>total decline in population</i>	-99
		-99
Population Estimate to Mid 2041		14,197
<i>Net Population Increase, Mid 2018 to Mid 2041</i>		853

(1) Mid 2018 Population based on:

2016 Population (12,854) + Mid 2016 to Mid 2018 estimated housing units to beginning of forecast period (189 x = 497) + (4,485 x - 0.0016 = -7) = 13,344

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

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.999	80%	2.403
<i>Multiples (6)</i>	2.213	16%	0.359
<i>Apartments (7)</i>	1.528	4%	0.056
<i>one bedroom or less</i>	1.363		
<i>two bedrooms or more</i>	1.603		
Total		100%	2.818

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

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

(4) Mid 2018 households based upon 4,485 (2016 Census) + 189 (Mid 2016 to Mid 2018 unit estimate) = 4,674

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

(6) Includes townhomes and apartments in duplexes.

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

Schedule 6
Township of Guelph/Eramosa
Historical Residential Building Permits
Years 2007 – 2016

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2007	121	27	0	148
2008	29	19	0	48
2009	21	18	0	39
2010	24	18	0	42
2011	17	0	0	17
Sub-total	212	82	0	294
Average (2007 - 2011)	42	16	0	59
% Breakdown	72.1%	27.9%	0.0%	100.0%
2012	10	3	0	13
2013	19	0	0	19
2014	44	7	0	51
2015	52	26	0	78
2016	96	37	0	133
Sub-total	221	73	0	294
Average (2012 - 2016)	44	15	0	59
% Breakdown	75.2%	24.8%	0.0%	100.0%
2007 - 2016				
Total	433	155	0	588
Average	43	16	0	59
% Breakdown	73.6%	26.4%	0.0%	100.0%

Source: Derived from Township of Guelph-Eramosa building permit data by Watson & Associates Economists Lt

1. Includes townhomes and apartments in duplexes.
2. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Schedule 7a
Township of Guelph/Eramosa
Persons Per Unit By Age And Type Of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	-	2.783	-	2.793	
6-10	-	-	-	3.265	-	3.071	
11-15	-	-	2.083	3.060	4.250	3.108	
16-20	-	-	-	3.145	3.750	3.024	2.999
20-25	-	-	-	3.208	-	3.250	
25-35	-	-	-	2.717	3.450	2.826	
35+	-	-	1.780	2.825	3.857	2.789	
Total	0.727	-	1.919	2.906	3.882	2.889	

1. Includes townhomes and apartments in duplexes.
2. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

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

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

Schedule 7b
Wellington County
Persons Per Unit By Age And Type Of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	1.778	3.075	4.500	3.141	
6-10	-	-	1.745	3.017	4.875	3.018	
11-15	-	-	1.797	3.017	4.288	2.953	
16-20	-	1.545	1.667	2.986	4.345	2.921	3.008
20-25	-	-	1.600	2.955	4.659	2.991	
25-35	-	1.462	1.897	2.830	3.931	2.867	
35+	-	1.630	1.899	2.786	4.108	2.760	
Total	0.417	1.644	1.834	2.863	4.235	2.853	

Age of Dwelling	Multiples ¹						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	-	1.722	2.000	-	2.000	
6-10	-	-	1.667	2.600	-	2.156	
11-15	-	-	1.632	2.583	-	2.064	
16-20	-	-	-	2.889	-	2.632	2.213
20-25	-	-	-	2.533	-	2.364	
25-35	-	-	-	2.667	-	2.273	
35+	-	1.071	2.227	2.565	-	2.230	
Total	-	1.500	1.811	2.575	-	2.228	

Age of Dwelling	Apartments ²						20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total	
1-5	-	1.438	1.386	-	-	1.477	
6-10	-	-	1.750	-	-	1.650	
11-15	-	-	1.412	-	-	1.385	
16-20	-	-	1.692	-	-	1.600	1.528
20-25	-	-	1.609	-	-	1.471	
25-35	-	1.162	1.735	-	-	1.542	
35+	-	1.126	1.597	2.320	-	1.494	
Total	-	1.191	1.590	2.225	-	1.503	

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.435	1.611	3.069	4.681	2.734
6-10	-	1.261	1.765	3.015	4.643	2.822
11-15	-	1.316	1.726	2.953	4.322	2.781
16-20	-	1.542	1.656	2.995	4.321	2.838
20-25	-	1.545	1.618	2.935	4.478	2.800
25-35	-	1.317	1.816	2.819	3.875	2.695
35+	-	1.267	1.828	2.776	4.077	2.618
Total	-	1.320	1.768	2.852	4.198	2.690

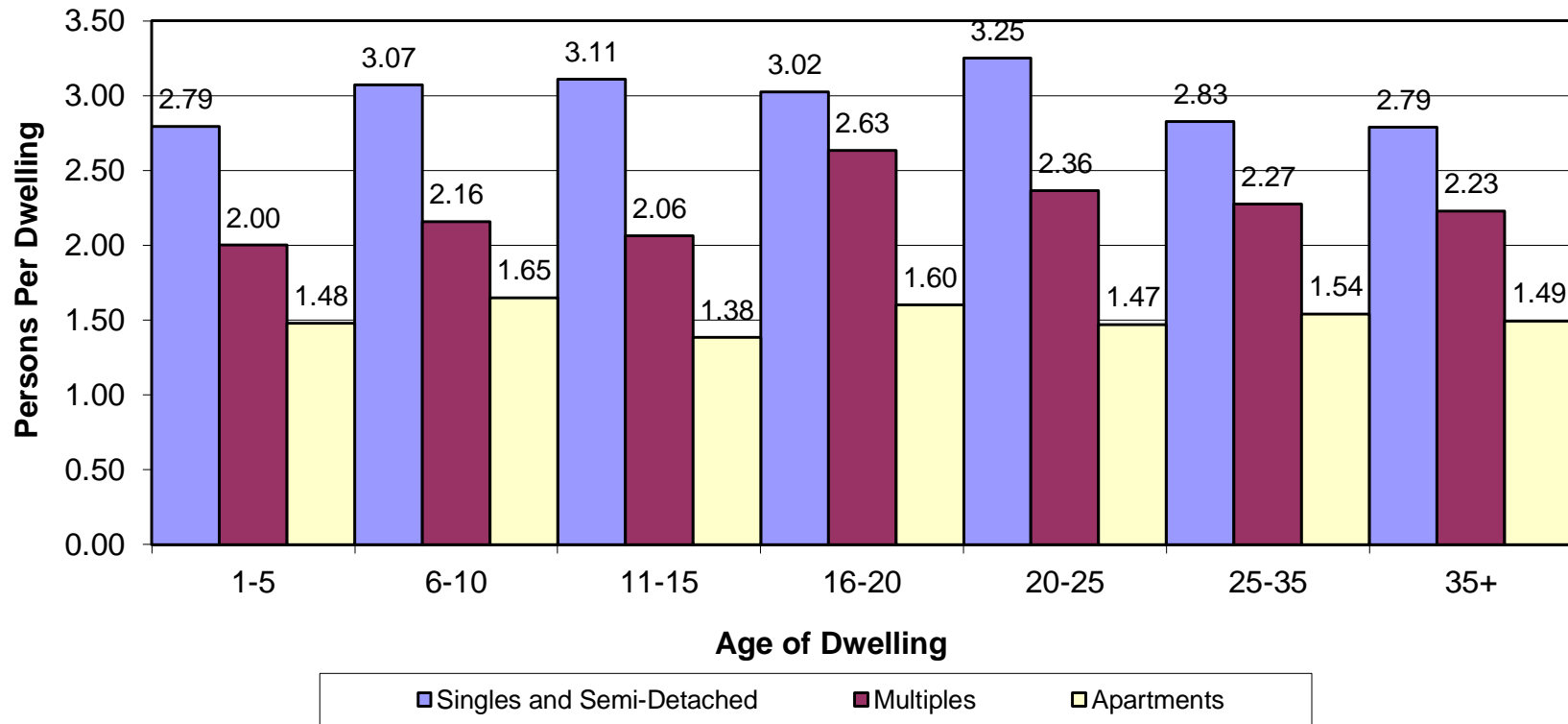
1. Includes townhomes and apartments in duplexes.

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

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

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

**Schedule 8
Township of Guelph-Eramosa
Persons Per Unit By Structural Type And Age Of Dwelling
(2016 Census)**



Multiple and Apartment PPU's are based on Wellington County.

Schedule 9a
Township of Guelph Eramosa
Employment Forecast

Period	Population	Activity Rate								Employment								Employment Total (Excluding NFPOW and Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	NFPOW ¹	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	NFPOW ¹	Total Employment (Including NFPOW)	
Mid 2006	12,066	0.017	0.084	0.127	0.070	0.032	0.331	0.043	0.374	210	1,010	1,535	850	385	3,990	520	4,510	2,980
Mid 2011	12,380	0.020	0.063	0.087	0.087	0.049	0.306	0.057	0.363	250	780	1,076	1,076	610	3,791	706	4,497	3,011
Mid 2016	12,854	0.028	0.073	0.132	0.116	0.029	0.378	0.058	0.436	355	935	1,701	1,491	375	4,856	745	5,601	3,921
Mid 2018	13,344	0.028	0.071	0.134	0.114	0.028	0.374	0.058	0.432	355	944	1,786	1,516	380	4,981	765	5,746	4,037
Mid 2023	13,757	0.026	0.070	0.168	0.115	0.029	0.409	0.058	0.467	355	968	2,318	1,587	399	5,627	793	6,420	4,659
Mid 2028	14,002	0.025	0.070	0.168	0.115	0.029	0.406	0.057	0.464	355	980	2,346	1,606	404	5,691	803	6,494	4,711
Mid 2038	14,211	0.025	0.070	0.168	0.115	0.029	0.406	0.057	0.464	355	994	2,387	1,629	410	5,775	814	6,589	4,781
Mid 2041	14,197	0.025	0.071	0.170	0.115	0.029	0.410	0.057	0.467	355	1,008	2,412	1,629	410	5,814	816	6,630	4,806
Incremental Change																		
Mid 2006 - Mid 2011	314	0.003	-0.021	-0.040	0.016	0.017	-0.024	0.014	-0.011	40	-230	-460	226	225	-199	186	-13	31
Mid 2011 - Mid 2016	474	0.0074	0.0097	0.0454	0.0291	-0.0201	0.0716	0.0009	0.0725	105	155	625	415	-235	1,065	39	1,104	910
Mid 2016 - Mid 2018	490	0.0000	-0.0020	0.0015	-0.0023	-0.0007	-0.0035	0.0000	-0.0035	0	9	86	26	5	125	20	145	116
Mid 2018 - Mid 2023	413	-0.0018	-0.0004	0.0347	0.0018	0.0005	0.0347	-0.0003	0.0344	0	24	532	71	19	646	28	674	622
Mid 2018 - Mid 2028	658	-0.0023	-0.0008	0.0337	0.0011	0.0004	0.0322	-0.0006	0.0315	0	36	560	90	24	710	38	748	674
Mid 2018 - Mid 2038	867	-0.0026	-0.0008	0.0341	0.0010	0.0004	0.0321	-0.0007	0.0314	0	50	601	113	30	794	49	843	744
Mid 2018 - Mid 2041	853	-0.0026	0.0003	0.0361	0.0011	0.0004	0.0352	-0.0005	0.0348	0	64	626	113	30	833	51	884	769
Annual Average																		
Mid 2006 - Mid 2011	63	0.00056	-0.00414	-0.00807	0.00329	0.00347	-0.00489	0.00279	-0.00211	8	-46	-92	45	45	-40	37	-3	6
Mid 2011 - Mid 2016	95	0.0015	0.0019	0.0091	0.0058	-0.0040	0.0143	0.0002	0.0145	21	31	125	83	-47	213	8	221	182
Mid 2016 - Mid 2018	245	0.0000	-0.0010	0.0008	-0.0012	-0.0003	-0.0017	0.0000	-0.0017	0	5	43	13	3	63	10	73	58
Mid 2018 - Mid 2023	83	-0.00036	-0.00008	0.00693	0.00035	0.00011	0.00695	-0.00006	0.00689	0	5	106	14	4	129	6	135	124
Mid 2018 - Mid 2028	66	-0.00023	-0.00008	0.00337	0.00011	0.00004	0.00322	-0.00006	0.00315	0	4	56	9	2	71	4	75	67
Mid 2018 - Mid 2038	43	-0.00013	-0.00004	0.00171	0.00005	0.00002	0.00160	-0.00003	0.00157	0	3	30	6	2	40	2	42	37
Mid 2018 - Mid 2041	37	-0.00011	0.00001	0.00157	0.00005	0.00002	0.00153	-0.00002	0.00151	0	3	27	5	1	36	2	38	33

Source: Derived from the Wellington County Official Plan (Revision November 9, 2017) forecast for the Township of Guelph-Eramosa for 2036 and 2041 and discussions with Township of Guelph-Eramosa municipal staff regarding proposed and potential development.

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

Schedule 9b
Township of Guelph Eramosa
Employment & Gross Floor Area (GFA) Forecast, 2018 to 2041

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2006	12,066	210	1,535	850	385	2,980				
Mid 2011	12,380	250	1,076	1,076	610	3,011				
Mid 2016	12,854	355	1,701	1,491	375	3,921				
Mid 2018	13,344	355	1,786	1,516	380	4,037				
Mid 2023	13,757	355	2,318	1,587	399	4,659				
Mid 2028	14,002	355	2,346	1,606	404	4,711				
Mid 2038	14,211	355	2,387	1,629	410	4,781				
Mid 2041	14,197	355	2,412	1,629	410	4,806				
Incremental Change										
Mid 2006 - Mid 2011	314	40	-460	226	225	31				
Mid 2011 - Mid 2016	474	105	625	415	-235	910				
Mid 2016 - Mid 2018	490	0	86	26	5	116	102,600	14,000	3,500	120,100
Mid 2018 - Mid 2023	413	0	532	71	19	622	3,038,400	49,500	16,800	3,104,700
Mid 2018 - Mid 2028	658	0	560	90	24	674	3,072,000	49,500	16,800	3,138,300
Mid 2018 - Mid 2038	867	0	601	113	30	744	3,121,200	62,200	21,000	3,204,400
Mid 2018 - Mid 2041	853	0	626	113	30	769	3,151,200	62,200	21,000	3,234,400
Annual Average										
Mid 2006 - Mid 2011	63	8	-92	45	45	6				
Mid 2011 - Mid 2016	95	21	125	83	-47	182				
Mid 2016 - Mid 2018	245	0	43	13	3	58	51,300	7,000	1,750	60,050
Mid 2018 - Mid 2023	83	0	106	14	4	124	607,680	9,900	3,360	620,940
Mid 2018 - Mid 2028	66	0	56	9	2	67	307,200	4,950	1,680	313,830
Mid 2018 - Mid 2038	43	0	30	6	2	37	156,060	3,110	1,050	160,220
Mid 2018 - Mid 2041	37	0	27	5	1	33	137,009	2,704	913	140,626

Source: Derived from the Wellington County Official Plan (Revision November 9, 2017) forecast for the Township of Guelph-Eramosa for 2036 and 2041.

1. Square Foot Per Employee Assumptions

Industrial	5,030
Commercial/ Population Related	550
Institutional	700

Schedule 9c
Township of Guelph Eramosa
Estimate of the Anticipated Amount, Type and Location of Non-Residential
Development for Which Development Charges Can Be Imposed

Development Location	Timing	Industrial	Commercial	Institutional	Total Non-Res	Employment
		GFA S.F. ¹	GFA S.F.	GFA S.F.	GFA S.F.	Increase ²
Rockwood Urban Area	Mid 2018 - Mid 2028	30,000	49,500	16,800	96,300	117
	Mid 2018 - Mid 2038	60,000	62,200	21,000	143,200	165
	Mid 2018 - Mid 2041	60,000	62,200	21,000	143,200	165
Rural Area	Mid 2018 - Mid 2028	3,042,000	12,100	-	3,054,100	557
	Mid 2018 - Mid 2038	3,061,200	15,400	-	3,076,600	579
	Mid 2018 - Mid 2041	3,091,200	15,400	-	3,106,600	604
Township of Guelph-Eramosa	Mid 2018 - Mid 2028	3,072,000	49,500	16,800	3,138,300	674
	Mid 2018 - Mid 2038	3,121,200	62,200	21,000	3,204,400	744
	Mid 2018 - Mid 2041	3,151,200	62,200	21,000	3,234,400	769

Source: Watson & Associates Economists Ltd., 2018

Based on discussions with the Township of Guelph Eramosa regarding anticipated non-residential developments.

1. Based on discussions with Township staff regarding anticipated industrial developments.
2. Employment Increase does not include No Fixed Place of Work.
3. Square feet per employee assumptions:

Industrial	5,030
Commercial	550
Institutional	700

Schedule 10
Township of Guelph Eramosa
Non-Residential Construction Value
Years 2007 – 2016
(000's 2018 \$)

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	2,135	50	0	2,185	2,780	645	0	3,425	0	1,457	6,313	7,770	4,915	2,151	6,313	13,379
2008	717	506	0	1,224	0	863	0	863	189	0	850	1,039	907	1,369	850	3,126
2009	1,646	312	0	1,958	5,315	1,191	0	6,506	1,848	0	2,246	4,094	8,809	1,503	2,246	12,558
2010	813	413	0	1,226	0	765	395	1,159	0	0	0	0	813	1,178	395	2,386
2011	954	103	0	1,057	6,434	255	0	6,689	45	188	0	233	7,433	546	0	7,980
2012	2,120	318	0	2,438	3,824	441	3,351	7,615	0	1,178	0	1,178	5,944	1,936	3,351	11,231
2013	1,948	222	0	2,171	483	1,100	0	1,583	656	18	0	674	3,087	1,340	0	4,427
2014	3,255	124	0	3,379	16,203	1,503	6,677	24,383	5,900	889	1,147	7,936	25,358	2,515	7,824	35,698
2015	3,310	132	0	3,442	4,241	2,871	0	7,113	5,160	321	0	5,481	12,711	3,324	0	16,035
2016	2,918	919	0	3,838	2,524	222	593	3,339	0	165	0	165	5,442	1,307	593	7,342
Subtotal	19,818	3,099	0	22,917	41,805	9,856	11,015	62,676	13,798	4,215	10,556	28,569	75,421	17,170	21,571	114,161
Percent of Total	86%	14%	0%	100%	67%	16%	18%	100%	48%	15%	37%	100%	66%	15%	19%	100%
Average	1,982	310	0	2,292	4,181	986	1,102	6,268	1,380	422	1,056	2,857	7,542	1,717	2,157	11,416
2007 - 2011 Period Total				7,651				18,642				13,135				39,428
2007 - 2011 Average				1,530				3,728				2,627				7,886
% Breakdown				19.4%				47.3%				33.3%				100.0%
2012 - 2016 Period Total				15,266				44,034				15,433				74,733
2012 - 2016 Average				3,053				8,807				3,087				14,947
% Breakdown				20.4%				58.9%				20.7%				100.0%
2007 - 2016 Period Total				22,917				62,676				28,569				114,161
2007 - 2016 Average				2,292				6,268				2,857				11,416
% Breakdown				20.1%				54.9%				25.0%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

Note: Inflated to year-end 2016 (January, 2018) dollars using Reed Construction Cost Index

Schedule 11
Township of Guelph Eramosa
Non-Residential Construction Value Employment to Population Ratio by Major
Employment Sector, 2006 to 2016

NAICS		Year			Change		Comments
		2006	2011	2016	06-11	11-16	
Employment by industry							
Primary Industry Employment							
11	<i>Agriculture, forestry, fishing and hunting</i>	405	410	545	5	135	Categories which relate to local land-based resources.
21	<i>Mining and oil and gas extraction</i>	20	20	10	0	-10	
Sub-total		425	430	555	5	125	
Industrial and Other Employment							
22	<i>Utilities</i>	0	0	10	0	10	Categories which relate primarily to industrial land supply and demand.
23	<i>Construction</i>	340	280	410	-60	130	
31-33	<i>Manufacturing</i>	630	245	595	-385	350	
41	<i>Wholesale trade</i>	600	430	480	-170	50	
48-49	<i>Transportation and warehousing</i>	200	285	375	85	90	
56	<i>Waste management and remediation services</i>	60	78	83	18	5	
Sub-total		1,830	1,318	1,953	-512	635	
Population Related Employment							
44-45	<i>Retail trade</i>	330	400	630	70	230	Categories which relate primarily to population growth within the municipality.
51	<i>Information and cultural industries</i>	25	85	65	60	-20	
52	<i>Finance and insurance</i>	30	30	90	0	60	
53	<i>Real estate and rental and leasing</i>	35	40	40	5	0	
54	<i>Professional, scientific and technical services</i>	250	240	340	-10	100	
55	<i>Management of companies and enterprises</i>	10	0	0	-10	0	
56	<i>Administrative and support</i>	60	78	83	18	5	
71	<i>Arts, entertainment and recreation</i>	145	130	125	-15	-5	
72	<i>Accommodation and food services</i>	80	100	210	20	110	
81	<i>Other services (except public administration)</i>	295	275	320	-20	45	
Sub-total		1,260	1,378	1,903	118	525	
Institutional							
61	<i>Educational services</i>	120	160	140	40	-20	
62	<i>Health care and social assistance</i>	310	405	210	95	-195	
91	<i>Public administration</i>	45	100	95	55	-5	
Sub-total		475	665	445	190	-220	
Total Employment		3,990	3,791	4,856	-199	1,065	
Population		12,066	12,380	12,854	314	474	
Employment to Population Ratio							
Industrial and Other Employment		0.15	0.11	0.15	-0.05	0.05	
Population Related Employment		0.10	0.11	0.15	0.01	0.04	
Institutional Employment		0.04	0.05	0.03	0.01	-0.02	
Primary Industry Employment		0.04	0.03	0.04	0.00	0.01	
Total		0.33	0.31	0.38	-0.02	0.07	

Source: Statistics Canada Employment by Place of Work

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

Appendix B – Level of Service

Appendix B – Level of Service Ceiling
Township of Guelph/Eramosa
Summary of Service Standard as per Development Charges Act, 1997, as amended

Service Category	Sub-Component	10 Year Average Service Standard				Maximum Ceiling LOS	
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Services Related to a Highway	Services Related to a Highway - Roads	\$17,666.70	0.0177	km of roadways	998,119	per lane km	15,317,029
	Services Related to a Highway - Facilities	\$272.30	1.1461	ft ² of building area	238	per sq.ft.	236,084
	Services Related to a Highway - Vehicles	\$251.32	0.0025	No. of vehicles and equipment	100,528	per vehicle	217,894
Fire	Fire Facilities	\$403.28	1.1203	ft ² of building area	360	per sq.ft.	349,644
	Fire Vehicles	\$184.94	0.0006	No. of vehicles	308,233	per vehicle	160,343
	Fire Small Equipment and Gear	\$61.49	0.0049	No. of equipment and gear	12,549	per Firefighter	53,312
Parks	Parkland Development	\$885.98	0.0127	Acres of Parkland	69,762	per acre	582,975
	Parkland Amenities	\$565.03	0.1871	No. of parkland amenities	3,020	per amenity	371,790
	Parkland Trails	\$17.95	0.2650	Linear Metres of Paths and Trails	68	per lin m.	11,811
	Parks Vehicles and Equipment	\$45.88	0.0011	No. of vehicles and equipment	41,709	per vehicle	30,189
Recreation	Indoor Recreation Facilities	\$1,563.21	5.4090	ft ² of building area	289	per sq.ft.	1,028,592

**Township of Guelph/Eramosa
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Facilities
 Unit Measure: ft² of building area

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Bld'g Value (\$/sq.ft.)	Value/ft ² with land, site works, etc.
County Road 124 Works Garage	7,100	7,100	7,100	7,100	7,100	7,100	7,100	7,100	7,100	7,100	\$222	\$258
Marden Works Garage	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	\$222	\$258
Sand Shed	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	\$89	\$111
Salt Shed	900	900	900	900	900	900	900	900	900	900	\$89	\$111
Total	14,400	14,400	14,400	14,400	14,400	14,400	14,400	14,400	14,400	14,400		

Population	12,438	12,433	12,402	12,380	12,420	12,445	12,491	12,635	12,854	13,193
Per Capita Standard	1.1577	1.1582	1.1611	1.1632	1.1594	1.1571	1.1528	1.1397	1.1203	1.0915

10 Year Average	2008-2017
Quantity Standard	1.1461
Quality Standard	\$238
Service Standard	\$272

D.C. Amount (before deductions)	20 Year
Forecast Population	867
\$ per Capita	\$272
Eligible Amount	\$236,084

**Township of Guelph/Eramosa
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Value (\$/Acre)
Eden Mills Park	12.27	12.27	12.27	12.27	12.27	12.27	12.27	12.27	12.27	12.27	\$73,100
Lloyd Dyer	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	8.96	\$73,100
Rockmosa Park	9.96	9.96	9.96	9.96	9.96	32.00	32.00	32.00	32.00	32.00	\$73,100
David Masson Park (Landrex)	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	\$73,100
James Lynch Park (Everton)	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	1.37	\$73,100
Marden Park	63.07	63.07	63.07	63.07	63.07	63.07	63.07	63.07	63.07	63.07	\$73,100
Valentino Park	4.90	4.90	4.90	4.90	4.90	4.90	4.90	4.90	4.90	4.90	\$73,100
Cross Creek	5.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	5.60	\$73,100
Max Storey	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	\$73,100
Sarah Ranson Woodlot and Trails	6.42	6.42	6.42	6.42	6.42	6.42	6.42	6.42	6.42	6.42	\$73,100
John Jolliffe Park	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	\$73,100
Ramsey Park	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	\$73,100
Shadow Beech	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61	\$73,100
Promenade Park	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	\$73,100
The Ridge	7.19	7.19	7.19	7.19	7.19	7.19	7.19	7.19	7.19	7.19	\$73,100
Samuel Ryckman Park	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$73,100
Parkette #3 Hampson	-	-	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	\$73,100
Harris Park (Nobleridge)	-	-	-	-	-	-	-	-	-	4.14	\$10,000
Mill Run Woodlot	4.32	4.32	4.32	4.32	4.32	4.32	4.32	4.32	4.32	4.32	\$10,000
Ushers Creek	-	-	-	-	-	-	-	-	1.76	1.76	\$73,100
Old Maple Blvd	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	\$73,100
Osburn Park Hazard Land	-	-	-	-	-	-	9.80	9.80	9.80	9.80	\$10,000
Total	143.27	143.27	144.44	144.44	144.44	166.48	176.28	176.28	178.04	182.18	

Population	12,438	12,433	12,402	12,380	12,420	12,445	12,491	12,635	12,854	13,193
Per Capita Standard	0.012	0.012	0.012	0.012	0.012	0.013	0.014	0.014	0.014	0.014

10 Year Average	2008-2017
Quantity Standard	0.0127
Quality Standard	\$69,762
Service Standard	\$886

D.C. Amount (before deductions)	10 Year
Forecast Population	658
\$ per Capita	\$886
Eligible Amount	\$582,975

Township of Guelph/Eramosa
Service Standard Calculation Sheet

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

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Value (\$/item)
Memorial Park Eden Mills											
Lighted Baseball Diamond	1	1	1	1	1	1	1	1	1	1	\$239,200
Food Booth and Equipment Shed	1	1	1	1	-	-	-	-	-	-	\$36,800
Basketball Court	1	1	1	1	1	1	1	1	1	1	\$13,300
Play Structure	1	1	1	1	1	1	1	1	1	1	\$80,000
Play Ground Equipment	1	1	1	1	1	1	-	-	-	-	\$13,200
Soccer Pitch	1	1	1	1	1	1	1	1	1	1	\$125,000
Soccer storage shed	1	1	1	1	1	1	1	1	1	1	\$4,800
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$15,000
Pre-cast building	-	-	-	-	1	1	1	2	2	2	\$16,000
Community Edible Forest Garden	-	-	-	-	-	-	-	-	1	1	\$10,000
Lloyd Dyer											
Lighted Baseball Diamond	1	1	1	1	1	1	1	1	1	1	\$239,200
Multi-use Pad/Outdoor Rink	1	1	1	1	1	1	1	1	1	1	\$38,300
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$29,900
Drill Hall 1600sq/ft	1	1	1	1	1	1	1	1	1	1	\$269,000
Food Booth and Washrooms 875sq/ft	1	1	1	1	1	1	1	1	1	1	\$201,100
Equipment Storage Shed	1	1	1	1	-	-	-	-	-	-	\$2,200
Park perimeter fencing 8ft (lin ft)	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	\$25
Batting Cage	1	1	1	1	1	1	1	1	1	1	\$17,300
Pitchers warm up area	1	1	1	1	1	1	1	1	1	1	\$3,000
Fenced storage compound 12ft (lin ft)	75	75	75	75	75	75	75	75	75	75	\$100
Bleachers	4	4	4	4	2	2	2	2	2	2	\$15,000
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$8,500
Rockmosa											
Triple Tennis Court asphalt	1	1	1	1	1	1	1	1	1	1	\$419,000
Flag Pole	1	1	1	1	1	1	1	1	1	1	\$1,900
Club House 700sq/ft	1	1	1	1	1	1	1	1	1	1	\$130,500
Lighted Baseball Diamond	1	1	1	1	1	1	1	1	1	1	\$239,200
Soccer Pitch	1	1	1	1	1	1	1	1	1	1	\$119,700
Mini Field	2	2	2	2	2	2	2	2	2	2	\$119,000
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$26,400
Food Booth/Washrooms 24'x60'	1	1	1	1	1	1	1	1	1	1	\$399,000

Township of Guelph/Eramosa
Service Standard Calculation Sheet

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

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Value (\$/item)	
Outdoor Shelter	1	1	1	1	1	1	1	1	1	1	\$89,800	
Play Structure	1	1	1	1	1	1	1	1	1	1	\$120,000	
Basketball Court	1	1	1	1	1	1	1	1	1	-	\$13,500	
Batting Cage	1	1	1	1	1	1	1	1	1	-	\$17,300	
Bleachers	5	5	5	5	5	5	5	5	5	5	\$15,000	
Splash Pad	1	1	1	1	1	1	1	1	1	1	\$250,000	
Skate Park	-	-	-	-	-	-	-	-	-	-	1	\$350,000
Toboggan Hill	-	-	-	-	-	-	-	-	-	-	1	\$150,000
Asphalt Trail	-	-	-	-	-	-	-	-	-	-	1	\$40,000
Outdoor Ping Pong Table	-	-	-	-	-	-	1	1	1	1	\$10,000	
Rockmosa Enabling Garden	-	-	-	-	-	-	1	1	1	1	\$30,000	
David Masson (Landrex)												
Play Structure	1	1	1	1	1	1	1	1	1	1	\$75,000	
Play Ground Equipment	1	1	1	1	1	1	-	-	-	-	\$5,300	
Park furnishings*	-	1	1	1	1	1	1	1	1	1	\$5,600	
Outdoor Rink	-	-	-	-	1	1	1	1	1	1	\$11,200	
James Lynch (Everton)												
Play Structure	1	1	1	1	1	1	1	1	1	1	\$75,000	
Basketball Court	1	1	1	1	1	1	1	1	1	1	\$15,000	
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$7,500	
Play Ground Equipment	1	1	1	1	1	1	1	1	1	1	\$15,000	
Marden												
Outdoor Shelters (lg)	1	1	1	1	1	1	1	1	1	1	\$120,000	
Outdoor Shelters (sm)	3	3	3	3	2	2	2	2	2	2	\$100,000	
Washroom/Shower Building 1145sq/ft	1	1	1	1	1	1	1	1	1	1	\$317,200	
Maintenance Workshop 2400sq/ft	1	1	1	1	1	1	1	1	1	1	\$480,000	
Camp Store	1	-	-	-	-	-	-	-	-	-	\$69,400	
Storage Shed (lg) Pigeon Shed	1	1	1	1	1	1	1	1	1	1	\$69,400	
Playground Equipment	1	1	1	1	1	1	1	1	1	1	\$75,000	
Lighted Baseball Diamond	1	1	1	1	1	1	1	1	1	1	\$239,200	
Ball Diamond	1	1	1	1	1	1	-	-	-	-	\$131,200	
lighted/irrigated Sports Field	-	-	1	1	1	1	1	1	1	1	\$502,800	
Enabling garden	-	1	1	1	1	1	1	1	1	1	\$61,400	

Township of Guelph/Eramosa
Service Standard Calculation Sheet

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

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Value (\$/item)
Fenced storage compound 10 ft (lin ft)	250	250	250	250	250	250	250	250	250	250	\$60
Park furnishings*	-	1	1	1	1	1	1	1	1	1	\$47,900
Gatehouse	1	1	1	1	1	1	1	1	1	1	\$27,800
11 v 11 Soccer Pitch	-	-	-	-	-	-	-	-	-	1	\$120,000
7 v 7 soccer pitch	-	-	-	-	-	-	-	-	1	1	\$45,000
Volley Ball Court	1	1	1	1	1	1	1	1	1	1	\$8,000
Potable water drilled wells	3	3	3	3	3	3	3	3	3	3	\$60,000
Valentino											
Play Structure	1	1	1	1	1	1	1	1	1	1	\$75,000
Play Ground Equipment	1	1	1	1	1	1	1	1	1	1	\$5,400
Pre-cast building	1	1	1	1	1	1	1	1	1	1	\$8,000
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$4,900
Basketball Court	1	1	1	1	1	1	1	1	1	1	\$18,500
Community garden and orchard	-	-	-	-	-	-	-	-	1	1	\$20,000
Cross Creek											
Play Structure & Equipment	1	1	1	1	1	1	1	1	1	1	\$75,000
Outdoor Ice Rink	1	1	1	1	1	1	1	1	1	1	\$11,100
Sports Field	1	1	1	1	1	1	1	1	1	1	\$2,200
Pre-cast building	1	1	1	1	1	1	1	1	1	1	\$8,000
Max Storey											
Play Structure	1	1	1	1	1	1	1	1	1	1	\$45,000
Play Field	1	1	1	1	1	1	1	1	1	1	\$2,200
Tot swing	1	1	1	1	1	1	1	1	1	1	\$6,000
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$11,000
Sarah Ranson											
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$4,000
John Jolliffe Park											
Play Structure	1	1	1	1	1	1	1	1	1	1	\$75,000
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$15,000
Indian Trail											
Park furnishings*	-	-	-	1	1	1	1	1	1	1	\$5,600
Ramsay Park											
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$11,000
Osburn Park											
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$11,000
Samuel Ryckman Park											
Park furnishings*	1	1	1	1	1	1	1	1	1	1	\$11,000
Total	2,349	2,351	2,352	2,353	2,349	2,349	2,348	2,351	2,352	2,354	

Population	12,438	12,433	12,402	12,380	12,420	12,445	12,491	12,635	12,854	13,193
Per Capita Standard	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.18	0.18

10 Year Average	2008-2017
Quantity Standard	0.1871
Quality Standard	\$3,020
Service Standard	\$565

D.C. Amount (before deductions)	10 Year
Forecast Population	658
\$ per Capita	\$565
Eligible Amount	\$371,790

* Park Furnishings include:benches, picnic tables, bike racks, waste containers and signage

Township of Guelph/Eramosa
Service Standard Calculation Sheet

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

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Value (\$/ Linear Metre)
Limestone Trails											
Hwy 7/Seaton SWM Pond Trails	138	138	138	138	138	138	138	138	138	138	\$43
Max Storey SWM Pond Trail	450	450	450	450	450	450	450	450	450	450	\$43
The Ridge Trail	-	-	-	-	-	-	-	260	260	260	\$43
Cross Creek Limestone Screenings	389	389	389	389	389	389	389	389	389	389	\$43
Sarah Ranson Park	669	669	669	669	669	669	669	669	669	669	\$43
Asphalt Trails											
John Jolliffe Asphalt Trail	335	335	335	335	335	335	335	716	716	716	\$97
Usher Creek Asphalt Trail	-	-	-	-	-	-	-	-	160	160	\$97
Rockmosa Asphalt Trail	-	-	-	-	-	-	-	-	-	320	\$97
Osburn Park Asphalt Trail	-	-	-	-	-	-	66	66	66	66	\$97
Ramsey Park Asphalt Trail	148	148	148	148	148	148	148	148	148	148	\$97
Spring Street Stairs	-	-	-	-	-	-	-	1	1	1	\$70,000
Drenters Court Stairs	-	-	-	-	-	-	-	1	1	1	\$45,000
Lloyd Dyer											
6m 80mm Asphalt Roadway	230	230	230	230	230	230	230	230	230	230	\$193
Indian Trail											
Graded native material	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	\$11
Total	2,358	2,358	2,358	3,358	3,358	3,358	3,424	4,067	4,227	4,547	

Population	12,438	12,433	12,402	12,380	12,420	12,445	12,491	12,635	12,854	13,193
Per Capita Standard	0.19	0.19	0.19	0.27	0.27	0.27	0.27	0.32	0.33	0.34

10 Year Average	2008-2017
Quantity Standard	0.2650
Quality Standard	\$68
Service Standard	\$18

D.C. Amount (before deductions)	10 Year
Forecast Population	658
\$ per Capita	\$18
Eligible Amount	\$11,811

**Township of Guelph/Eramosa
Service Standard Calculation Sheet**

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

Description	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018 Bld'g Value (\$/sq.ft.)	Value/ft² with land, site works, etc.
Eden Mills Comm. & Senior Centre	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	\$250	\$289
Rockmosa Community Centre	12,285	12,285	12,285	12,285	12,285	12,285	12,285	12,285	12,285	12,285	\$250	\$289
Older Adult Centre	918	918	918	918	918	918	918	918	918	918	\$250	\$289
Other Facilities (storage, P.A. booths)	496	-	-	-	-	-	-	-	-	-	\$250	\$289
Marden Community Centre	2,519	2,519	2,519	2,519	2,519	2,519	2,519	2,519	2,519	2,519	\$250	\$289
Community Rec Room Firehall	803	803	803	803	803	803	803	803	803	803	\$250	\$289
Rockwood Town Hall	2,664	2,664	2,664	2,664	2,664	2,664	2,664	2,664	2,664	2,664	\$250	\$289
Rockwood (Lloyd Dyer) Drill Hall	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	\$250	\$289
Royal Distributing Athletic Performance Centre (RDAPC)	-	-	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	\$250	\$289
Total	23,723	23,227	79,227	79,227	79,227	79,227	79,227	79,227	79,227	79,227		

Population	12,438	12,433	12,402	12,380	12,420	12,445	12,491	12,635	12,854	13,193
Per Capita Standard	1.9073	1.8682	6.3882	6.3996	6.3790	6.3662	6.3427	6.2704	6.1636	6.0052

10 Year Average	2008-2017
Quantity Standard	5.4090
Quality Standard	\$289
Service Standard	\$1,563

D.C. Amount (before deductions)	10 Year
Forecast Population	658
\$ per Capita	\$1,563
Eligible Amount	\$1,028,592

Appendix C – Long Term Capital and Operating Cost Examination

Appendix C – Long Term Capital and Operating Cost Examination

Township of Guelph/Eramosa Annual Capital and Operating Cost Impact

As a requirement of the D.C.A. under subsection 10(2)(c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost saving attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2016 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as life cycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for life cycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water	85	0.00456321
Wastewater	50	0.01182321
Services Related to a Highway	50	0.01182321
Facilities	80	0.00516071
Vehicles (other than Fire)	10	0.09132653
Fire Vehicles	20	0.04115672
Fire Small Equipment & Gear	8	0.11650980
Parkland	30	0.02464992

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

Table C-1
Township of Guelph/Eramosa
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Facilities and Sewers	6,456,089	98,460	42,001	140,461
2. Water Services				
2.1 Distribution systems	1,106,500	104,807	16,247	121,054
3. Services Related to a Highway				
3.1 Roads	109,500	5,676	37,478	43,154
3.2 Depots and Domes	236,000	11,362	80,775	92,137
3.3 PW Rolling Stock	279,600	35,187	95,698	130,885
4. Fire Protection Services				
4.1 Fire facilities	349,609	23,951	25,202	49,153
4.2 Fire vehicles	426,700	31,542	30,759	62,301
4.3 Small equipment and gear	53,300	7,467	3,842	11,309
5. Outdoor Recreation Services				
5.1 Parkland development, amenities & trails	3,389,026	232,335	31,814	264,149
5.2 Parks vehicles and equipment	160,000	15,040	1,502	16,542
6. Indoor Recreation Services				
6.1 Recreation facilities	6,083,124	263,565	46,041	309,606
7. Administration				
7.1 Studies	297,774		0	0
Total	18,947,222	829,392	411,360	1,240,752

Appendix D – D.C. Reserve Fund Policy

Appendix D – D.C. Reserve Fund Policy

D.1 Legislative Requirements

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

- a Township shall establish a reserve fund for each service to which the D.C. by-law relates; s.7(1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes, although only 100% eligible and 90% eligible services may be combined (minimum of two reserve funds);
- the Township 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 s.5(1) 2-8);
- money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, s.11(1) defines this as the 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); and
- D.C. reserve funds may not be consolidated with other Township reserve funds for investment purposes (s.37).

Annually, the Treasurer of the Township is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must also be forwarded to the Minister of Municipal Affairs and Housing within 60 days of the statement being filed with Council.

O.Reg. 82/98 prescribes the information that must be included in the Treasurer’s statement, as follows:

- opening balance;
- closing balance;
- description of each service and/or service category for which the reserve fund was established;
- transactions for the year (e.g. collections, draws);
- list of credits by service or service category (outstanding at beginning of the year, given in the year and outstanding at the end of the year by holder);
- amounts borrowed, purpose of the borrowing and interest accrued during previous year;

- amount and source of money used by the Township to repay municipal obligations to the fund;
- schedule identifying the value of credits recognized by the Township, the service to which it applies, and the source of funding used to finance the credit; and
- for each draw, 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.

Based upon the above, Figure D-1 sets out the format for which annual reporting to Council should be provided.

D.2 D.C. Reserve Fund Application

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

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

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service.

Figure 1
Township of Guelph/Eramosa
Annual Treasurer's Statement of Development Charge Reserve Funds

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

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

² See Attachment 1 for details

³ See Attachment 2 for details

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

**Attachment 1
Township of Guelph/Eramosa
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					
<u>Services Related to a Highway</u>											
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Water Services</u>											
Capital Cost D											
Capital Cost E											
Capital Cost F											
Sub-Total - Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Wastewater Services</u>											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0


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

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

Attachment 2
Township of Guelph/Eramosa
Statement of Credit Holder Transactions

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

Appendix E – Local Service Policy

		<p align="center">CORPORATE POLICY MANUAL</p> <p align="right">Policy No:</p> <p align="right">Effective Date:</p>
<i>SUBJECT</i>	Local Service Policy	
<i>Department/Category</i>	Administration	
<i>Related Documents</i>		

1. Policy Statement

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

2. Purpose

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

3. Policy

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 and Collector Roads (including land)

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

2) Arterial Roads

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

3) Traffic Control Systems, Signals and Intersection Improvements

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

4) Streetlights

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

5) Transportation Related Pedestrian and Cycling Facilities

- a) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, County roads and provincial highway corridors: considered part of the complete street and included in D.C.'s, or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: considered part of the complete street and include in D.C.'s.
- c) Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s.59 of D.C.A. (as a local service).

- d) Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the municipality's active transportation network for cycling and/or walking: included in D.C.'s

6) Noise Abatement Measures

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

7) Transit Lanes and Lay-bys

- a) Transit lanes and lay-bys located within municipal arterial and county road corridors: considered part of the complete street and included in D.C.'s
- b) Transit lanes and lay-bys located within non-arterial road corridors internal to development: considered part of the complete street and direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Transit lanes and lay-bys located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).

B. Stormwater Management

- a) Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b) Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded municipal arterial roads that are funded as a development charges project: included as part of road costing funded through D.C.'s.
- c) Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- d) Monitoring works: included in D.C.'s consistent with the D.C.A., s.5(1).
- e) Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- f) Note: for stormwater minimum pipe sizes, refer to Section D.

C. Parkland Development

1. Recreational Trails

- a) Recreational trails (Multi-use trails) that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area municipal parkland D.C.'s.

2. Parkland

- a) Parkland Development: direct developer responsibility to provide at base condition, as defined in the Municipal Design Standards for the Township of Guelph/Eramosa, as a local service provision.
- b) Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

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

- a) The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service. Such costs include but are not limited to:
 - o pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Municipality's required depth), landscape features, perimeter fencing and amenities and all planting.
 - o Perimeter fencing to the Municipal standard located on the public property side of the property line adjacent land uses (such as but limited to arterial roads) as directed by the Municipality.

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

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

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

- a) Riparian planting and landscaping requirements (as required by the Municipality, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction within in the N.H.S. and associated buffers.

- b) Perimeter fencing of the N.H.S. to the Municipal standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Municipality.
- c) All works to be in conformance with the Municipality's "Restoration Framework" for stream corridors, natural buffers and subwatersheds areas as directed by the approved studies and reports related to the Secondary Plan that development occurs in.

5. Infrastructure Assets Constructed by Developers

- a) All infrastructure assets constructed by Developers must be designed in accordance with the Municipality's Engineering and Parks Standards Manual as revised
- b) All infrastructure assets shall be conveyed in accordance with the Municipality's Engineering and Parks Standards Manual as revised
- c) Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Municipality shall be in accordance with the Municipality's Park Development Methods Policy.

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

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

1. The costs of the following items shall be direct developer responsibilities as a local service:
 - a) providing all underground services internal to the development, including storm, water and sanitary services;
 - b) providing service connections from existing underground services to the development;
 - c) providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 300mm for water and sanitary services and 900 mm for stormwater services. If external services are required by two or more developments, the developer for the first development will be responsible for the cost of the external services and may enter into front-ending/cost-sharing agreements with other developers independent of the municipality;
 - d) providing stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing;
 - e) water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments;

- f) Water treatment, storage facilities, transmission mains, re-chlorination/sampling stations and Wells associated with municipal service areas to be included within the DC; and
- g) Wastewater treatment plants and transmission mains associated with municipal service areas shall be included in the DC.

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

- a) external underground services involving trunk infrastructure and pipe sizes exceeding 300mm for water and sanitary services and 900mm for stormwater services; and water, reservoir and/or sanitary pumping stations not required for the individual development

Adopted by Council on: (XX/XX/2018)

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Appendix F – Asset Management Plan

Appendix F – Asset Management Plan

The recent changes to the D.C.A. (new section 10(2)(c.2)) require that the Background Study must include an asset management plan related to new infrastructure. Section 10(3) of the D.C.A. provides:

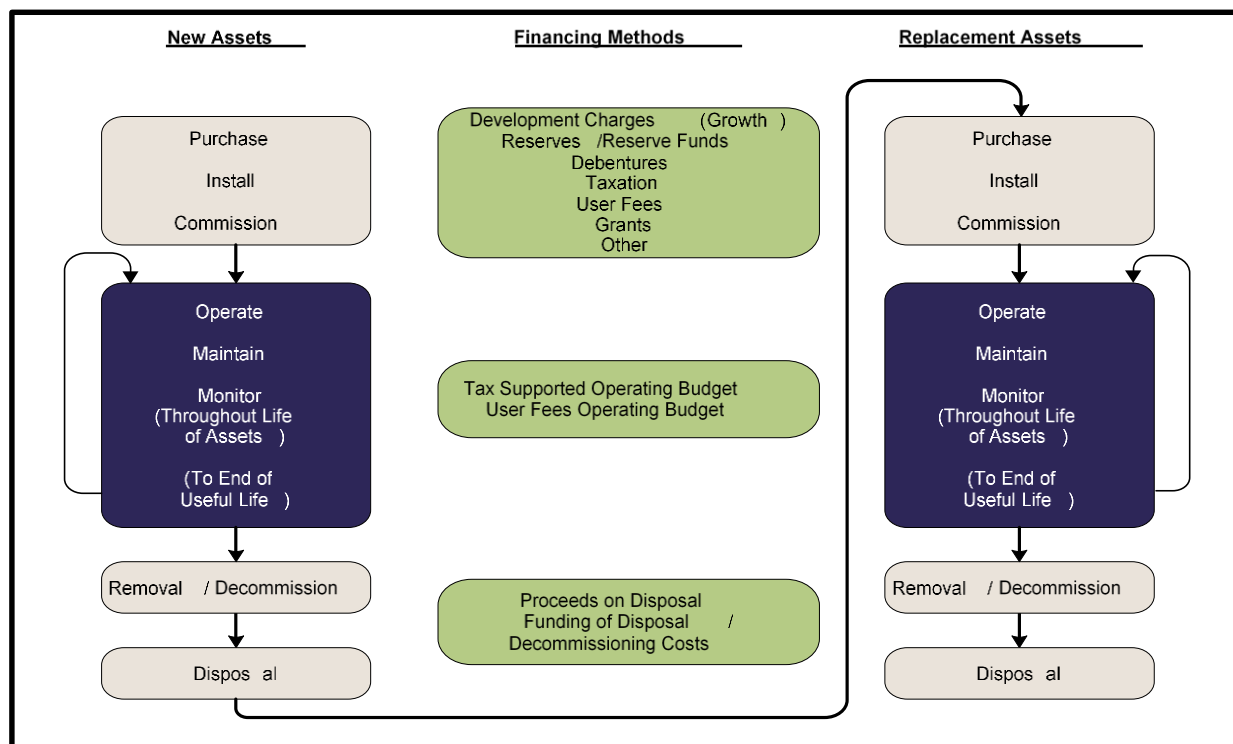
The asset management plan shall,

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

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

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

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete asset management plans, based on certain criteria, which are to be completed by 2021 for core municipal services and 2023 for all other services. The amendments to the D.C.A. do not require municipalities to complete these asset management plans (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 asset management plan (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 Asset Management Plan in 2013 for its existing assets and 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 2018 \$) 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 Asset Management Plan, the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from Town financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2018 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$1.67 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$630,138. This amount, totalled with the existing operating revenues of \$13.18 million, provide annual revenues of \$13.81 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.

Township of Guelph/Eramosa
Asset Management – Future Expenditures and Associated Revenues
2018\$

	Sub-Total	2037 (Total)
Expenditures (Annualized)		
Annual Debt Payment on Non-Growth Related Capital ¹		431,487
Annual Debt Payment on Post Period Capital ²		318,197
Lifecycle:		
Annual Lifecycle - Town Wide Services	\$626,125	
Annual Lifecycle - Area Specific Services ³	\$203,267	
Sub-Total - Annual Lifecycle	\$829,392	\$829,392
Incremental Operating Costs (for D.C. Services)		\$411,360
Total Expenditures		\$1,672,239
Revenue (Annualized)		
Total Existing Revenue ⁴		\$13,179,688
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)		\$630,138
Total Revenues		\$13,809,826

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

² Interim Debt Financing for Post Period Benefit

³ All infrastructure costs included in Area Specific by-laws have been included

⁴ As per Sch. 10 of FIR, inflated to 2018\$ by 2% per year

Appendix G – Proposed D.C. By-law

The Corporation of the Township of Guelph/Eramosa

By-law Number ____/2018

A by-law for the imposition of development charges and to repeal By-law 59/2013, as amended by By-law 52/2014.

WHEREAS the *Development Charges Act, 1997 c. 27* (hereinafter called “the Act”) provides that the council of a municipality may by by-law impose development charges against land for to pay for increased capital costs required because of increased need for services;

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

AND WHEREAS the Council of the Township of Guelph/Eramosa has given notice and held a public meeting on the 9th day of April, 2018 in accordance with the Act and the regulations thereto;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF GUELPH/ERAMOSIA ENACTS AS FOLLOWS:

1.0 Definitions

1.1 In this by-law,

- 1) “Act” means the *Development Charges Act, S.O. 1997, c. 27*, as amended, or any successor thereto;
- 2) “Accessory use” means where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- 3) “Apartment unit” means any residential dwelling unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- 4) “Bedroom” means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;

- 5) “Benefitting area” means an area defined by a map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- 6) “Board of education” means a board defined in subsection 1(1) of the Education Act, or any successor thereto;
- 7) “Building Code Act” means the Building Code Act, R.S.O. 1990, c.B.-13, as amended, or any successor thereto;
- 8) “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, lease, construct or improve facilities including,
 - i) rolling stock with an estimated useful life of seven years or more,
 - ii) furniture and equipment, other than computer equipment, and
 - iii) materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, c.P.-44; and
 - e) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
 - f) 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), (b), (c) and (d) that are growth-related;
- 9) “Commercial” means any non-residential development not defined under “institutional” or “industrial”;
- 10) “Council” means the Council of the municipality;

- 11) “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 or usability thereof, and includes redevelopment;
- 12) “Development charge” means a charge imposed pursuant to this By-law;
- 13) “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;
- 14) “Existing industrial building” means a building or buildings existing on a site in the Township of Guelph/Eramosa on the day this by-law comes into effect or the first building or buildings constructed and occupied on a vacant site pursuant to site plan approval under section 41 of the Planning Act, R.S.O. c.P.13 (the “Planning Act” subsequent to this by-law coming into effect for which development charges were paid, and is used for or in connection with,
- a) the production, compounding, processing, packaging, crating, bottling, packing or assembling of raw or semi-processed goods or materials in not less than seventy-five percent of the total gross floor area of the building or buildings on a site (“manufacturing”) or warehousing related to the manufacturing use carried on in the building or buildings;
 - b) research or development in connection with manufacturing in not less than seventy-five percent of the total gross floor area of the building or buildings on a site;
 - c) retail sales by a manufacturer, if the retail sales are at the site where the manufacturing is carried out, such retail sales are restricted to goods manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty-five percent of the total gross floor area of the building or buildings on the site; or
 - d) office or administrative purposes, if they are,
 - i) carried out with respect to manufacturing or warehousing; and
 - ii) in or attached to the building or structure used for such manufacturing or warehousing;

- 15) “Farm building” means that part of a bona fide farm operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;
- 16) “Grade” means the average level of finished ground adjoining a building or structure at all exterior walls;
- 17) “Gross floor area” means the total floor area 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 other dwelling units or other portion of a building;

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 any of the following:

- a) A room or enclosed area within the building or structure above or below grade that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that services the building;
- b) Loading facilities above or below grade;
- 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;
- 18) “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;
- 19) “Institutional” means lands, buildings or structures used or designed or intended for use by an organized body, society or religious groups for promoting a public or non-profit purpose and shall include, but without limiting the generality of the foregoing, places of worship, and special care facilities;
- 20) “Local board” has the same definition as defined in the Development Charges Act, S.O. 1997;

- 21) "Local services" means those services, facilities or things which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41,51 or 53 of the Planning Act R.S.O. 1990, as amended or any successor thereto;
- 22) "Mobile home" means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer;
- 23) "Multiple dwelling" means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment dwellings;
- 24) "Municipality" means The Corporation of the Township of Guelph/Eramosa;
- 25) "Non-residential use" means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use and includes all commercial, industrial and institutional uses;
- 26) "Owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;
- 27) "Place of Worship" means that part of a building or structure that is exempt from taxation as a place of worship under the Assessment Act, as amended or any successor thereto;
- 28) "Regulation" means any regulation made pursuant to the Act;
- 29) "Residential use" means lands, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals;
- 30) "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 no other parts, attached or another dwelling unit where the residential units are not connected by an interior corridor;
- 31) "Services" (or "service") means those services set out in Schedule "B" to this By-law;
- 32) "Servicing agreement" means an agreement between a landowner and the municipality relative to the provision of municipal services to specified lands within the municipality;
- 33) "Single detached dwelling unit" means a residential building consisting of one dwelling unit and not attached to another structure and includes mobile homes.

34) “Special care/special dwelling unit/room” means a residence

- a) containing two or more dwelling rooms, which rooms have common entrance from street level; and
- b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common room and accessory buildings; and
- c) that is designed to accommodate persons with specific needs, including but not limited to, independent permanent living arrangements; and where support services, such as meal preparation, grocery shopping, laundry, housing, nursing, respite care and attending services are provided at various levels; and includes but is not limited to retirement homes or lodges, group homes, dormitories, and hospices.

2.0 DESIGNATION OF SERVICES

2.1 The categories 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) Administration (studies);
- d) Outdoor Recreation;
- e) Indoor Recreation;
- f) Water Services (area-specific);
- g) Wastewater Services (area-specific).

2.2 Components of the services designated in Subsection 2.1 are described in Schedule “A”.

3.0 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 Subsection 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 Subsection 3.3, this by-law applies to all lands in the geographic area of the Township.
- 3.3 This by-law shall not apply to lands that are owned by and used for the purposes of:
- a) the Township of Guelph/Eramosa or a “local board” thereof;
 - b) a “board of education” as defined in Section 1(1) of the *Education Act, R.S.O. 1990*;
 - c) the County of Wellington or a “local board” thereof.

Approvals for Development

- 3.4 a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires,
- (i) the passing of a zoning by-law or an amendment to a zoning by-law under Section 34 of the *Planning Act, R.S.O. 1990*;
 - (ii) the approval of a minor variance under Section 45 of the *Planning Act, R.S.O. 1990*;
 - (iii) a conveyance of land to which a by-law passed under Subsection 50(7) of the *Planning Act, R.S.O. 1990*, 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*; or
 - (vii) the issuing of a permit under the *Building Code Act S.O. 1990*, in relation to a building or structure.
- b) No more than one development charge for each service designated in Subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in Subsection 3.4(a) are required before the lands, buildings or structures can be developed.
- c) Despite Subsection 3.4(b), if two or more of the actions described in Subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

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

- a) lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act, R.S.O. 1990*;
- b) the development of non-residential farm buildings constructed for bona fide farming uses;
- c) an enlargement of the gross floor area of an existing industrial building in accordance with Section 4 of the Act; or
- d) the issuance of a building permit in accordance with Section 2(3) of the Act.

3.6 Exemption for Industrial Development:

3.6.1 Notwithstanding any other provision of this by-law, there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, whether attached or separate from the existing industrial building, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the *Development Charges Act* or this subsection. Development charges shall be imposed in accordance with “Schedule B” and “Schedule C” with respect to the amount of the floor area of an enlargement that results in the gross floor area of the industrial building being increase by greater than fifty percent of the gross floor area of the existing industrial building.

3.6.2 For the purpose of this section, despite any new sites created which result in an existing building being on a site separate from its enlargement or enlargements for which an exemption was granted under this section, further exemptions, if any, pertaining to the existing industrial building shall be calculated in accordance with subsection 3.6.1 on the basis of its site prior to any division.

3.6.3 For the purpose of section 3.6.1 herein, “existing industrial building” is used as defined in this By-law.

Amount of Charges

Residential

3.7 The development charges described in **Schedules “B” and “C”** to this by-law shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential Uses

3.8 The development charges described in **Schedules “B” and “C”** to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the gross floor area of the non-residential use.

Reduction of Development Charges Where Redevelopment

3.9 Despite any other provision of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 48 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- a) In the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under Subsection 3.6 and 3.7 and of this by-law by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- b) 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

3.10 Development charges imposed under this section are payable upon issuance of the first building permit with respect to each dwelling unit, building or structure.

4.0 PAYMENT BY SERVICES

4.1 Despite the payments required under Subsections 3.7 and 3.8, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service for which a development charge is imposed under this by-law.

5.0 INDEXING

5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, commencing on January 1, 2019 and each January 1 annually thereafter, in accordance with the Statistics Canada Quarterly Construction Price Statistics.

6.0 SCHEDULES

The following schedules to this by-law form an integral part thereof:

Schedule "A" - Components of Services Designated in Subsection 2.1

Schedule "B" - Residential and Non-Residential Development Charges municipal-wide

Schedule "C" - Residential and Non-Residential Development Charges Rockwood only

7.0 DATE BY-LAW IN FORCE

7.1 This by-law shall come into force upon passage.

8.0 DATE BY-LAW EXPIRES

8.1 This by-law will expire as of 5 years from the date of passage, unless it is repealed at an earlier date.

9.0 REPEAL

9.1 Upon the coming into force of this by-law, By-law No. 59/2013, as amended by 52/2014, of the Township of Guelph/Eramosa is hereby repealed.

READ three times and finally passed this **22nd** day of **May 2018**.

Chris White, Mayor

Meaghen Reid, Clerk

SCHEDULE "A"
TO BY-LAW NO. ___/2018
DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

Services Related to a Highway

Roads

Facilities

Vehicles

Fire Protection Services

Fire Stations

Fire Vehicles

Small Equipment and Gear

Administration

Administration Studies

Outdoor Recreation Services

Parkland Development

Parks Amenities

Park Trails

Park Vehicles

Indoor Recreation Services

Recreation Facilities

Water Services

Wastewater Services

SCHEDULE "B"
TO BY-LAW NO. ___/2018
SCHEDULE OF MUNICIPAL-WIDE DEVELOPMENT CHARGE

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services:						
Services Related to a Highway	1,007	538	458	743	369	0.08
Fire Protection Services	1,006	538	457	742	369	0.08
Outdoor Recreation Services	3,441	1,839	1,564	2,539	1,262	0.01
Indoor Recreation Services	4,515	2,413	2,052	3,332	1,656	0.02
Administration	573	306	260	423	210	0.05
Total Municipal Wide Services	10,542	5,634	4,791	7,779	3,866	0.24

SCHEDULE "C"
TO BY-LAW NO. __/2018
SCHEDULE OF AREA-SPECIFIC DEVELOPMENT CHARGE

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Urban Services						
Wastewater Services	19,109	10,214	8,685	14,101	7,009	7.67
Water Services	6,437	3,441	2,926	4,750	2,361	2.58
Total Urban Services	25,546	13,655	11,611	18,851	9,370	10.25