



Development Charges Background Study

Township of South Frontenac

May 31, 2019

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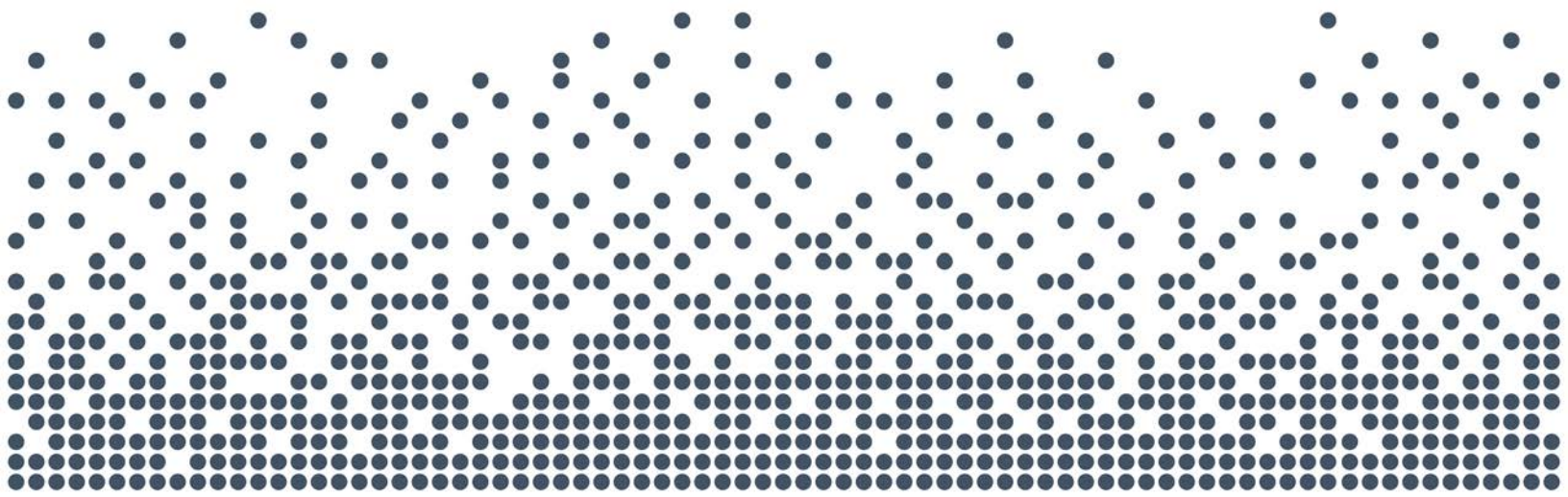
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
E.I.A.	Environmental Impact Assessment
E.I.S.	Environmental Impact Study
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
L.P.A.T.	Local Planning Appeal Tribunal
N.F.P.O.W.	No Fixed Place of Work
N.H.S.	Natural Heritage System
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
R.O.W.	Right of way
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
sq.ft.	square foot
sq.m	square metre



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Township of South Frontenac 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. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present D.C. policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - 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 the Smart Growth for our Communities Act, 2015 (Bill 73). These changes have been incorporated throughout the report and in the updated draft by-law, as necessary. These items include:
- a. Area-rating: Council must consider the use of area-specific charges.
 - b. Asset Management Plan for New Infrastructure: The D.C. background study must include an asset management plan 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.
 - c. 60-day Circulation Period: The D.C. background study must be released to the public at least 60-days prior to passage of the D.C. by-law.
 - d. Timing of Collection of Development Charges: The D.C.A. now requires D.C.s to be collected at the time of the first building permit.
4. The growth forecast (Chapter 3) on which the Township-wide D.C. is based, projects the following population, housing and non-residential floor area for the 10-year (2019 to 2028) and 15-year (2019 to 2033) periods.

Measure	10 Year 2019-2028	15 Year 2019-2033
(Net) Population Increase	1,926	2,767
Residential Unit Increase	928	1,311
Non-Residential Gross Floor Area Increase (ft ²)	169,800	222,200

Source: Watson & Associates Economists Ltd. Forecast 2019

5. On September 2, 2014, the Township of South Frontenac passed By-law 2014-54 under the D.C.A. The by-law imposes D.C.s on residential and non-residential uses. This by-law will expire on September 3, 2019. 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 July 2, 2019 with adoption of the by-law on August 6, 2019.

6. The Township's D.C.s currently in effect are \$6,758 for single detached dwelling units for full services. Non-residential charges are \$5.22 per square foot for full services. 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. The corresponding single detached unit charge is \$9,383. The non-residential charge is \$5.94 per square foot of building area. 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 6-4. A summary of these costs is provided below:

Total gross expenditures planned over the next five years	\$ 7,418,333
Less:	
Benefit to existing development	\$ 547,330
Post planning period benefit	\$ -
Ineligible re: Level of Service	\$ -
Mandatory 10% deduction for certain services	\$ 122,375
Grants, subsidies and other contributions	\$ -
Net Costs to be recovered from development charges	\$ 6,748,628

This suggests that for the non-D.C. cost over the five-year D.C. by-law (benefit to existing development, mandatory 10% deduction, and the grants, subsidies and other contributions), \$669,705 (or an annual amount of \$133,941) will need to be contributed from taxes and rates, or other sources.

Based on the above table, the Township plans to spend \$7.42 million over the next five years, of which \$6.75 million (91%) is recoverable from D.C.s. Of this net amount, \$6.17 million is recoverable from residential development and \$0.58 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 a 15-year forecast:

- Services Related to a Highway;
- Public Works Facilities, Fleet & Equipment; and
- Fire Protection Services.

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

- Police and Other Facilities;
- Parkland Development;
- Recreation Facilities;
- Library Services; and
- Administration.

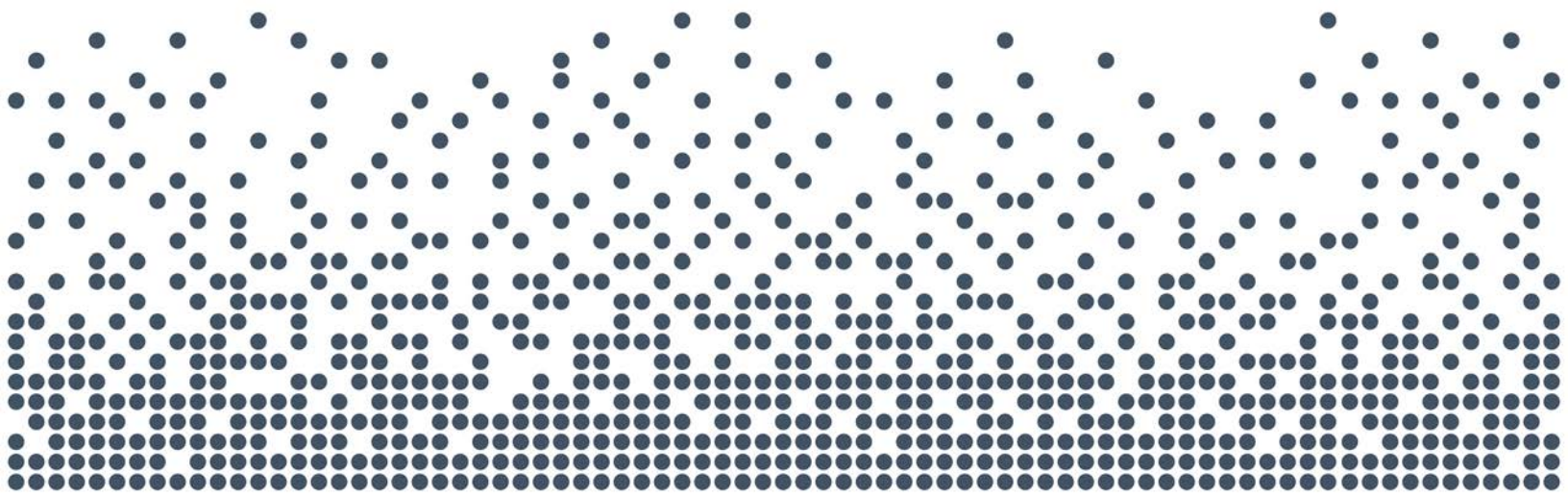
Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix G. These decisions may include:

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



Table ES-1
Schedule of Development Charges

Service	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 "Hard" Services:						
Services Related to a Highway	6,856	4,481	3,132	5,495	2,747	4.62
Fire Protection Services	1,022	668	467	819	410	0.69
Police and Other Facilities	140	91	64	112	56	0.09
Engineering Services - Studies	84	55	38	67	34	0.05
Total Municipal Wide "Hard" Services	8,102	5,295	3,701	6,493	3,247	5.45
Municipal Wide "Soft" Services:						
Parks and Recreation	991	648	453	794	397	0.33
Library Services	71	46	32	57	28	0.02
Community Based Studies	219	143	100	176	88	0.14
Total Municipal Wide "Soft" Services	1,281	837	585	1,027	513	0.50
Total Municipal Wide Services	9,383	6,132	4,286	7,520	3,760	5.94



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the D.C.A. (section 10) and, accordingly, recommends new D.C.s and policies for the Township of South Frontenac.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C.s (D.C.) study process during 2019. Watson worked with Township staff 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), South Frontenac's current D.C. policies (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

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

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



1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A., has been scheduled for July 2, 2019. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Township's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on May 31, 2019.

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 South Frontenac

1. Data collection, staff review, engineering work, D.C. calculations and policy work	February to April 2019
2. Public meeting advertisement placed in newspaper(s)	No later than June 11, 2019
3. Background study and proposed by-law available to public	May 31, 2019
4. Public meeting of Council	July 2, 2019
5. Council considers adoption of background study and passage of by-law	August 6, 2019
6. Newspaper notice given of by-law passage	By 20 days after passage
7. Last day for by-law appeal	40 days after passage
8. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date



1.3 Changes to the D.C.A.: Bill 73 – Smart Growth for our Communities Act, 2015

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

1.3.1 Area Rating

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

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

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

1.3.2 Asset Management Plan for New Infrastructure

The new legislation now requires that a D.C. background study must include an Asset Management Plan (subsection 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 May 31, 2019 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. There may be instances, however, where several building permits are to be issued and either the size of the development or the uses will not be definable at the time of the first building permit. In these instances, the Township may enter into a delayed payment agreement in order to capture the full development.

1.3.5 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.



1.4 Proposed Changes to the D.C.A.: Bill 108 – An Act to Amend Various Statutes with Respect to Housing, Other Development and Various Other Matters

On May 2, 2019, the Province introduced Bill 108 which proposes changes to the Development Charges Act. The Bill has been introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan". The Bill was given first reading and is expected to be debated over the coming months.

The Act proposes that any Development Charge (D.C.) by-laws passed after May 2, 2019 will be affected by these proposed changes. Any by-laws which were passed prior to this date will remain in effect until it is either repealed or expires. A summary of the proposed changes to the Development Charges Act (D.C.A.) is provided below:

Changes to Eligible Services – the Bill will remove "Soft Services" from the D.C.A. These services will be considered as part of a new Community Benefit Charge (discussed below) imposed under the Planning Act. Eligible services which will remain under the D.C.A. are as follows:

- Water supply services, including distribution and treatment services;
- Waste water services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway as defined in subsection 1 (1) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be;
- Electrical power services;
- Policing services;
- Fire protection services;
- Toronto-York subway extension, as defined in subsection 5.1 (1);
- Transit services other than the Toronto-York subway extension;
- Waste diversion services; and
- Other services as prescribed.

Waste Diversion – the Bill will remove the mandatory 10% deduction for this service.

Payment in Installments over Six Years – the Bill proposes that Rental Housing, Non-Profit Housing and Commercial/Industrial/Institutional developments pay their



development charges in six equal annual payments commencing the earlier of the date of issuance of a building permit or occupancy. If payments are not made, interest may be charged (at a prescribed rate) and may be added to the property and collected as taxes.

When D.C. Amount is Determined – the Bill proposes that the D.C. amount for all developments proceeding by Site Plan or requiring a zoning amendment, shall be determined based on the D.C. charge in effect on the day of the application for Site Plan or zoning amendment. If the development is not proceeding via these planning approvals then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

Soft Services to be Included in a new Community Benefit Charge under the Planning Act – it is proposed that a municipality may by by-law impose community benefits charges against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. These services may not include services authorized by the D.C.A. Various provisions are provided as follows:

- Before passing a community benefits charge by-law, the municipality shall prepare a community benefits charge strategy that, (a) identifies the facilities, services and matters that will be funded with community benefits charges and (b) complies with any prescribed requirements;
- The amount of a community benefits charge payable shall not exceed an amount equal to the prescribed percentage of the value of the land as of the valuation date;
- The valuation date is the day before building permit issuance;
- Valuations will be based on appraised value of land. Various requirements are set out in this regard;
- All money received by the municipality under a community benefits charge by-law shall be paid into a special account;
- In each calendar year, a municipality shall spend or allocate at least 60 percent of the monies that are in the special account at the beginning of the year;
- Requirements for annual reporting shall be prescribed; and
- Transitional provisions are set out regarding the D.C. reserve funds and D.C. credits.



Chapter 2

Current Township of South Frontenac Policy



2. Current Township of South Frontenac Policy

2.1 Schedule of Charges

On September 2, 2014, the Township of South Frontenac passed By-law 2014-54 under the D.C.A.

This by-law imposes D.C.s for residential and non-residential uses. The table below provides the rates currently in effect, as at January 1, 2019

Table 2-1
Township of South Frontenac
Current D.C. Rates

Service	Residential	Non-Residential
	Per Dwelling Unit	per sq.ft.
Public Works (Roads, Bridges & Equipment)	5,543	4.36
Fire Protection Services	548	0.46
Police	374	0.28
Recreation	94	-
Library Services	53	-
General Government	146	0.12
Total	6,758	5.22

2.2 Services Covered

The following services are covered under By-law 2014-54:

By-law 09-143, as amended:

- Public Works (Roads, Bridges & Equipment)
- Fire Protection;
- Police;
- Recreation;
- Library; and
- General Government.



2.3 Timing of D.C. Calculation and Payment

D.C.s are calculated and payable in full at the time the first building permit is issued in relation to a building or structure on land to which a D.C. applied.

2.4 Indexing

Rates may be indexed on the anniversary date of the D.C. by-law (every September 3rd) in accordance with the Statistics Canada Quarterly, Construction Price Statistics 62-007.

2.5 Redevelopment Allowance

An owner who has secured the necessary approvals may demolish and replace existing dwelling units or non-residential floor area and not be subject to the D.C.s applicable with respect to the development being replaced. Any additional floor area or dwelling units created in excess of those demolished shall be subject to D.C.s.

2.6 Exemptions

The following non-statutory exemption is provided under By-law 2014-54:

- A place of worship and land used in connection therewith, and a churchyard, cemetery and burial ground exempt from taxation.



Chapter 3

Anticipated Development in the Township of South Frontenac



3. Anticipated Development in the Township of South Frontenac

3.1 Requirement of the Act

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

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of South Frontenac will be required to provide services, over a 10-year (mid-2019 to mid-2029) and 15-year term (mid-2019 to mid-2034) time horizon.

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

The D.C. growth forecast has been derived from the Population, Housing and Employment Projections for the Frontenacs Final Report, June 13, 2014, prepared by Watson & Associates Economists Ltd. In compiling the growth forecast, the following additional information sources were consulted to further assess the residential and non-residential development potential for the Township of South Frontenac over the forecast period, including:

- The Township of South Frontenac Development Charge Background Study, July 2014;
- The Township of South Frontenac Official Plan, November 2014, Adopted by South Frontenac Township Council September 5th, 2000, Approved by Minister of Municipal Affairs & Housing April 30, 2002, Approved by the Ontario Municipal Board, November 25, 2003. Update Adopted by South Frontenac Township Council, 2010;
- The Township of South Frontenac Growth Study, February 26, 2013, MHBC Planning Urban Design & Landscape Architecture;



- Historical residential and non-residential building permit data over the 2016 to 2018 and 2014 to 2018 periods, respectively;
- Population, housing and employment data from 2006, 2011 and 2016 Census;
- Residential supply data (in the development process) as provided by the Township of South Frontenac;
- Non-residential supply opportunities as provided by the Township of South Frontenac; and
- Discussions with Township of South Frontenac staff regarding historic and expected seasonal development activity.

3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A, *Schedule 1*, the Township's permanent population is anticipated to reach approximately 20,970 by mid-2029 and 21,760 by mid-2034, resulting in an increase of approximately 1,820 and 2,600 persons, respectively, over the 10-year and 15-year forecast periods. The Township's seasonal population is forecast to increase to 11,090 persons in 2029, and approximately 11,150 persons in 2034. The Township's total population (permanent and seasonal population) is forecast to reach approximately 32,060 by 2029, and 32,900 by 2034.¹

¹ The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 2.5%.



Figure 3-1
Household Formation-based Population and Household Projection Model

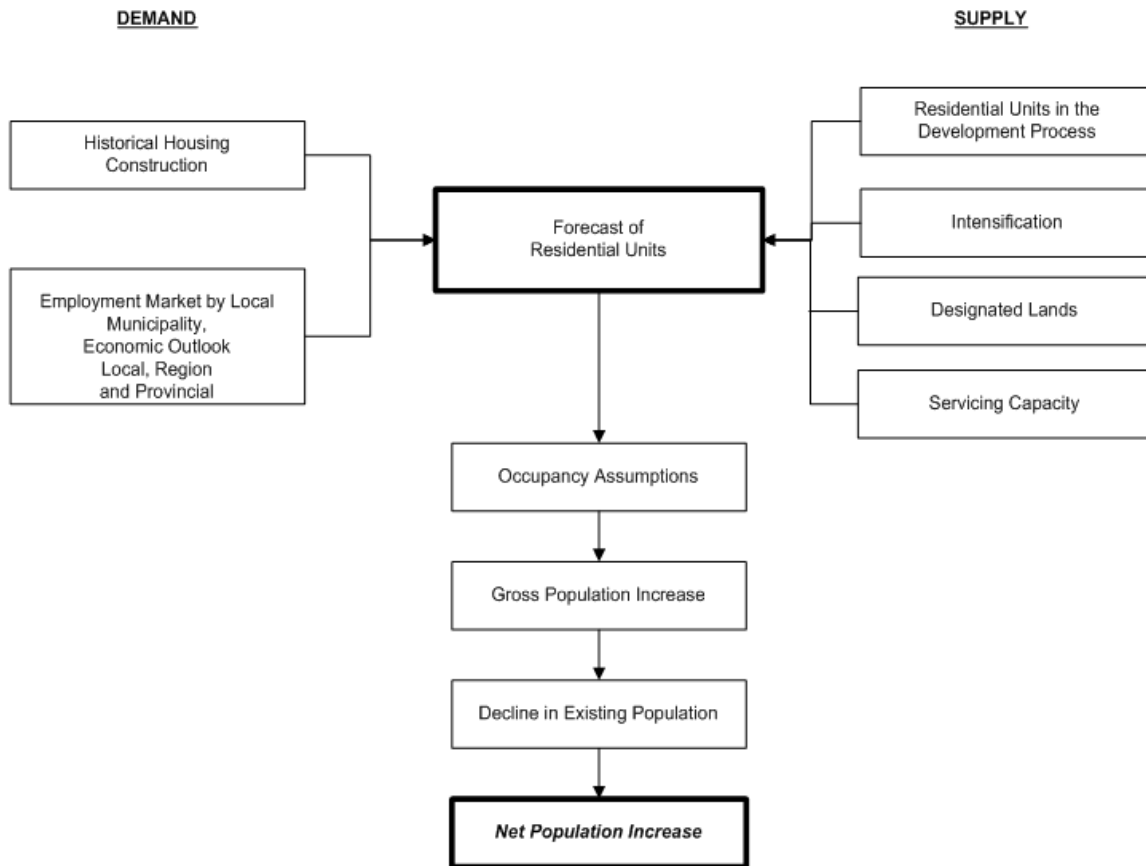




Table 3-1
Township of South Frontenac
Residential Growth Forecast Summary

	Year	Permanent Population (Including Census Undercount) ¹	Excluding Census Undercount				Housing Units										Permanent Person Per Unit (P.P.U.)	Permanent + Seasonal Person Per Unit (P.P.U.)
			Permanent Population	Institutional Population	Permanent Population Excluding Institutional	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Conversions ²	Multiples ³	Apartments ⁴	Other	Total Permanent Households	Seasonal Households	Total Households Including Seasonal	Equivalent Institutional Households		
Historical	Mid 2006	18,690	18,227	52	18,175	11,960	30,187	6,420		70	170	120	6,780	3,268	10,048	47	2.688	3.004
	Mid 2016	19,120	18,646	61	18,585	10,945	29,591	6,920		40	140	90	7,190	2,991	10,181	55	2.593	2.906
Forecast	Mid 2019	19,640	19,155	63	19,092	10,980	30,135	7,175	24	40	140	90	7,469	3,000	10,469	57	2.565	2.878
	Mid 2029	21,500	20,971	69	20,902	11,090	32,061	8,071	104	56	156	90	8,476	3,030	11,506	63	2.474	2.786
	Mid 2034	22,305	21,757	71	21,357	11,145	32,902	8,428	144	69	169	90	8,900	3,045	11,945	65	2.445	2.754
Incremental	Mid 2006 - Mid 2016	430	419	9	410	-1,015	-596	500	0	-30	-30	-30	410	-277	133	8		
	Mid 2016 - Mid 2019	520	509	2	507	35	544	255	24	0	0	0	279	9	288	2		
	Mid 2019 - Mid 2029	1,860	1,816	6	1,810	110	1,926	896	80	16	16	0	1,007	30	1,037	6		
	Mid 2019 - Mid 2034	2,665	2,602	8	2,265	165	2,767	1,253	120	29	29	0	1,431	45	1,476	8		

Source: Derived from the Population, Housing and Employment Projections for the Frontenacs Final Report, June 2014, Watson & Associates Economists Ltd., by Watson & Associates Economists Ltd., 2019.

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

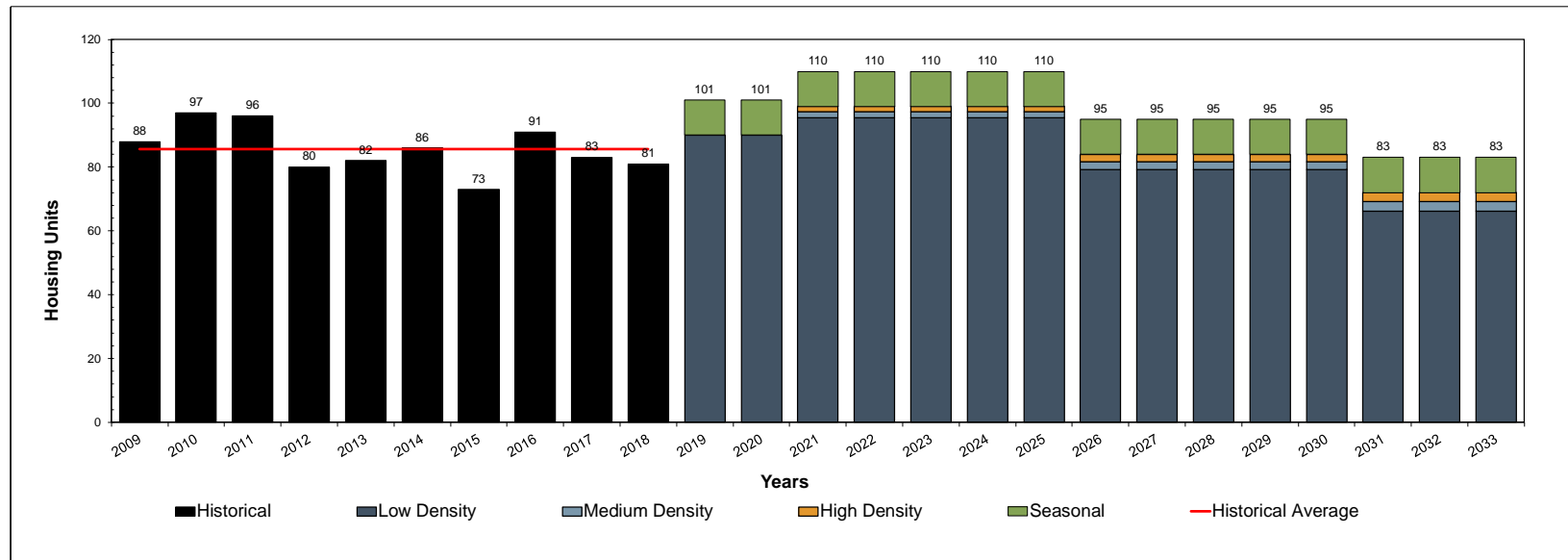
² Conversion of existing seasonal housing units to year-round permanent housing units.

³ Includes townhouses and apartments in duplexes.

⁴ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure 3-2
Township of South Frontenac
Annual Housing Forecast



Source: Historical housing activity from Township of South Frontenac building permit data, 2009-2018, by Watson & Associates Economists Ltd., 2019.
1. Growth forecast represents calendar year.



Provided below is a summary of the key assumptions and findings regarding the Township of South Frontenac D.C. growth forecast.

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

- The unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications, and discussions with Township staff regarding anticipated development trends for the Township. Map A-1 geographically illustrates the location of currently active subdivisions and condominiums in South Frontenac as of March, 2019.
- Based on the above indicators, the 2019 to 2034 household growth forecast is comprised of a unit mix of 96% low density (single detached and semi-detached), 2% medium density (multiples) and 2% high density (apartments).

2. Planning Period

- Short and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services related to a highway, public works, fire, police, stormwater, water and wastewater services can utilize a longer planning period.

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

- The number of housing units to be constructed in the Township of South Frontenac during the short- and long-term periods is presented on Figure 3-2. Over the 2019 to 2034 forecast period, the Township is anticipated to average 104 new permanent and seasonal housing units per year.
- Institutional population¹ is anticipated to grow modestly by 8 persons between 2019 to 2034.

¹ Institutional includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2 or more bedroom units in these special care facilities.



- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedules 7a and 7b summarize the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been downwardly adjusted to account for the P.P.U. trends which has been recently experienced in both new and older units. Forecasted 20-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.745
 - Medium density: 2.200
 - High density¹: 1.599

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

- Existing households for mid-2019 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and 2019 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 2019 to 2034 forecast period is approximately 1,290.

5. Employment (Appendix A, Schedules 9a, 9b, 9c, 10 and 11)

- Employment projections are largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.

¹ Includes bachelor, 1-bedroom and 2 or more bedroom apartments



- 2016 employment data¹ (place of work) for the Township of South Frontenac is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 40 primary (2%);
 - 775 work at home employment (37%);
 - 218 industrial (11%);
 - 523 commercial/population related (25%); and
 - 520 institutional (25%).
- The 2016 employment by usual place of work, including work at home, is estimated at 2,075. An additional 1,200 employees have been identified for the Township in 2016 that have no fixed place of work (N.F.P.O.W.).² The 2016 employment base, including N.F.P.O.W., totals approximately 3,275.
- Total employment, including work at home and N.F.P.O.W., for the Township of South Frontenac is anticipated to reach approximately 3,840 by mid-2029 and 4,040 by mid-2034. This represents an employment increase of 450 for the 10-year forecast period and 650 for the 15-year forecast period.
- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore,

¹ 2016 employment is based on Statistics Canada 2016 Place 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."



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

- Total employment for the Township of South Frontenac (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 1,560 by mid-2029 and 1,620 by mid-2034. This represents an employment increase of 200 and 260 over the 10-year and 15-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:
 - 1,500 sq.ft. per employee for industrial;
 - 550 sq.ft. per employee for commercial/population-related; and
 - 659 sq.ft. per employee for institutional employment.
- The Township-wide incremental Gross Floor Area (G.F.A.) increase is anticipated to be approximately 170,000 sq.ft. over the 10-year forecast period and 222,200 sq.ft. over the 2019 to 2034 forecast period, downwardly adjusted to account for institutional development associated with special care facilities.
- In terms of percentage growth, the 2019 to 2034 incremental G.F.A. forecast by sector is broken down as follows:
 1. industrial – 56%;
 2. commercial/population-related – 29%; and
 3. institutional – 15%.



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

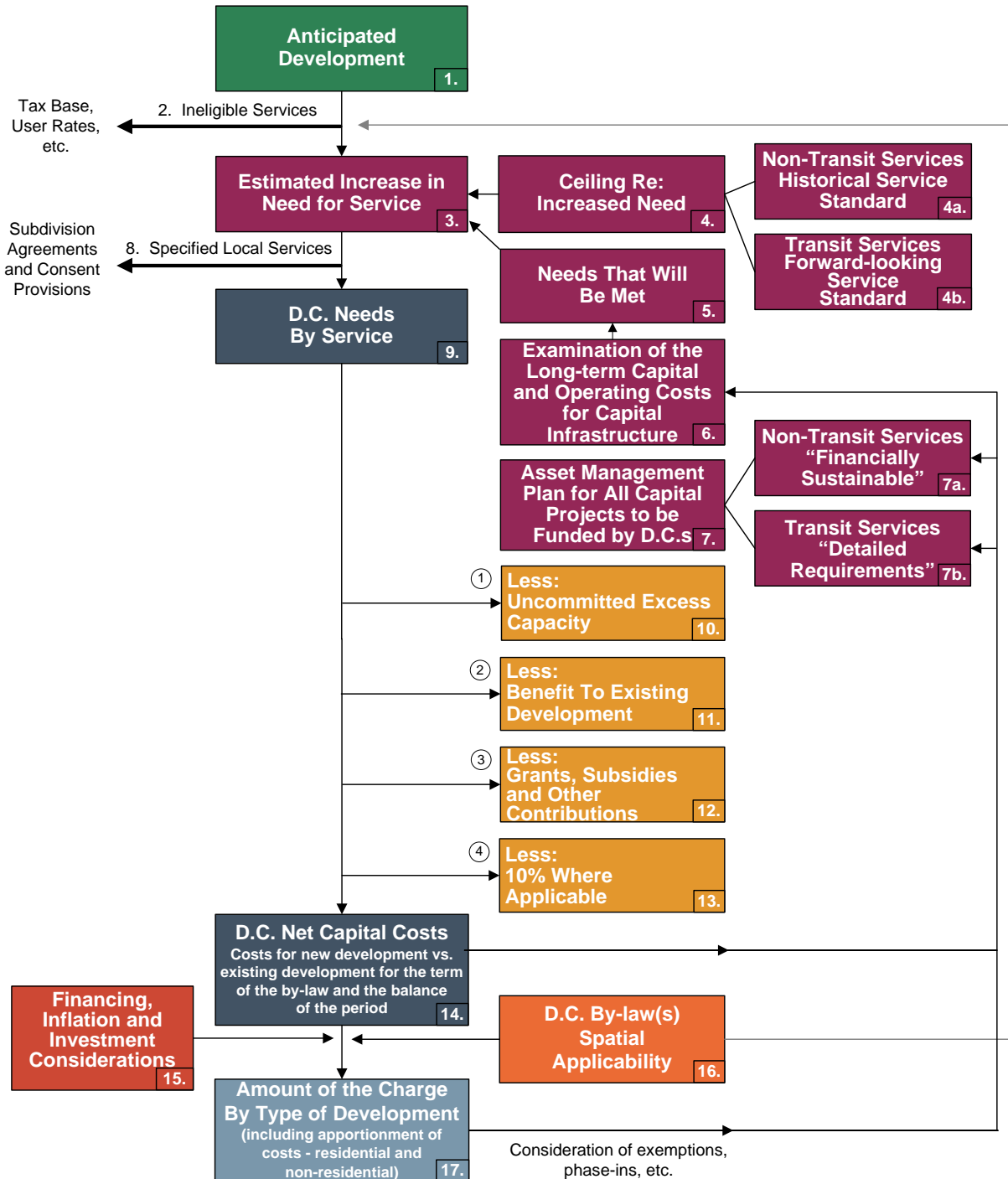
This chapter addresses the requirements of subsection 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Increase in the Need for Service

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



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





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

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

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

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	Yes	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, Culverts and Roundabouts	100
	No	1.4 Local municipal roads	0
	Yes	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active Transportation	100



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
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
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	90
	Yes	5.3 Development of district parks	90
	Yes	5.4 Development of municipal-wide parks	90
	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 ²	90

¹with 7+ year life time

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

²with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
7. Library Services	Yes	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	n/a	10.1 Treatment plants	100
	n/a	10.2 Sewage trunks	100
	n/a	10.3 Local systems	0
	n/a	10.4 Vehicles and equipment ¹	100
11. Water Supply Services	No	11.1 Treatment plants	100
	No	11.2 Distribution systems	100
	n/a	11.3 Local systems	0
	No	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
	No	12.3 Waste diversion facilities	90
	No	12.4 Waste diversion vehicles and equipment ¹	90
13. Police Services	Yes	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

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
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
22. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	22.1 Office space	0
	Ineligible	22.2 Office furniture	0
	Ineligible	22.3 Computer equipment	0
23. Other Services	Yes	23.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land ² and facilities, including the D.C. background study cost	0-100
	No	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



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.

4.5 Capital Forecast

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

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

The capital costs include:

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

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



4.6 Treatment of Credits

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

4.7 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 subsection 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in future.

For services 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, 2018 is shown below:

Service	Balance as at Dec 31/18
Services Related to a Highway	\$1,934,664
Fire Protection Services	\$5,400
Police and Other Facilities	\$146,067
Parks and Recreation	\$216,287
Library Services	\$64,332
Administration	\$39,402
Total	\$2,406,152

4.8 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:

4.8.1 *Reduction Required by Level of Service Ceiling*

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

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. The Township does not currently, and in the near future does not intend to, provide transit services. Therefore, this change to the Act is not applicable to the Township.

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

4.8.2 Reduction for Uncommitted Excess Capacity

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

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

4.8.3 Reduction for Benefit to Existing Development

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



- the 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 section 4.4 is related but is not the identical requirement. Sanitary, storm and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

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

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



4.8.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

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

4.8.5 The 10% Reduction

Paragraph 8 of subsection 5 (1) of the D.C.A. requires that, “the capital costs must be reduced by 10 per cent.” 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 costs sheets in Chapter 5.

4.9 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.

4.10 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.

4.11 Asset Management

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

4.12 Transit

The most significant changes to the Act relate to the transit service. The Township does not currently, and in the near future does not intend to, provide transit services. Therefore, calculations and reporting requirements relating to transit are not required.



Chapter 5

D.C.-Eligible Cost Analysis by Service



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

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 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. Over time, however, 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 Parks and Recreation

The Township currently has 122.86 acres of parkland within its jurisdiction consisting of various sized parks. The Township has sustained the current level of service over the historical 10-year period (2009 to 2018), with an average of 4.2 acres of parkland and 2 parkland amenities items per 1,000 population. Including parkland and parkland amenities (e.g. ball diamonds, playground equipment, soccer fields, etc.), the level of service provided is approximately \$417 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount of \$803,585.

With respect to recreation facilities, there are currently five facilities provided by the Township, in addition to the Frontenac Community Arena which is shared with Central



Frontenac. These six facilities provide a total of 26,685 sq.ft. of space. The average historical level of service for the previous ten years has been approximately 0.91 sq.ft. of space per capita or an investment of \$233 per capita. The Township also provides for a Zamboni at the Frontenac Community Arena (of which South Frontenac is responsible for 59% of the cost). This provides a service standard of \$4/per capita. Based on these service standards, the Township would be eligible to collect \$456,000 from D.C.s.

The total D.C. eligible amount for parks and recreation over the forecast period is \$1,259,585.

The Township has provided for the need for additional parkland development and recreation facility space. The needs include items such as a new splash pad, skateboard park, as well as additional indoor recreation space. The growth-related cost of these projects is \$1,475,000. A deduction has been made in the amount of \$216,287 to account for the reserve fund balance, resulting in a net D.C. amount of \$1,111,213, after the mandatory 10% deduction.

As the predominant users of parks and 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 Included in the Development Charges Calculation

Township of South Frontenac
 Service: Parks and Recreation

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	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		Other (e.g. 10% Statutory Deduction)	Total	Residential Share 95%	Non-Residential Share 5%
	2019-2028												
1	Provision for Additional Parkland Development & Recreation Facility Space	2019-2028	1,475,000	-		1,475,000	-		1,475,000	147,500	1,327,500	1,261,125	66,375
2	Reserve Fund Adjustment					-	216,287		(216,287)		(216,287)	(205,472)	(10,814)
	Total		1,475,000	-	-	1,475,000	216,287	-	1,258,713	147,500	1,111,213	1,055,653	55,561



5.2.2 Police and Other Facilities

The Township of South Frontenac has one O.P.P. Station at 9,396 sq.ft. within its jurisdiction. Other facilities include the Town Hall, Princess Anne Sharing Centre and the Verona Medical Centre. These facilities provide for an average historical level of service of 0.62 sq.ft. per capita or an investment of \$166 per capita. Based on this service standard, the Township would be eligible to collect \$319,485 from D.C.s for facility space.

The Township has provided for the need for upgrades/enhancements to police facility space as well as a Town Hall expansion. The growth-related cost of these projects is \$325,000 which has been included in the D.C. calculation. A deduction of \$146,067 has been made to account for the existing reserve fund balance. The Police facility represents approximately 50% of the service standard and as this is a service that does not require the 10% mandatory deduction, a 5% deduction has been taken to account for the facility space that is not attributable to police. Therefore, the net growth capital cost after the 5% deduction is \$162,683 and has been included in the D.C.

These costs have been allocated 91% residential and 9% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Police and Other Facilities

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2028	Timing (year)	Gross Capital Cost Estimate (2019\$)	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		Other (e.g. 5% Statutory Deduction)*	Total	Residential Share 91%	Non-Residential Share 9%
1	Provision for Additional Facility Space	2019-2028	325,000	-		325,000	-		325,000	16,250	308,750	280,963	27,788
2	Reserve Fund Adjustment			-			146,067		(146,067)		(146,067)	(132,921)	(13,146)
	Total		325,000	-	-	325,000	146,067	-	178,933	16,250	162,683	148,042	14,641

*Statutory deduction is allocated towards facility space other than police



5.2.3 Library Services

The Township provides three library facilities which total 5,950 sq.ft. in library space. Over the past ten years, the average level of service was 0.18 sq.ft. of space per capita or an investment of \$51 per capita. Based on the service standard over the past ten years, the Township would be eligible to collect a total of \$97,879 from D.C.s for library services.

Based on the projected growth over the 10-year forecast period, the Township has identified the need for additional library space to service growth. As the exact locations and nature of this facility space has not yet been identified a provision of \$160,000 has been included in the D.C. A deduction of \$64,332 has been made to account for the existing reserve fund balance leading to an amount of \$79,668, after the 10% mandatory deduction, which has been included in the D.C. calculation.

While library usage is predominately residential based, there is some use of the facilities by non-residential users, for the purpose of research. To acknowledge this use, the growth-related capital costs have been allocated 95% residential and 5% non-residential.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
Service Library Facilities

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	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
2019-2028											95%	5%	
1	Provision for additional library space	2019-2028	160,000	-		160,000	-		160,000	16,000	144,000	136,800	7,200
2	Reserve Fund Adjustment						64,332		(64,332)		(64,332)	(61,116)	(3,217)
	Total		160,000	-	-	160,000	64,332	-	95,668	16,000	79,668	75,684	3,983



5.2.4 Community Based Studies

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 related to recreation, culture and planning includes such studies as the following:

- Growth Management Study;
- Official Plan; and
- Recreation Master Plan.

The cost of these studies is \$330,000, of which \$45,000 is attributable to existing benefit. The net growth-related capital cost, after the mandatory 10% deduction, is \$256,500 and has been included in the D.C.

These costs have been allocated 91% residential and 9% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Community Based Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	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
2019-2028											91%	9%	
1	Growth Management Study	2019	150,000	-		150,000	-		150,000	15,000	135,000	122,850	12,150
2	Official Plan	2019-2021	150,000	-		150,000	37,500		112,500	11,250	101,250	92,138	9,113
3	Recreation Master Plan	2020	30,000	-		30,000	7,500		22,500	2,250	20,250	18,428	1,823
	Total		330,000	-	-	330,000	45,000	-	285,000	28,500	256,500	233,415	23,085



5.2.5 Engineering Services – Studies

In addition to the studies identified in Section 5.2.4, studies related to “hard” services as well as the D.C. study have been included in the calculation. The list of studies related to these items includes the following:

- Transportation Master Plan;
- Firehall Study; and
- Development Charges Studies.

The cost of these studies is \$160,000, of which \$12,500 is attributable to existing benefit. A further deduction of \$39,402 has been made to account for the existing reserve fund balance. The net growth-related capital cost, after the mandatory 10% deduction, is \$98,598 and has been included in the D.C.

These costs have been allocated 91% residential and 9% non-residential based on the incremental growth in population to employment for the 10-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Engineering Services - Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 91%	Non-Residential Share 9%
	2019-2028												
1	Transportation Master Plan	2020	50,000	-		50,000	12,500		37,500		37,500	34,125	3,375
2	Firehall Study	2019	15,000	-		15,000	-		15,000		15,000	13,650	1,350
3	Development Charges Study	2019	40,000	-		40,000	-		40,000	4,000	36,000	32,760	3,240
4	Development Charges Study	2024	55,000	-		55,000	-		55,000	5,500	49,500	45,045	4,455
5	Reserve Fund Adjustment						39,402		(39,402)		(39,402)	(35,856)	(3,546)
	Total		160,000	-	-	160,000	51,902	-	108,098	9,500	98,598	89,724	8,874



5.3 Service Levels and 15-Year Capital Costs for South Frontenac's D.C. Calculation

This section evaluates the development-related capital requirements for those services with 15-year capital costs.

5.3.1 Services Related to a Highway – Roads, Bridges, Structures, Streetlighting and Traffic Signals

South Frontenac owns and maintains 787 km of local and arterial roads. This provides an average level of investment of \$12,179 per capita, resulting in a D.C.-eligible recovery amount of approximately \$33.7 million over the 15-year forecast period. The Township also has 61 culverts, arches, beams and related infrastructure to support roads throughout the Township which equates to \$1,003 per capita and a D.C.-recoverable amount of approximately \$2.78 million over the 15-year forecast period. Further, the Township provides 494 streetlights and traffic signals, which equate to an average level of investment of \$82 per capita, and a D.C.-recoverable amount of \$227,171 over the 15-year forecast period. In total the D.C.-recoverable amount for Services Related to a Highway – Roads, equal \$36,700,382.

The Township has identified \$12,000,000 of future growth-related capital related to roads, bridges and structures. The capital projects forecasted include various works related to enhancing capacity, buildings sidewalks, improving shoulders and adding cycling facilities. A deduction for the existing reserve fund balance of \$1,934,664 has been made resulting in a D.C.-eligible amount of \$10,065,336 to be recovered over the current forecast period (2019 to 2033).

The capital costs are shared 91%/9% between residential and non-residential based on the population to employment ratio over the 15-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac

Service: Services Related to a Highway - Roads, Bridges, Structures, Streetlights and Traffic Signals

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2033	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 91%	Non-Residential Share 9%
1	Provision for Additional Roads, Bridges & Structures	2019-2033	12,000,000	-		12,000,000	-		12,000,000	10,920,000	1,080,000
2	Reserve Fund Adjustment			-		-	1,934,664		(1,934,664)	(1,760,545)	(174,120)
	Total		12,000,000	-	-	12,000,000	1,934,664	-	10,065,336	9,159,455	905,880



5.3.2 Services Related to a Highway - Public Works Facilities, Fleet & Equipment

The Township operates their Public Works service out of a number of facilities. The facilities provide 111,899 sq.ft. of building area, providing for an average level of service of 3.22 sq.ft. per capita or \$423 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the 15-year forecast period of \$1,169,279.

A renovation and expansion to the Keely Road Administrative Building has been identified at a gross cost of \$925,000. A deduction of \$489,830 has been made to account for the benefit to existing development resulting in a net amount of \$435,170 included in the D.C.

The Public Works Department has a variety of vehicles and major equipment totalling approximately \$9.67 million. The inventory provides for a per capita standard of \$338. Over the forecast period, the D.C.-eligible amount for vehicles and equipment is \$935,882.

Additional vehicle and equipment items have been identified for the forecast period, amounting to \$900,000 of growth-related capital which has been included in the D.C. calculation.

The residential/non-residential capital cost allocation for facilities and fleet is based on a 91%/9% split which is based on the incremental growth in population to employment for the 15-year forecast period.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Public Works Facilities

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2033	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 91%	Non-Residential Share 9%
1	Keely Road Administrative Building Renovation and Expansion	2019-2020	925,000	-		925,000	489,830		435,170	396,005	39,165
	Total		925,000	-	-	925,000	489,830	-	435,170	396,005	39,165



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Public Works Fleet & Equipment

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2033	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 91%	Non-Residential Share 9%
1	New Vehicles/Equipment	2019-2028	900,000	-		900,000	-		900,000	819,000	81,000
	Total		900,000	-	-	900,000	-	-	900,000	819,000	81,000



5.3.3 Fire Protection Services

South Frontenac currently operates its fire services from 28,786 sq.ft. of facility space, providing for a per capita average level of service of 0.91 sq.ft. per capita or \$208 per capita. This level of service provides the Township with a maximum D.C.-eligible amount for recovery over the forecast period of \$576,587.

The fire department has a current inventory of 32 vehicles. The total D.C.-eligible amount calculated for fire vehicles over the forecast period is \$993,962, based on a standard of \$359 per capita.

The fire department provides 282 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 \$47 per capita, providing for a D.C.-eligible amount over the forecast period of \$130,519 for small equipment and gear.

The total maximum D.C.-eligible amount over the forecast period for fire services is \$1,701,068.

The Township has identified the need for additional facility space. This includes renovating and expanding existing stations as well as the development of a fire headquarters. This facility has been identified to include a large training room, office space and a boardroom. A provision for the cost of these facilities has been included in the D.C. at an amount of \$1,615,000. The need for two additional SUV's has also been identified at a gross cost of \$90,000. A deduction of \$5,400 has been made to account for the existing reserve fund balance resulting in an amount of \$1,699,600 to be included in the D.C. calculations.

These costs are shared between residential and non-residential based on the population to employment ratio over the forecast period, resulting in 91% being allocated to residential development and 9% being allocated to non-residential development.



Infrastructure Costs Included in the Development Charges Calculation

Township of South Frontenac
 Service: Fire Services

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2033	Timing (year)	Gross Capital Cost Estimate (2019\$)	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 91%	Non- Residential Share 9%
1	Provision for Additional Space	2019-2033	1,615,000	-		1,615,000	-		1,615,000	1,469,650	145,350
2	SUV (2)	2020-2022	90,000	-		90,000	-		90,000	81,900	8,100
3	Reserve Fund Adjustment						5,400		(5,400)	(4,914)	(486)
	Total		1,705,000	0	0	1,705,000	5,400	0	1,699,600	1,546,636	152,964



Chapter 6

D.C. Calculation



6. D.C. Calculation

Table 6-1 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 15-year planning horizon. Table 6-2 calculates the proposed uniform D.C. to be imposed on anticipated development in the Township for Township-wide services over a 10-year planning horizon

The calculation for residential development is generated on a per capita basis and is based upon five forms of housing types (singles and semi-detached, apartments 2+ bedrooms, apartments 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 and 6-2.

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 6-3 summarizes the total D.C. that is applicable for municipal-wide services and Table 6-4 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 South Frontenac
Development Charge Calculation
Municipal-wide Services
2019-2033

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Services Related to a Highway</u>				
1.1 Roads, bridges, culverts, structures, streetlights & traffic signals	9,159,455	905,880	6,053	4.08
1.2 Public Works facilities	396,005	39,165	262	0.18
1.3 Public Works fleet & equipment	819,000	81,000	541	0.36
	10,374,460	1,026,045	6,856	4.62
2. <u>Fire Protection Services</u>				
2.1 Fire facilities, vehicles & equipment	1,546,636	152,964	1,022	0.69
TOTAL	11,921,096	1,179,010	7,878	5.31
D.C.-Eligible Capital Cost	11,921,096	1,179,010		
15-Year Gross Population/GFA Growth (sq.ft.)	4,154	222,200		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,869.79	\$5.31		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.745	\$7,878		
Apartments - 2 Bedrooms +	1.794	\$5,148		
Apartments - Bachelor and 1 Bedroom	1.254	\$3,599		
Other Multiples	2.200	\$6,314		
Special Care/Special Dwelling Units	1.100	\$3,157		



Table 6-2
Township of South Frontenac
Development Charge Calculation
Municipal-wide Services
2019-2028

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
3. <u>Police and Other Facilities</u>				
3.1 Police and other facilities	148,042	14,641	140	0.09
4. <u>Parks and Recreation</u>				
4.1 Parkland development, amenities, recreation facilities and vehicles	1,055,653	55,561	991	0.33
5. <u>Library Services</u>				
5.1 Library facilities	75,684	3,983	71	0.02
6. <u>Engineering Services - Studies</u>				
6.1 Studies	89,724	8,874	84	0.05
7. <u>Community Based Studies</u>				
7.1 Studies	233,415	23,085	219	0.14
TOTAL	1,602,517	106,144	1,505	0.63
D.C.-Eligible Capital Cost	\$1,602,517	\$106,144		
10-Year Gross Population/GFA Growth (sq.ft.)	2,922	169,800		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$548.43	\$0.63		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.745	\$1,505		
Apartments - 2 Bedrooms +	1.794	\$984		
Apartments - Bachelor and 1 Bedroom	1.254	\$688		
Other Multiples	2.200	\$1,207		
Special Care/Special Dwelling Units	1.100	\$603		

Table 6-3
Township of South Frontenac
Development Charge Calculation
Total All Services

	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Municipal-wide Services 15 Year	11,921,096	1,179,010	7,878	5.31
Municipal-wide Services 10 Year	1,602,517	106,144	1,505	0.63
TOTAL	13,523,614	1,285,154	9,383	5.94



Table 6-4
Township of South Frontenac
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. Services Related to a Highway									
1.1 Roads, bridges, culverts, structures, streetlights & traffic signals	4,000,000	0	0	0	0	0	3,640,000	360,000	
1.2 Public Works facilities	925,000	0	489,830	0	0	0	396,005	39,165	
1.3 Public Works fleet & equipment	450,000	0	0	0	0	0	409,500	40,500	
2. Fire Protection Services									
2.1 Fire facilities, vehicles & equipment	628,333	0	0	0	0	0	571,783	56,550	
3. Police and Other Facilities									
3.1 Police and other facilities	162,500	0	0	0	8,125	0	140,481	13,894	
4. Parks and Recreation									
4.1 Parkland development, amenities, recreation facilities and vehicles	737,500	0	0	0	73,750	0	630,563	33,188	
5. Library Services									
5.1 Library facilities	80,000	0	0	0	8,000	0	68,400	3,600	
6. Engineering Services - Studies									
6.1 Studies	105,000	0	12,500	0	4,000	0	80,535	7,965	
7. Community Based Studies									
7.1 Studies	330,000	0	45,000	0	28,500	0	233,415	23,085	
Total Expenditures & Revenues	\$7,418,333	\$0	\$547,330	\$0	\$122,375	\$0	\$6,170,682	\$577,947	



Chapter 7

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



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

7.1 Introduction

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

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

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

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 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 subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Township’s existing policies; 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 municipal services; and
- one municipal 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., subsection 2 (2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

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



7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the amount of square feet of 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 engineering services – studies, community based studies, and police and other facilities the costs have been based on a population vs. employment growth ratio (91%/9%) for residential and non-residential, respectively) over the 10-year forecast period;
 - for parks and recreation and library services, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and
 - for services related to a highway, public works facilities, fleet and equipment, and fire protection services, a 91% residential/9% non-residential attribution has been made based on a population vs. employment growth ratio over the 15-year 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 credit equivalent to:

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



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

7.3.4 Exemptions (full or partial)

a) Statutory exemptions:

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

b) Non-statutory exemptions:

- Land that is owned by and used for the purposes of a place of worship, a churchyard, cemetery, or burial ground exempt from taxation under section 3 of the *Assessment Act*, R.S.O., 1990;
- Bona fide agricultural use/farm building; and
- Second residential units located in separate detached accessory structures.

7.3.5 Phasing in

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

7.3.6 Timing of Collection

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



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

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on the first anniversary date of this by-law and each anniversary date thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)¹ for the most recent year-over-year period.

7.3.8 The Applicable Areas

The charges developed herein provide for uniform 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.

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 six separate reserve funds: services related to a highway, fire protection services, police and other facilities, parks and recreation, library services and administration. It is recommended that the administration reserve fund be renamed Engineering Services – Studies and that a new

¹ O.Reg. 82/98 referenced "The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007" as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O.Reg. 82/98 to ensure traceability should this index continue to be modified over time.



reserve fund be established for the Community Based Studies. Appendix D outlines the reserve fund policies that the Township is required to follow as per the D.C.A.

7.4.2 By-law In-force Date

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

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

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

7.4.4 Area Rating

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

1. Section 2 (9) of the 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.

At present, the Township’s by-law does not provide for area-rating. All Township services are recovered based on a uniform, Township-wide basis. There have been several reasons why they have not been imposed 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 and C. The development charges would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.
3. Many services 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 charges 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 charges on a uniform Municipal-wide basis for all services;”

“Approve the capital project listing set out in Chapter 5 of the D.C.s Background Study dated May 31, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated May 31, 2019, as amended (if applicable);”

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

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



Chapter 8

By-law Implementation



8. By-law Implementation

8.1 Public Consultation Process

8.1.1 Introduction

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

8.1.2 Public Meeting of Council

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

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

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

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

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

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

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

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

8.3.4 Appeals

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

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

8.3.5 Complaints

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

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

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



8.3.6 Credits

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

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

8.3.7 Front-Ending Agreements

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

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

8.3.8 Severance and Subdivision Agreement Conditions

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

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

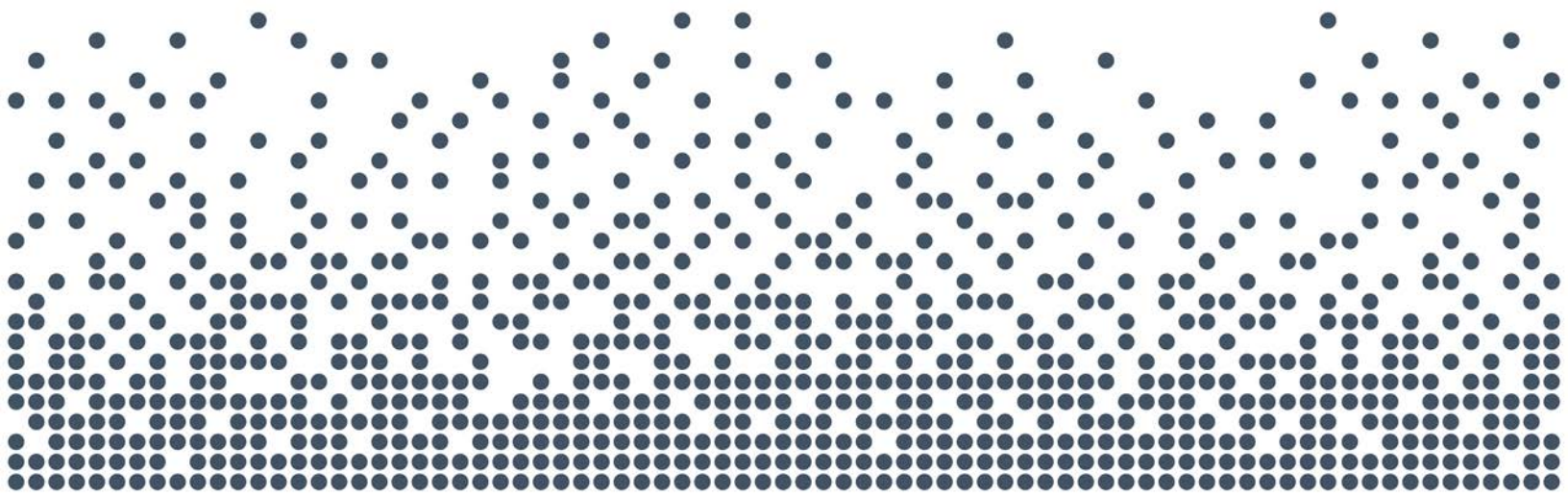


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the Planning Act, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s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

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

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

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



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



**Schedule 1
Township of South Frontenac
Residential Growth Forecast Summary**

Year	Permanent Population (Including Census Undercount) ¹	Excluding Census Undercount					Housing Units										Permanent Person Per Unit (P.P.U.)	Permanent + Seasonal Person Per Unit (P.P.U.)
		Permanent Population	Institutional Population	Permanent Population Excluding Institutional	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Conversions ²	Multiples ³	Apartments ⁴	Other	Total Permanent Households	Seasonal Households	Total Households Including Seasonal	Equivalent Institutional Households			
Historical	Mid 2006	18,690	18,227	52	18,175	11,960	30,187	6,420		70	170	120	6,780	3,268	10,048	47	2.688	3.004
	Mid 2016	19,120	18,646	61	18,585	10,945	29,591	6,920		40	140	90	7,190	2,991	10,181	55	2.593	2.906
Forecast	Mid 2019	19,640	19,155	63	19,092	10,980	30,135	7,175	24	40	140	90	7,469	3,000	10,469	57	2.565	2.878
	Mid 2029	21,500	20,971	69	20,902	11,090	32,061	8,071	104	56	156	90	8,476	3,030	11,506	63	2.474	2.786
	Mid 2034	22,305	21,757	71	21,357	11,145	32,902	8,428	144	69	169	90	8,900	3,045	11,945	65	2.445	2.754
Incremental	Mid 2006 - Mid 2016	430	419	9	410	-1,015	-596	500	0	-30	-30	-30	410	-277	133	8		
	Mid 2016 - Mid 2019	520	509	2	507	35	544	255	24	0	0	0	279	9	288	2		
	Mid 2019 - Mid 2029	1,860	1,816	6	1,810	110	1,926	896	80	16	16	0	1,007	30	1,037	6		
	Mid 2019 - Mid 2034	2,665	2,602	8	2,265	165	2,767	1,253	120	29	29	0	1,431	45	1,476	8		

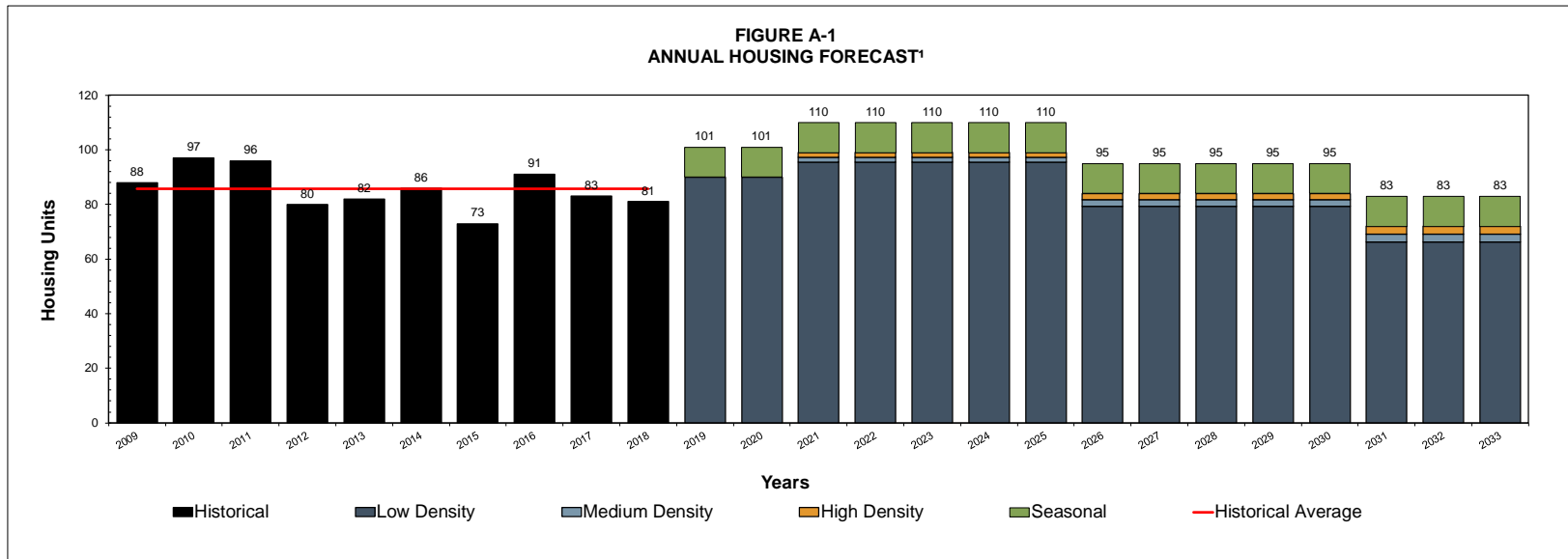
Source: Derived from the Population, Housing and Employment Projections for the Frontenacs Final Report, June 2014, Watson & Associates Economists Ltd., by Watson & Associates Economists Ltd., 2019.

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

² Conversion of existing seasonal housing units to year-round permanent housing units.

³ Includes townhouses and apartments in duplexes.

⁴ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Source: Historical housing activity from Township of South Frontenac building permit data, 2009-2018, by Watson & Associates Economists Ltd., 2019.
1. Growth forecast represents calendar year.



**Schedule 2
Township of South Frontenac
Estimate of the Anticipated Amount, Type and Location of
Development for which Development Charges can be Imposed**

Development Location	Timing	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units Unadjusted for Conversions	Gross Seasonal Units Unadjusted for Conversions	Seasonal Units Adjusted for Conversion	Total Units Including Gross Seasonal	Conversions ³
Township of South Frontenac	2019 - 2029	896	16	16	927	110	30	1,037	80
	2019 - 2034	1,253	29	29	1,311	165	45	1,476	120

Development Location	Timing	Gross Permanent Population in New Units	Existing Unit Population Change	Permanent Net Population Increase Excluding Conversions	Institutional Population	Seasonal Population Equivalent Excluding Conversions	Net Population Increase (including Institutional and 100% Seasonal Population Equivalent) Excluding Conversions	Population Change From Conversion of Seasonal to Permanent Units	Net Population Increase (including Institutional and Seasonal Population Equivalent) Including Conversions
Township of South Frontenac	2019 - 2029	2,519	(930)	1,589	6	403	1,998	(73)	1,926
	2019 - 2034	3,550	(1,286)	2,264	8	604	2,876	(110)	2,767

Development Location	Timing	Gross Permanent Population in New Units	Seasonal Population Equivalent Excluding Conversions	Total Gross Population in New Permanent and Seasonal Units
Township of South Frontenac	2019 - 2029	2,519	403	2,922
	2019 - 2034	3,550	604	4,154

Source: Watson & Associates Economists Ltd., 2019.

¹ Includes townhomes and apartments in duplexes.

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

³ Conversion of existing seasonal housing units to year-round permanent housing units.

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



**Schedule 3
Township of South Frontenac
Current Year Growth Forecast
Mid 2016 to Mid 2019**

		Population
Mid 2016 Population (Permanent and Seasonal)		29,591
Occupants of Permanent New Housing Units, Mid 2016 to Mid 2019	<i>Units (2)</i>	255
	<i>multiplied by P.P.U. (3)</i>	2,919
	<i>gross population increase</i>	744
Occupants of Converted Units Mid 2016 to Mid 2019	<i>Conversion Units (4)</i>	24
	<i>multiplied by P.P.U. (3)</i>	2,919
	<i>gross population increase</i>	70
Occupants of New Seasonal Units Mid 2016 to Mid 2019	<i>Net Seasonal Units(2)</i>	9
	<i>multiplied by P.P.U. (3)</i>	3,660
	<i>gross population increase</i>	33
Occupants of New Equivalent Institutional Units Mid 2016 to Mid 2019	<i>Units</i>	2
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	2
Total Units (Permanent and Seasonal)	<i>Total Units</i>	288
	<i>Total gross population increase</i>	849
Decline in Housing Unit Occupancy, Mid 2016 to Mid 2019	<i>Units (5)</i>	7,190
	<i>multiplied by P.P.U. decline rate (6)</i>	-0.0424
	<i>total decline in population</i>	-305
Population Estimate to Mid 2019 (Permanent and Seasonal)		30,135
<i>Net Population Increase, Mid 2016 to Mid 2019 (Permanent and Seasonal)</i>		<i>544</i>

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2,919	100%	2,919
<i>Multiples (7)</i>	2,357	0%	0.000
<i>Apartments (8)</i>	1,652	0%	0.000
Permanent Total		100%	2,919
Seasonal Total	3,660	100%	3,660

¹ Permanent persons per unit based on 2016 Census custom database. Seasonal persons per unit based on Population, Housing and Employment Projections for the Frontenacs Final Report, June 13, 2014, by Watson & Associates Economists Ltd.

² Based on Building permit/completion activity.

- (4) Conversion of units from seasonal to permanent occupancy.
 (5) 2011 households taken from StatsCan Census.
 (6) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
 (7) Includes townhomes and apartments in duplexes.
 (8) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

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



**Schedule 4
Township of South Frontenac
Ten Year Growth Forecast
Mid 2019 to Mid 2029**

		Population
Mid 2019 Population (Permanent and Seasonal)		30,135
Occupants of Permanent New Housing Units, Mid 2019 to Mid 2029	<i>Units (2)</i>	927
	<i>multiplied by P.P.U. (3)</i>	2,716
	<i>gross population increase</i>	2,519
Occupants of Converted Units Mid 2019 to Mid 2029	<i>Conversion Units (4)</i>	80
	<i>multiplied by P.P.U. (3)</i>	2,745
	<i>gross population increase</i>	220
Occupants of New Seasonal Units Mid 2019 to Mid 2029	<i>Net Seasonal Units (2)</i>	30
	<i>multiplied by P.P.U. (3)</i>	3,660
	<i>gross population increase</i>	110
Occupants of New Equivalent Institutional Units Mid 2019 to Mid 2029	<i>Units</i>	6
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	7
Total Units (Permanent and Seasonal)	<i>Total Units</i>	1,037
	<i>Total gross population increase</i>	2,856
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2029	<i>Units (5)</i>	7,445
	<i>multiplied by P.P.U. decline rate (6)</i>	-0.1250
	<i>total decline in population</i>	-930
Population Estimate to Mid 2029 (Permanent and Seasonal)		32,061
<i>Net Population Increase, Mid 2019 to Mid 2029 (Permanent and Seasonal)</i>		<i>1,926</i>

(1) Mid 2019 Population (Permanent and Seasonal) based on:

2016 Population (29,591) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (255 x 2,919 = 744) + (7,190 x -0.0424 = -305) + Converted Units (24 x 2,919 = 70) + Seasonal population (9 x 3,666 = 33) + Institutional (2 x 1,100 = 2) = 30,135

(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 (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2,745	97%	2,652
<i>Multiples (7)</i>	2,200	2%	0.037
<i>Apartments (8)</i>	1,599	2%	0.027
<i>one bedroom or less</i>	1,254		
<i>two bedrooms or more</i>	1,794		
Permanent Total		100%	2,716
Seasonal Total	3,660	100%	3,660

¹ Permanent persons per unit based on adjusted Statistics Canada Custom 2016 Census database. Seasonal persons per unit based on Population, Housing and Employment Projections for the Frontenacs Final Report, June 13, 2014, by Watson & Associates Economists Ltd.

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

(4) Conversion of units from seasonal to permanent occupancy.

(5) Mid 2019 households based upon 7,190 (2016 Census) + 255 (Mid 2016 to Mid 2019 unit estimate) = 7,445

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

(7) Includes townhomes and apartments in duplexes.

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

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



**Schedule 5
Township of South Frontenac
Fifteen Year Growth Forecast
Mid 2019 to Mid 2034**

		Population
Mid 2019 Population (Permanent and Seasonal)		30,135
Occupants of Permanent New Housing Units, Mid 2019 to Mid 2034	<i>Units (2)</i>	1,311
	<i>multiplied by P.P.U. (3)</i>	2,708
	<i>gross population increase</i>	3,550
Occupants of Converted Units Mid 2019 to Mid 2034	<i>Conversion Units (4)</i>	120
	<i>multiplied by P.P.U. (3)</i>	2,745
	<i>gross population increase</i>	329
Occupants of New Seasonal Units Mid 2019 to Mid 2034	<i>Net Seasonal Units (2)</i>	45
	<i>multiplied by P.P.U. (3)</i>	3,660
	<i>gross population increase</i>	165
Occupants of New Equivalent Institutional Units Mid 2019 to Mid 2034	<i>Units</i>	8
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	9
Total Units (Permanent and Seasonal)	<i>Total Units</i>	1,476
	<i>Total gross population increase</i>	4,053
Decline in Housing Unit Occupancy, Mid 2019 to Mid 2034	<i>Units (5)</i>	7,445
	<i>multiplied by P.P.U. decline rate (6)</i>	-0.1727
	<i>total decline in population</i>	-1,286
Population Estimate to Mid 2034 (Permanent and Seasonal)		32,902
<i>Net Population Increase, Mid 2019 to Mid 2034 (Permanent and Seasonal)</i>		<i>2,767</i>

(1) Mid 2019 Population (Permanent and Seasonal) based on:

2016 Population (29,591) + Mid 2016 to Mid 2019 estimated housing units to beginning of forecast period (255 x 2.919 = 744) + (7,190 x -0.0424 = -305) + Converted Units (24 x 2.919 = 70) + Seasonal population (9 x 3.666 = 33) + Institutional (2 x 1.100 = 2) = 30,135

(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 (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.745	96%	2.623
<i>Multiples (7)</i>	2.200	2%	0.049
<i>Apartments (8)</i>	1.599	2%	0.035
<i>one bedroom or less</i>	1.254		
<i>two bedrooms or more</i>	1.794		
Permanent Total		100%	2.708
Seasonal Total	3.660	100%	3.660

¹ Permanent persons per unit based on adjusted Statistics Canada Custom 2016 Census database. Seasonal persons per unit based on Population, Housing and Employment Projections for the Frontenacs Final Report, June 13, 2014, by Watson & Associates Economists Ltd.

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

(4) Conversion of units from seasonal to permanent occupancy.

(5) Mid 2019 households based upon 7,190 (2016 Census) + 255 (Mid 2016 to Mid 2019 unit estimate) = 7,445

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

(7) Includes townhomes and apartments in duplexes.

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

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



Schedule 6
Township of South Frontenac
Historical Residential Building Permits
Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	88	0	0	88
2010	97	0	0	97
2011	96	0	0	96
2012	80	0	0	80
2013	82	0	0	82
Sub-total	443	0	0	443
Average (2009 - 2013)	89	0	0	89
% Breakdown	100.0%	0.0%	0.0%	100.0%
2014	86	0	0	86
2015	73	0	0	73
2016	91	0	0	91
2017	83	0	0	83
2018	81	0	0	81
Sub-total	414	0	0	414
Average (2014 - 2018)	83	0	0	83
% Breakdown	100.0%	0.0%	0.0%	100.0%
2009 - 2018				
Total	857	0	0	857
Average	86	0	0	86
% Breakdown	100.0%	0.0%	0.0%	100.0%

Source: Historical housing activity from Township of South Frontenac building permit data, 2009-2018, by Watson & Associates Economists Ltd., 2019.

¹ Includes townhouses and apartments in duplexes.

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



Schedule 7a
Township of South Frontenac
Persons Per Unit By Age and Type of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						20 Year Average	20 Year Forecast ¹
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.935	-	2.919		
6-10	-	-	1.733	2.776	-	2.663		
11-15	-	-	2.053	3.167	-	3.009		
16-20	-	-	-	2.644	-	2.553	2.786	2.745
20-25	-	-	2.250	2.717	-	2.772		
25-35	-	-	1.905	2.472	4.250	2.585		
35+	-	1.778	1.976	2.583	3.837	2.527		
Total	0.455	1.731	1.962	2.657	4.009	2.626		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	2.837	-	2.921
6-10	-	-	1.857	2.776	-	2.652
11-15	-	-	2.167	3.141	-	3.018
16-20	-	-	-	2.613	-	2.579
20-25	-	-	2.545	2.701	-	2.705
25-35	-	1.182	1.833	2.466	4.250	2.509
35+	-	1.419	1.945	2.583	3.800	2.488
Total	-	1.382	1.948	2.647	3.972	2.588

¹ PPU has been forecasted based on 2001-2016 historical trends.

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

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



**Schedule 7b
Frontenac County
Persons Per Unit By Age and Type of Dwelling
(2016 Census)**

Age of Dwelling	Multiples ¹						20 Year Average	20 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.433	-	2.357		
6-10	-	-	-	2.639	-	2.302		
11-15	-	-	-	2.400	-	2.128		
16-20	-	-	1.941	2.135	-	2.017	2.201	2.200
20-25	-	-	1.611	2.585	-	2.241		
25-35	-	1.182	2.086	2.683	-	2.492		
35+	-	1.329	1.730	2.608	3.385	2.236		
Total	-	1.300	1.790	2.576	3.000	2.274		

Age of Dwelling	Apartments ²						20 Year Average	20 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.282	1.805	2.571	-	1.652		
6-10	-	1.295	1.677	-	-	1.525		
11-15	-	1.364	1.718	-	-	1.667		
16-20	-	1.275	1.728	2.545	-	1.610	1.613	1.599
20-25	-	1.175	1.651	2.750	-	1.542		
25-35	-	1.210	1.682	2.510	-	1.591		
35+	1.184	1.188	1.764	2.395	2.182	1.601		
Total	1.060	1.212	1.734	2.469	1.800	1.598		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.321	1.810	2.866	4.364	2.448
6-10	-	1.316	1.761	2.925	4.167	2.570
11-15	-	1.344	1.706	2.938	3.643	2.585
16-20	-	1.302	1.662	2.586	3.674	2.330
20-25	-	1.206	1.735	2.649	3.556	2.301
25-35	-	1.247	1.737	2.637	3.664	2.332
35+	0.978	1.227	1.782	2.486	3.395	2.177
Total	1.016	1.246	1.763	2.607	3.569	2.282

¹ Includes townhouses and apartments in duplexes.

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

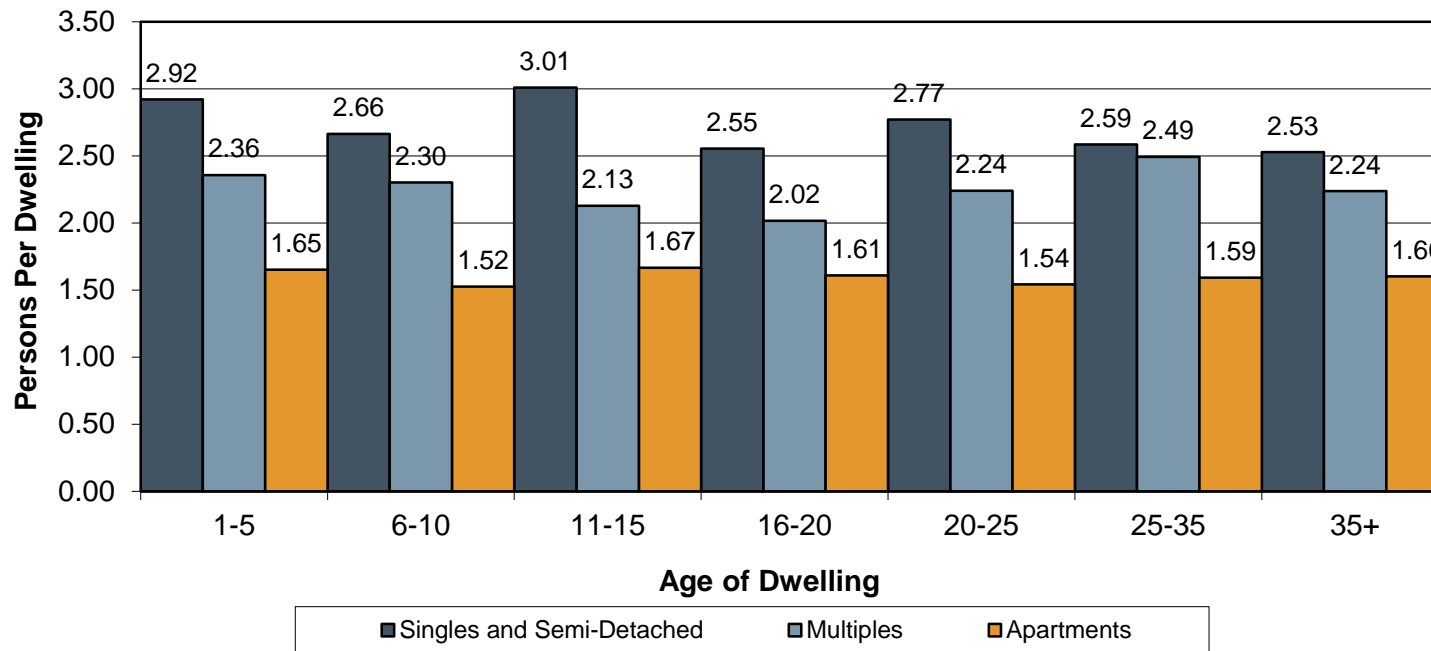
³ PPU has been forecasted based on 2001-2016 historical trends.

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

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



**Schedule 8
Township of South Frontenac
Persons Per Unit By Structural Type and Age of Dwelling
(2016 Census)**



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



**Schedule 9a
Township of South Frontenac
Employment Forecast, 2019 to 2034**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Employment (Including N.F.P.O.W.)	
Mid 2006	18,227	0.003	0.048	0.017	0.032	0.025	0.125	0.059	0.184	60	870	310	575	460	2,275	1,080	3,355	1,405
Mid 2016	18,646	0.002	0.042	0.012	0.028	0.028	0.111	0.064	0.176	40	775	218	523	520	2,075	1,200	3,275	1,300
Mid 2019	19,155	0.002	0.042	0.011	0.030	0.027	0.113	0.064	0.177	40	796	218	580	525	2,158	1,233	3,391	1,362
Mid 2029	20,971	0.002	0.043	0.013	0.032	0.027	0.118	0.066	0.183	46	903	280	667	570	2,466	1,374	3,840	1,563
Mid 2034	21,757	0.002	0.044	0.014	0.032	0.027	0.119	0.067	0.186	48	959	301	697	578	2,583	1,455	4,038	1,624
Incremental Change																		
Mid 2006 - Mid 2016	419	-0.001	-0.006	-0.005	-0.004	0.003	-0.014	0.005	-0.008	-20	-95	-93	-53	60	-200	120	-80	-105
Mid 2016 - Mid 2019	509	0.0000	0.0000	-0.0003	0.0022	-0.0005	0.0014	0.0000	0.0014	0	21	0	57	5	83	33	116	62
Mid 2019 - Mid 2029	1,816	0.0000	0.0015	0.0020	0.0016	-0.0002	0.0049	0.0012	0.0061	6	107	63	88	45	308	141	449	201
Mid 2019 - Mid 2034	2,602	0.0001	0.0025	0.0025	0.0018	-0.0008	0.0060	0.0025	0.0085	8	163	84	118	53	425	222	647	262
Annual Average																		
Mid 2006 - Mid 2016	42	-0.00011	-0.00062	-0.00053	-0.00035	0.00027	-0.00135	0.00051	-0.00084	-2	-10	-9	-5	6	-20	12	-8	-11
Mid 2016 - Mid 2019	170	0.0000	0.0000	-0.0001	0.0007	-0.0002	0.0005	0.0000	0.0005	0	7	0	19	2	28	11	39	21
Mid 2019 - Mid 2029	182	0.00000	0.00015	0.00020	0.00016	-0.00002	0.00049	0.00012	0.00061	1	11	6	9	5	31	14	45	20
Mid 2019 - Mid 2034	173	0.0000	0.0002	0.0002	0.0001	-0.0001	0.0004	0.0002	0.0006	1	11	6	8	4	28	15	43	17

Source: Watson & Associates Economists Ltd., 2019.

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



**Schedule 9b
Township of South Frontenac
Employment & Gross Floor Area (G.F.A) Forecast, 2019 to 2034**

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional ²	Total	Industrial	Commercial/ Population Related	Institutional ²	Total
Mid 2006	18,227	60	310	575	460	1,405				
Mid 2016	18,646	40	218	523	520	1,300				
Mid 2019	19,155	40	218	580	524	1,361				
Mid 2029	20,971	46	280	667	566	1,559				
Mid 2034	21,757	48	301	697	573	1,619				
Incremental Change										
Mid 2006 - Mid 2016	419	-20	-93	-53	60	-105				
Mid 2016 - Mid 2019	509	0	0	57	4	61	0	31,300	2,300	33,600
Mid 2019 - Mid 2029	1,816	6	63	88	42	198	93,700	48,200	27,900	169,800
Mid 2019 - Mid 2034	2,602	8	84	118	49	258	125,200	64,700	32,300	222,200
Annual Average										
Mid 2006 - Mid 2016	42	-2	-9	-5	6	-11				
Mid 2016 - Mid 2019	170	0	0	19	1	20	0	10,433	767	11,200
Mid 2019 - Mid 2029	182	1	6	9	4	20	9,370	4,820	2,790	16,980
Mid 2019 - Mid 2034	173	1	6	8	3	17	8,347	4,313	2,153	14,813

Source: Watson & Associates Economists Ltd., 2019.

¹ Square Foot Per Employee Assumptions

Industrial	1,500
Commercial/ Population Related	550
Institutional	659

² Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

* Reflects Mid 2019 to Mid 2034 forecast period

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



**Schedule 10
Township of South Frontenac
Non-Residential Construction Value
Years 2007 to 2016
(000's 2018 \$)**

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	340	251	0	591	605	832	0	1,438	0	5	0	5	945	1,088	0	2,034
2008	636	359	0	995	18	198	0	217	80	195	0	275	734	752	0	1,487
2009	270	0	0	270	825	46	0	871	0	153	1,130	1,283	1,095	199	1,130	2,424
2010	299	0	892	1,191	143	22	0	165	2,760	65	0	2,824	3,201	87	892	4,180
2012	256	62	0	318	482	309	0	791	0	138	4,511	4,649	739	509	4,511	5,759
2013	191	265	0	457	0	218	0	218	84	95	0	179	276	578	0	853
2014	1,303	139	0	1,443	374	196	0	570	79	237	0	317	1,756	573	0	2,329
2015	720	35	0	755	337	98	506	941	0	98	0	98	1,057	231	506	1,794
2016	395	106	0	502	887	265	0	1,152	448	262	0	710	1,730	633	0	2,363
Subtotal	5,387	1,233	1,436	8,056	3,672	2,830	506	7,007	3,473	1,464	6,324	11,261	12,532	5,527	8,266	26,324
Percent of Total	67%	15%	18%	100%	52%	40%	7%	100%	31%	13%	56%	100%	48%	21%	31%	100%
Average	539	154	718	806	459	283	506	701	579	146	2,108	1,126	1,253	553	1,653	2,632
2007 - 2011 Period Total				4,582				3,336				5,309				13,226
2007 - 2011 Average				916				667				1,062				2,645
% Breakdown				34.6%				25.2%				40.1%				100.0%
2012 - 2016 Period Total				3,474				3,672				5,952				13,098
2012 - 2016 Average				695				734				1,190				2,620
% Breakdown				26.5%				28.0%				45.4%				100.0%
2007 - 2016 Period Total				8,056				7,007				11,261				26,324
2007 - 2016 Average				806				701				1,126				2,632
% Breakdown				30.6%				26.6%				42.8%				100.0%

Source: Statistics Canada Publication, 64-001-X1B

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



Schedule 11
Township of South Frontenac
Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS		Year		Change	Comments
		2006	2016	06-16	
Employment by industry					
<u>Primary Industry Employment</u>					
11	<i>Agriculture, forestry, fishing and hunting</i>	205	150	-55	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	10	10	0	
Sub-total		215	160	-55	
<u>Industrial and Other Employment</u>					
22	<i>Utilities</i>	0	10	10	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	200	180	-20	
31-33	<i>Manufacturing</i>	90	55	-35	
41	<i>Wholesale trade</i>	90	50	-40	
48-49	<i>Transportation and warehousing</i>	105	75	-30	
56	<i>Administrative and support</i>	35	38	3	
Sub-total		520	408	-113	
<u>Population Related Employment</u>					
44-45	<i>Retail trade</i>	340	315	-25	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	25	10	-15	
52	<i>Finance and insurance</i>	25	30	5	
53	<i>Real estate and rental and leasing</i>	85	55	-30	
54	<i>Professional, scientific and technical services</i>	150	200	50	
55	<i>Management of companies and enterprises</i>	0	0	0	
56	<i>Administrative and support</i>	35	38	3	
71	<i>Arts, entertainment and recreation</i>	95	85	-10	
72	<i>Accommodation and food services</i>	100	40	-60	
81	<i>Other services (except public administration)</i>	125	125	0	
Sub-total		980	898	-83	
<u>Institutional</u>					
61	<i>Educational services</i>	355	325	-30	
62	<i>Health care and social assistance</i>	135	165	30	
91	<i>Public administration</i>	70	120	50	
Sub-total		560	610	50	
Total Employment		2,275	2,075	-200	
Population		18,227	18,646	-18,646	
<u>Employment to Population Ratio</u>					
Industrial and Other Employment		0.03	0.02	-0.01	
Population Related Employment		0.05	0.05	-0.01	
Institutional Employment		0.03	0.03	0.00	
Primary Industry Employment		0.01	0.01	0.00	
Total		0.12	0.11	-0.01	

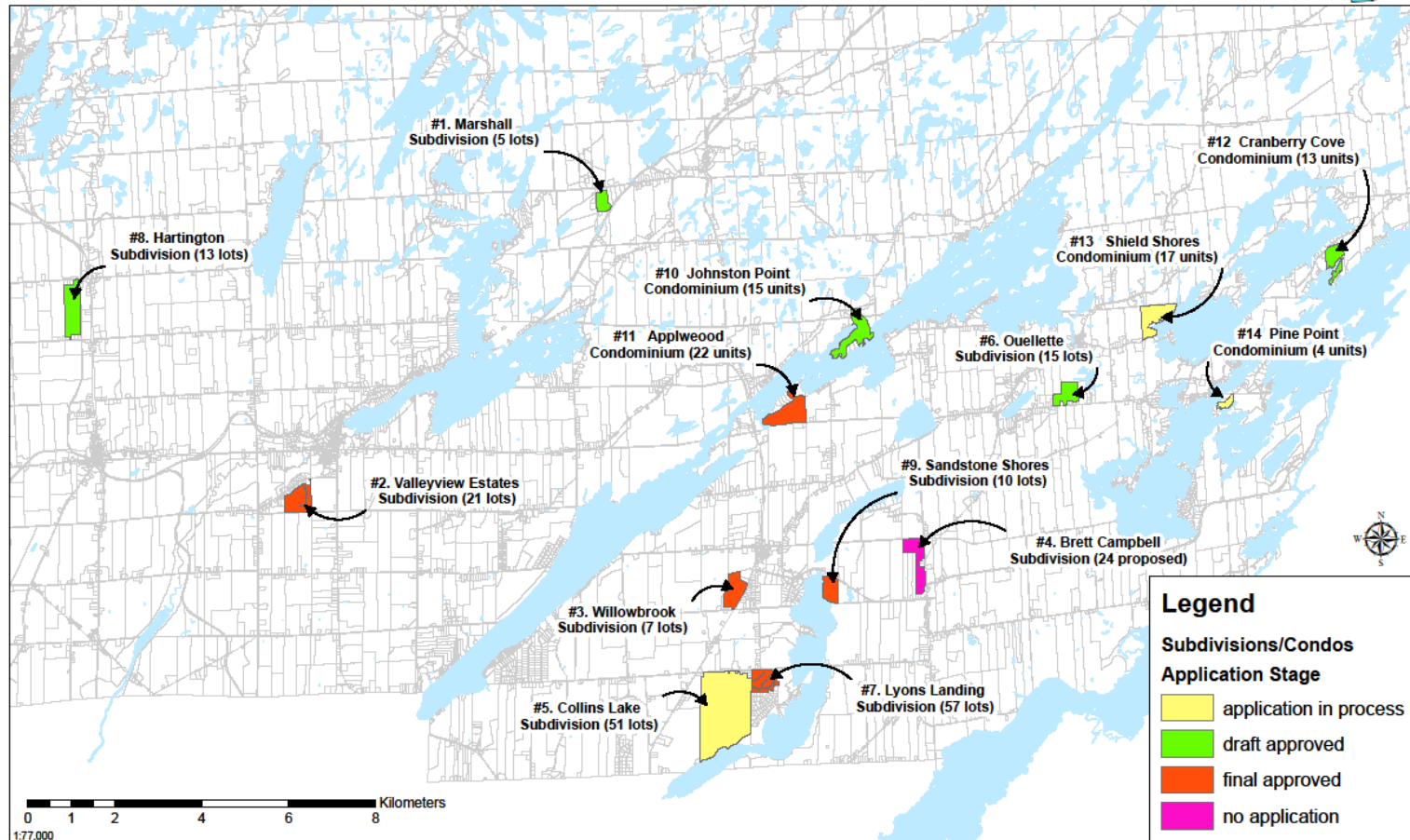
Source: Statistics Canada Employment by Place of Work

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



Map A-1

Currently Active Subdivisions and Condominiums (March 2019)





Appendix B

Level of Service



Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	10 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)		Quantity (per capita)	Quality (per capita)		
Services Related to a Highway	Roads	\$12,178.50	0.0267	km of roadways	456,124	per lane km	33,697,910
	Bridges, Culverts & Structures	\$1,003.00	0.0021	Number of Bridges, Culverts & Structures	477,619	per item	2,775,301
	Traffic Signals & Streetlights	\$82.10	0.0165	No. of Traffic Signals	4,976	per signal	227,171
	Public Works Facilities	\$422.58	3.2229	sq.ft. of building area	131	per sq.ft.	1,169,279
	Public Works Fleet & Equipment	\$338.23	0.0023	No. of vehicles and equipment	147,057	per vehicle	935,882
Fire	Fire Facilities	\$208.38	0.9108	sq.ft. of building area	229	per sq.ft.	576,587
	Fire Vehicles	\$359.22	0.0011	No. of vehicles	326,564	per vehicle	993,962
	Fire Small Equipment and Gear	\$47.17	0.0096	No. of equipment and gear	4,914	per Firefighter	130,519
Police and Other Facilities	Police and Other Facilities	\$165.88	0.6166	sq.ft. of building area	269	per sq.ft.	319,485
Parks & Recreation	Parks and Recreation	\$208.48	0.0042	Acres of Parkland	49,638	per acre	401,532
	Parkland Amenities	\$208.75	0.0020	No. of parkland amenities	104,375	per amenity	402,053
	Indoor Recreation Facilities	\$232.75	0.9056	sq.ft. of building area	257	per sq.ft.	448,277
	Recreation Vehicles and Equipment	\$4.01	0.0000	No. of vehicles and equipment	200,271	per vehicle	7,723
Library	Library Facilities	\$50.82	0.1809	sq.ft. of building area	281	per sq.ft.	97,879



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/km)
Local- Rural											
Hot-Mix	18.58	18.58	18.58	18.58	18.58	19.14	19.89	19.89	17.74	17.74	\$500,000
Surface Treated	323.27	331.52	338.77	342.27	345.62	349.42	352.17	356.27	358.42	358.42	\$300,000
Gravel	242.00	233.75	226.50	223.00	219.65	215.85	211.65	207.55	207.55	207.55	\$200,000
Local- Urban											
Hot-Mix	8.15	8.15	8.15	8.15	8.15	8.15	8.85	8.85	8.85	8.85	\$2,400,000
Arterial-Rural											
Hot-Mix	116.80	116.80	116.80	116.80	116.80	116.80	116.80	116.80	116.80	116.80	\$1,000,000
Surface Treated	64.70	64.70	64.70	64.70	64.70	64.70	64.70	64.70	64.70	64.70	\$400,000
Arterial-Urban											
Hot-Mix	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	\$3,000,000
Total	786.50	786.50	786.50	786.50	786.50	787.06	787.06	787.06	787.06	787.06	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0266	0.0268	0.0270	0.0269	0.0268	0.0268	0.0267	0.0266	0.0264	0.0263

10 Year Average	2009-2018
Quantity Standard	0.0267
Quality Standard	\$456,124
Service Standard	\$12,179

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$12,179
Eligible Amount	\$33,697,910



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
I Beam or Girders	6	6	6	6	6	6	6	6	6	6	\$1,892,000
Rigid Frame, Vertical Legs	21	21	21	21	21	21	21	21	21	21	\$263,700
T Beam	2	2	2	2	2	2	2	2	2	2	\$642,100
Frame, Incline Legs	1	1	1	1	1	1	1	1	1	1	\$97,500
Hybrid	2	2	2	2	2	2	2	2	2	2	\$78,800
Round Culvert	9	9	9	9	9	9	9	9	9	9	\$355,500
Rectangular Culvert	11	11	11	11	11	11	11	11	11	11	\$401,300
Arch Culvert	7	7	7	7	7	7	7	7	7	7	\$361,200
Through truss	1	1	1	1	1	1	1	1	1	1	\$561,900
Earth Filled Arch	1	1	1	1	1	1	1	1	1	1	\$424,300
Total	61	61	61	61	61	61	61	61	61	61	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0021	0.0021	0.0021	0.0021	0.0021	0.0021	0.0021	0.0021	0.0020	0.0020

10 Year Average	2009-2018
Quantity Standard	0.0021
Quality Standard	\$477,619
Service Standard	\$1,003

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$1,003
Eligible Amount	\$2,775,301



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Traffic Signals	1	1	1	1	1	1	1	1	1	2	\$172,000
Streetlights	484	484	484	484	484	484	484	485	487	492	\$4,600
Total	485	485	485	485	485	485	485	486	488	494	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0164	0.0165	0.0167	0.0166	0.0165	0.0165	0.0164	0.0164	0.0164	0.0165

10 Year Average	2009-2018
Quantity Standard	0.0165
Quality Standard	\$4,976
Service Standard	\$82

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$82
Eligible Amount	\$227,171



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Storrington Yard Sand/Salt Storage	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	15,570	15,570	\$52	\$66
Keeley Yard Sand/Salt Storage	7,574	20,974	20,974	20,974	20,974	20,974	20,974	20,974	20,974	20,974	\$52	\$66
Portland Yard Sand/Salt Storage	6,400	6,400	17,706	17,706	17,706	17,706	17,706	17,706	17,706	17,706	\$52	\$66
Bedford Yard Sand/Salt Storage	6,370	6,370	6,370	6,370	6,370	15,960	15,960	15,960	15,960	15,960	\$52	\$66
Keeley Garage	22,359	22,359	22,359	22,359	22,359	22,359	22,359	22,359	22,359	22,359	\$191	\$220
Bedford Garage	2,800	2,800	2,800	2,800	2,800	5,694	5,694	5,694	5,694	5,694	\$191	\$220
Portland Garage	6,920	6,920	9,812	9,812	9,812	9,812	9,812	9,812	9,812	9,812	\$191	\$220
Storrington Garage	1,736	1,736	1,736	1,736	1,736	1,736	1,736	1,736	1,736	1,736	\$191	\$220
Keely Road Administrative Building	2,088	2,088	2,088	2,088	2,088	2,088	2,088	2,088	2,088	2,088	\$225	\$257
Total	63,747	77,147	91,345	91,345	91,345	103,829	103,829	103,829	111,899	111,899		

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	2.16	2.63	3.14	3.13	3.12	3.53	3.52	3.51	3.76	3.74

10 Year Average	2009-2018
Quantity Standard	3.22
Quality Standard	\$131
Service Standard	\$423

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$423
Eligible Amount	\$1,169,279



**Township of South Frontenac
Service Standard Calculation Sheet**

Service: Public Works Fleet & Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Building Dept Truck	3	3	3	3	3	3	3	3	3	3	\$40,100
Half Ton Truck	9	9	9	9	9	9	9	9	9	9	\$34,400
Three Quarter Ton Truck	6	6	6	6	6	6	6	6	6	7	\$58,500
Diesel Work Truck (19,500 GVW)	2	2	2	2	2	2	2	2	2	1	\$91,700
Mechanic Truck	1	1	1	1	1	1	1	1	1	1	\$91,700
Tandem Dump Truck	17	17	17	17	17	16	16	16	16	16	\$280,900
Triaxle Dump Truck	-	-	-	-	1	1	1	1	1	1	\$303,900
Water Tank (For Tandems)	3	3	3	3	3	3	3	3	3	3	\$34,400
Backhoe	2	2	2	2	2	2	2	2	2	2	\$160,500
Loader	4	4	4	4	4	4	4	4	3	3	\$220,200
Trackless Sidewalk Machine	-	-	-	-	1	1	1	1	1	1	\$189,200
Dozer	2	2	2	2	2	2	1	1	1	1	\$137,600
Excavator	1	1	1	1	1	1	1	1	1	1	\$326,800
Motor Grader	5	4	4	4	3	3	3	3	3	3	\$401,300
Vibratory Roller	-	-	-	-	-	1	1	1	1	1	\$149,100
Air Compressor	1	1	1	1	1	1	1	1	1	1	\$28,700
Utility & Culvert Trailer	3	3	3	3	3	3	3	3	3	3	\$11,500
Equipment Float Trailer	2	2	2	2	2	2	2	2	2	2	\$68,800
Belly Dump Trailer	1	1	1	1	1	1	1	1	1	1	\$91,700
Hot Box	1	1	1	1	1	1	1	1	1	1	\$34,400
Wood Chipper	1	1	1	1	1	1	1	1	1	1	\$91,700
Steamer	4	4	4	4	4	4	4	4	4	3	\$22,900
Diesel Plate Tamper	-	-	-	-	-	-	1	1	1	1	\$17,200
Garbage Truck	1	1	1	1	1	1	1	1	1	-	\$172,000
Garbage Truck with Compacting	-	-	-	-	-	-	-	-	-	1	\$255,000
Total	69	68	68	68	69	69	69	69	68	67	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0023	0.0023	0.0023	0.0023	0.0024	0.0023	0.0023	0.0023	0.0023	0.0022

10 Year Average	2009-2018
Quantity Standard	0.0023
Quality Standard	\$147,057
Service Standard	\$338

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$338
Eligible Amount	\$935,882



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Station #1 - 7 & 11 Steele Road	2,002	2,002	2,002	2,002	2,002	2,002	2,002	2,002	2,002	2,002	\$190	\$228
Station #2 - 237 Burrigde Road	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	\$190	\$228
Station #3 - 6930 Road #38 (Verona)	3,595	3,595	3,595	3,595	3,595	3,595	3,595	3,595	3,595	3,595	\$190	\$228
Station #4 - 4808 Holleford Road (Hartington)	5,268	5,268	5,268	5,268	5,268	5,268	5,268	5,268	5,268	5,268	\$190	\$228
Station #5 - 4233 Stagecoach Road (Sydenham)	3,412	3,412	3,412	3,412	3,412	3,412	3,412	3,412	3,412	3,412	\$190	\$228
Station #6 (old) - 5855 Perth Road	2,497	2,497	2,497	2,497	2,497	2,497	2,497	2,497	2,497	-	\$190	\$228
Station #6 (new) - 5582 Perth Road	-	-	-	-	-	-	-	-	-	4,660	\$230	\$275
Station #7 - 3516 Latimer Road (Inverary)	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	\$190	\$228
Station #8 - 3910 Battersea Road (Sunbury)	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	\$190	\$228
Station #9 - 5038 Carrying Place Road	969	969	969	969	969	969	969	969	969	969	\$190	\$228
Total	26,623	26,623	26,623	26,623	26,623	26,623	26,623	26,623	26,623	28,786		

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.9007	0.9083	0.9153	0.9110	0.9081	0.9051	0.9018	0.8997	0.8947	0.9628

10 Year Average	2009-2018
Quantity Standard	0.9108
Quality Standard	\$229
Service Standard	\$208

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$208
Eligible Amount	\$576,587



**Township of South Frontenac
Service Standard Calculation Sheet**

Service: Fire Vehicles
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
3/4 ton truck	5	5	5	5	5	5	5	5	5	5	\$45,000
Boat	1	1	1	1	1	1	1	1	1	1	\$60,000
Pumper	8	8	8	8	8	8	8	8	8	7	\$560,000
Mini-pumper	1	1	1	1	1	1	1	1	1	1	\$350,000
Squad	7	7	7	7	7	7	7	7	7	7	\$350,000
SUV	1	1	1	1	1	1	1	1	1	1	\$45,000
Tanker	8	8	8	8	8	8	8	8	8	8	\$375,000
Trailer	2	2	2	2	2	2	2	2	2	2	\$15,000
Total	33	33	33	33	33	33	33	33	33	32	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011	0.0011

10 Year Average	2009-2018
Quantity Standard	0.0011
Quality Standard	\$326,564
Service Standard	\$359

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$359
Eligible Amount	\$993,962



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Bunker Gear	85	85	85	85	85	85	85	85	85	85	\$2,200
Hoses	1	1	1	1	1	1	1	1	1	1	\$20,100
Lighting Unit	1	1	1	1	1	1	1	1	1	1	\$17,200
Mobile pump	1	1	1	1	1	1	1	1	1	1	\$57,300
Breathing Apparatus (S.C.B.A.) - Masks and Packs	50	50	50	50	50	50	50	50	50	50	\$7,700
Breathing Apparatus (S.C.B.A.) - Bottles	96	96	96	96	96	96	96	96	96	96	\$1,200
Ice Water Rescue Suits	24	24	24	24	24	24	24	24	24	24	\$2,000
Vehicle Extrication Equipment (in Pumpers)	8	8	8	8	8	8	8	8	8	8	\$35,000
Pumper Appliances	8	8	8	8	8	8	8	8	8	8	\$20,000
Tanker Appliances	8	8	8	8	8	8	8	8	8	8	\$15,000
Total	282	282	282	282	282	282	282	282	282	282	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0095	0.0096	0.0097	0.0096	0.0096	0.0096	0.0096	0.0095	0.0095	0.0094

10 Year Average	2009-2018
Quantity Standard	0.0096
Quality Standard	\$4,914
Service Standard	\$47

D.C. Amount (before deductions)	15 Year
Forecast Population	2,767
\$ per Capita	\$47
Eligible Amount	\$130,519



**Township of South Frontenac
Service Standard Calculation Sheet**

Service: Police and Other Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
O.P.P. Station	9,396	9,396	9,396	9,396	9,396	9,396	9,396	9,396	9,396	9,396	\$225	\$269
Township Hall	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	3,375	\$225	\$269
Princess Anne sharing Centre	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740	\$225	\$269
Verona Medical Centre	3,660	3,660	3,660	3,660	3,660	3,660	3,660	3,660	3,660	3,660	\$225	\$269
Total	18,171	18,171	18,171	18,171	18,171	18,171	18,171	18,171	18,171	18,171		

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.6147	0.6199	0.6247	0.6217	0.6198	0.6178	0.6155	0.6140	0.6106	0.6077

10 Year Average	2009-2018
Quantity Standard	0.6166
Quality Standard	269
Service Standard	\$166

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$166
Eligible Amount	\$319,485



**Township of South Frontenac
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Centennial Park	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	\$50,000
Gerald Ball Park	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	\$50,000
Battersea Park	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	\$50,000
Inverary Ball Park	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	\$50,000
Tett Park	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01	\$50,000
Gilmour Park	3.45	3.45	3.45	3.45	3.45	3.45	3.45	3.45	3.45	3.45	\$50,000
Wilmer Park	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	\$50,000
Bowes Park	18.59	18.59	18.59	18.59	18.59	18.59	18.59	18.59	18.59	18.59	\$50,000
The Point Park	13.45	13.45	13.45	13.45	13.45	13.45	13.45	13.45	13.45	13.45	\$50,000
Latimer Park	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	\$50,000
McMullen Park	10.04	10.04	10.04	10.04	10.04	10.04	10.04	10.04	10.04	10.04	\$50,000
Glendower Park	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	\$50,000
Harris Park	6.09	6.09	6.09	6.09	6.09	6.09	6.09	6.09	6.09	6.09	\$50,000
Davidson Beach	10.65	10.65	10.65	10.65	10.65	10.65	10.65	10.65	10.65	10.65	\$50,000
Total	122.86	122.86	122.86	122.86	122.86	122.86	122.86	122.86	122.86	122.86	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0041	0.0041

10 Year Average	2009-2018
Quantity Standard	0.0042
Quality Standard	\$49,638
Service Standard	\$208

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$208
Eligible Amount	\$401,532



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Play Equipment (Accessible)	11	11	11	11	11	11	11	11	12	12	\$40,000
Tennis Courts (Lighting)	3	3	3	3	3	3	3	3	3	3	\$175,000
Tennis Courts (No lighting)	2	2	2	2	2	2	2	2	2	2	\$75,000
Baseball Fields (Lighting)	6	6	6	6	6	6	6	6	6	6	\$387,600
Baseball Fields (No lighting)	1	1	1	1	1	1	1	1	1	1	\$197,000
Soccer Fields	5	5	5	5	5	5	5	5	5	5	\$214,000
Horeshoe Pits	2	2	2	2	2	2	2	2	2	2	\$7,900
Football Field Lighting	1	1	1	1	1	1	1	1	1	1	\$444,000
Washrooms	7	7	7	7	7	7	7	7	7	7	\$50,000
Washrooms (Accessible)	2	2	2	2	2	2	2	2	2	2	\$50,000
Gazebos	3	3	3	3	3	4	4	4	4	4	\$12,700
Benches	4	4	4	4	4	4	4	4	4	4	\$750
Basketball Courts	6	6	6	6	6	6	6	6	6	6	\$37,800
Dog Park	-	-	-	-	-	-	-	-	-	1	\$15,000
Canteens	5	5	5	5	5	5	5	5	5	5	\$50,000
Total	58	58	58	58	58	59	59	59	60	61	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020

10 Year Average	2009-2018
Quantity Standard	0.0020
Quality Standard	\$104,375
Service Standard	\$209

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$209
Eligible Amount	\$402,053



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fermoy Community Centre	937	937	937	937	937	937	937	937	937	937	\$225	\$257
Harris Park	900	900	900	900	900	900	900	900	900	900	\$225	\$257
Glendower Hall	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	\$225	\$257
Storrington Centre	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	\$225	\$257
Bradshaw School House	810	810	810	810	810	810	810	810	810	810	\$225	\$257
Frontenac Community Arena*	17,138	17,138	17,138	17,138	17,138	17,138	17,138	17,138	17,138	17,138	\$225	\$257
Total	26,685	26,685	26,685	26,685	26,685	26,685	26,685	26,685	26,685	26,685		

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.9028	0.9104	0.9174	0.9131	0.9103	0.9073	0.9039	0.9018	0.8968	0.8925

10 Year Average	2009-2018
Quantity Standard	0.9056
Quality Standard	\$257
Service Standard	\$233

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$233
Eligible Amount	\$448,277

*Represents Township of South Frontenac's share of the facility (59%). Shared with Central Frontenac.



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Elite Zamboni	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	\$200,000
Total	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.00002	0.00002	0.00002	0.00002	0.00002	0.00002	0.00002	0.00002	0.00002	0.00002

10 Year Average	2009-2018
Quantity Standard	0.00002
Quality Standard	\$200,271
Service Standard	\$4

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$4
Eligible Amount	\$7,723

*Represents Township of South Frontenac's share of the zamboni (59%). Shared with Central Frontenac.



**Township of South Frontenac
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Sydenham Library	1,000	1,000	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	\$225	\$281
Storrington Library	350	350	350	350	350	350	350	350	350	350	\$225	\$281
Hartington Library	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	\$225	\$281
Total	2,850	2,850	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950		

Population	29,559	29,311	29,088	29,225	29,316	29,413	29,521	29,592	29,757	29,899
Per Capita Standard	0.0964	0.0972	0.2046	0.2036	0.2030	0.2023	0.2016	0.2011	0.2000	0.1990

10 Year Average	2009-2018
Quantity Standard	0.1809
Quality Standard	\$281
Service Standard	\$51

D.C. Amount (before deductions)	10 Year
Forecast Population	1,926
\$ per Capita	\$51
Eligible Amount	\$97,879



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

Township of South Frontenac 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 2017 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, life cycle 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
Services Related to a Highway	50	0.01182
Vehicles	10	0.09133
Fire Equipment	10	0.09133
Parkland	30	0.02465
Facilities	50	0.01182

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
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. Services Related to a Highway				
1.1 Roads, bridges, culverts, structures, streetlights & traffic signals	10,065,336	784,425	770,950	1,555,375
1.2 Public Works facilities	435,170	22,556	33,332	55,888
1.3 Public Works fleet & equipment	900,000	132,830	68,935	201,765
2. Fire Protection Services				
2.1 Fire facilities, vehicles & equipment	1,699,600	94,761	126,837	221,598
3. Police and Other Facilities				
3.1 Police and other facilities	178,933	16,850	280,835	297,685
4. Parks and Recreation				
4.1 Parkland development, amenities, recreation facilities and vehicles	1,258,713	96,420	50,090	146,510
5. Library Services				
5.1 Library facilities	95,668	8,290	289	8,579
6. Engineering Services - Studies				
6.1 Studies	108,098		-	-
7. Community Based Studies				
7.1 Studies	285,000		-	-
Total	15,026,518	1,156,132	1,331,268	2,487,400



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The Development Charges Act, 1997 (D.C.A.) requires development charge 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 municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes, although only 100% eligible and 90% eligible services may be combined (minimum of two reserve funds).
- The municipality shall pay each development charge it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per subsection 5 (1) 2-8).
- Money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be as an interim financing source for capital undertakings for which development charges may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing. The D.C.A. does not prescribe how the statement is to be made available to the public. We would recommend that a resolution of Council make the statement available on the municipality’s website or upon request.

Subsection 43 (2) and O.Reg. 82/98 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 (including a list of services within a service category);
- transactions for the year (e.g. collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e. non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by development charges, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project.
- amounts borrowed, purpose of the borrowing and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at beginning of the year, given in the year and outstanding at the end of the year by holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Based upon the above, Figure 1, and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided.

D.2 D.C. Reserve Fund Application

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

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

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



Figure D-1
Township of South Frontenac
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	Fire Protection Services	Parks and Recreation	Police and Other Facilities	Library Services	Engineering Services - Studies	Community Based Studies	
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 South Frontenac
Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

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



Attachment 2
Township of South Frontenac
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



Appendix E: Local Service Policy

This Appendix sets out the Township's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Parkland Development, and Underground Linear Services. The guidelines outlines, in general terms, the 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 completed separately by landowners, pursuant to a development agreement.

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

E-1 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. 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.); roadway lighting 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.

E.1.1 Local and Collector Roads

- 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, including private roads, are considered to be the developer's responsibility.

E.1.2 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 R.O.W. specified in the Official Plan.
- d. Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways, including intersection widening and redesign on collector and arterial roads: included in D.C.'s.



E.1.3 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 regional roads: include in D.C.'s or in certain circumstances, may be a direct developer responsibility
- d. Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development: included in D.C. calculation as permitted under s.5(1) of the D.C.A.

E.1.4 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 are included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).

E.1.5 Transportation Related Pedestrian and Cycling Facilities

- a. Sidewalks, multi-use trails, and bike lanes (paved shoulders), inclusive of all required infrastructure, located within arterial roads, regional roads: 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, and bike lanes (paved shoulders), inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c. Other sidewalks, multi-use trails, and bike lanes (paved shoulders), 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).

E.1.6 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 .

E.2 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. 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).

E.3 Parkland Development

E.3.1 Parkland

- a. Parkland Development for Neighbourhood Parks: direct developer responsibility to provide at base condition, as follows:
 - Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
 - Topsoil Stripping, screening, and stockpiling.
 - Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Township.
 - Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
 - Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by Township.
 - Parks shall be free of any contaminated soil or subsoil.
 - Parks shall not be mined for fill.
 - Parks shall be conveyed free and clear of all encumbrances.
 - When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
 - The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.



- b. Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

E.4 Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Arterial Roads, Open Space, etc.

The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service. Such costs include but are not limited to:

- a. pre-grading, sodding or seeding, supply and installation of topsoil, (to the Municipality's required depth), landscape features, perimeter fencing and amenities and all planting.

E.5 Infrastructure Assets Constructed by Developers

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

E.6 Underground Services (Stormwater, Water and Sanitary Services)

Underground services, where available, may include infrastructure for stormwater, water, and sanitary services within the road allowance. These services 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 water pumping stations, which are undertaken as part of new developments or redevelopments will generally be direct



developer responsibility as a local service. It is recognized that much of the development within the Township occurs on private services. Private water and septic services are a direct developer responsibility.

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. 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, and reservoir pumping stations serving individual developments, as may be required;

E.7 Natural Heritage System (N.H.S.)

The Natural Heritage System includes natural heritage features including woodlands, wetlands, and environmental features, and their adjacent lands within the Township. It also includes areas surrounding waterbodies that are environmentally sensitive and have a direct impact on water quality (e.g. 30 metre buffer surrounding lakes and wetlands). Where a plan of subdivision or condominium has been approved that may include or are adjacent to natural heritage features/waterbodies, the Township through conditions of approval or by way of an agreement will require recommendations of Environmental Impact Studies/Assessments or other associated studies to be implemented. Works required to implement the recommendations of an Environmental



Impact Study (E.I.S). or Environmental Impact Assessment (E.I.A.), or any similar study, shall be considered a local service paid for directly by the developer.

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

- a. Riparian planting and landscaping requirements (as required by the Township, Conservation Authority or other authorities having jurisdiction) to protect and enhance the natural heritage system and water quality.
- b. Implementation of recommendations included in an Environmental Impact Study/Assessment, or similar study, through conditions of development approvals by the Township, County or Conservation Authority.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the D.C.A. (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

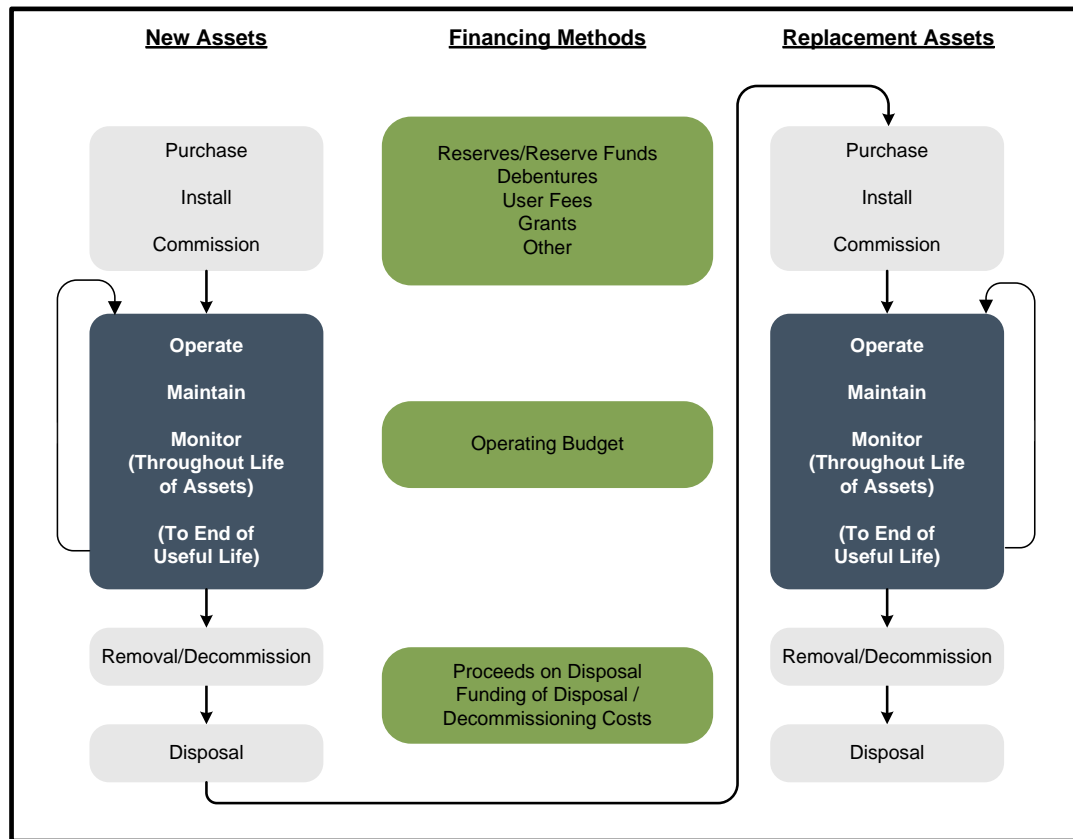
“The asset management plan shall,

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

In regard to the above, section 8 of the Regulations was amended to include subsections (2), (3) and (4) which set out 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 A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

It should be noted that with the recent passing of the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which are to be completed by 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 A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



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

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

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

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

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



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

Commensurate with the above, the Township prepared an A.M.P. in 2016 for its existing assets however, 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 2019 \$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Township's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from municipal financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2019 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$2.82 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$1.87million. This amount, totalled with the existing operating revenues of \$25.30 million, provide annual revenues of \$27.16 million by the end of the period.



6. In consideration of the above, the capital plan is deemed to be financially sustainable.

Township of South Frontenac
Asset Management – Future Expenditures and Associated Revenues
2019\$

	Sub-Total	2033 (Total)
Expenditures (Annualized)		
Annual Debt Payment on Non-Growth Related Capital ¹		48,073
Annual Debt Payment on Post Period Capital ²		-
Lifecycle:		
Annual Lifecycle - Town Wide Services	\$1,444,757	
Sub-Total - Annual Lifecycle	\$1,444,757	\$1,444,757
Incremental Operating Costs (for D.C. Services)		\$1,331,268
Total Expenditures		\$2,824,099
Revenue (Annualized)		
Total Existing Revenue ³		\$25,295,963
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)		\$1,866,022
Total Revenues		\$27,161,985

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

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC
BY-LAW NO. 2019-xx
BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC
WITH RESPECT TO DEVELOPMENT CHARGES

WHEREAS Section 2(1) of the Development Charges Act, 1997, S.O. 1997, c. 27 (hereinafter called the Act) enables the Council of a municipality to pass by-laws for the imposition of development charges against land located in the municipality where the development of the land would increase the need for municipal services as designated in the by-law and the development requires one or more of the actions set out in Subsection 2(2) of the Act;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac has given Notice in accordance with Section 12 of the Development Charges Act, 1997 of its development charges proposal and held a public meeting on July 2, 2019;

AND WHEREAS the Council, at its meeting of July 2, 2019, approved a report dated May 31, 2019 entitled Township of South Frontenac Development Charges Background Study;

AND WHEREAS the Council has heard all persons who applied to be heard in objection to, or in support of, the development charges proposal at such public meeting and provided a subsequent period for written communications to be made;

AND WHEREAS the Council, in adopting the Township of South Frontenac Development Charges Background Study on May 31, 2019, directed that development charges be imposed on land under development or redevelopment within the geographical limits of the municipality as hereinafter provided.



NOW THEREFORE the Council enacts as follows:

DEFINITIONS

1. In this By-law:

(1) “Act” means the Development Charges Act, 1997, S.O. 1997, c. 27;

(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) “agricultural use” means a bona fide farming operation, including barns, silos and other ancillary buildings to such agricultural development for the purposes of the growing of field crops, flower gardening, truck gardening, berry crops, tree crops, nurseries, aviaries, apiaries, maple syrup production, mushroom cultivation or farms for the grazing, breeding, raising, boarding of livestock or any other similar uses carried on in the field of general agriculture and aquaculture. Agricultural use does not include the development of a single detached dwelling on agricultural land, nor does it include a building for the growing or processing of cannabis.

(4) “apartment unit” means any residential dwelling unit within a building containing more than two dwelling units where the residential units are connected by an interior corridor;

(5) “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;

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

(7) “capital costs” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or under an agreement,

(a) to acquire land or an interest in land,



- (b) to improve land,
 - (c) to acquire, construct or improve buildings and structures,
 - (d) to acquire, construct or improve facilities including:
 - (i) rolling stock, furniture and equipment with an estimated useful life of seven years or more,
 - (ii) materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, 1984, S.O. 1984, c. 57,
 - (iii) furniture and equipment, other than computer equipment,
 - (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d), 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;
- (8) “commercial use” means the use of land, structure or building for the purpose of buying and selling of commodities and supplying of services as distinguished from manufacturing or assembling of goods, also as distinguished from other purposes such as warehousing and/or an open storage yard;
- (9) “council” means the Council of the municipality;
- (10) “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;
- (11) “development charge” means a charge imposed with respect to growth-related net capital costs against land in the municipality under this by-law;
- (12) “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;

(13) “existing industrial building” means a building used for or in connection with:

- (a) manufacturing, producing, processing, storing or distributing something;
- (b) research or development in connection with manufacturing, producing or processing something;
- (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place;
- (d) office or administrative purposes, if they are:
 - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;

(14) “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;

(15) “front-end payment” means a payment made by an owner pursuant to a front-ending agreement, which may be in addition to a development charge that the owner is required to pay under this by-law, to cover the net capital costs of the services designated in the agreement that are required to enable the land to be developed;

(16) “front-ending agreement” means an agreement made under Section 44 of the Act between the municipality and any or all owners within a benefitting area providing for front-end payments by an owner or owners or for the installation of



services by an owner or owners or for the installation of services by an owner or owners or any combination thereof;

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

(18) “gross floor area” means the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from another dwelling unit or other portion of a building;

- i) In the case of a commercial, industrial and/or institutional building or structure, or in the case of a mixed-use building or structure in respect of the commercial, industrial and/or institutional 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 commercial, industrial and/or institutional use and a residential use.

(19) “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;

(20) “place of worship” means land that is owned by and used for the purposes of a place of worship, a churchyard, cemetery, or burial ground exempt from taxation under section 3 of the Assessment Act, R.S.O., 1990, c. A.31, as amended.

(21) “Planning Act” means the Planning Act, 1990, as amended;

(22) “rate” means the interest rate established weekly by the Bank of Canada for treasury bills having a term of 30 days;

(23) “regulation” means any regulation made pursuant to the Act;

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



(25) “semi-detached dwelling”, “duplex” or “row housing” means a dwelling unit in a residential building consisting of two (or more in the case of row housing) dwelling units having one vertical wall or one horizontal wall, but no other parts, attached to another dwelling unit where the residential units are not connected by an interior corridor;

(26) “services” (or “service”) means those services designated in Schedule “A” to this by-law or specified in an agreement made under Section 44 of the Act;

(27) “services in lieu” means those services specified in an agreement made under Section 8 of this by-law;

(28) “service standards” means the prescribed level of services on which the schedule of charges in Schedules “B-1” and “B-2” are based;

(29) “servicing agreement” means an agreement between a landowner and the municipality relative to the provision of municipal services to specified lands within the municipality;

(30) “single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure.

(31) “Special Care/Special Dwelling” means a Residential Use Building containing two or more rooms or suites of rooms designed or intended to be used for sleeping and living accommodation that have a common entrance from street level:

- (1) Where the occupants have the right to use in common halls, stairs, yards, common rooms and accessory buildings;
- (2) Which may or may not have exclusive sanitary and/or culinary facilities;
- (3) That is designated to accommodate persons with specific needs, including, but not limited to, independent permanent living arrangements;



- (4) Where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care, and attendant services may be provided at various levels;
 - (5) And includes, but is not limited to, retirement houses, nursing homes, group homes (including correctional group homes) and hospices;
2. For the purposes of this by-law each of the following permanent and seasonal units shall be deemed to be a separate dwelling unit:
- (i) Each single detached dwelling;
 - (ii) Each dwelling unit within a duplex or semi-detached dwelling; and
 - (iii) Each suite, apartment or unit within a triplex, quadraplex, high density multiple unit residential development or similar development;

SCHEDULE OF DEVELOPMENT CHARGES

2. (1) Subject to the provisions of this by-law, development charges against land shall be calculated and collected in accordance with the base rates set out in Schedules “B-1” and “B-2”, which relate to the services set out in Schedule “A”.
- (2) The development charge with respect to the use of any land, buildings or structures shall be calculated as follows:
- (a) in the case of residential development, or the residential portion of a mixed-use development, based upon the number and type of dwelling units;
 - (b) in the case of commercial and/or industrial, or the commercial and/or industrial portion of a mixed-use development, based upon the gross floor area of such development.



- (3) Council hereby determine that the development of land, buildings or structures for residential and commercial and/or industrial uses will require the provision, enlargement, expansion or improvement of the services referenced in Schedule “B”.

APPLICABLE LANDS

3. (1) Subject to Subsections (2), (3), (4) and (5), this by-law applies to all lands in the Township of South Frontenac whether or not the land or use is exempt from taxation under Section 3 of the Assessment Act, R.S.O. 1980, c.31.
- (2) This by-law shall not apply to land that is owned by and use for the purposes of:
- (a) a board of education;
 - (b) any municipality or local board thereof;
 - (c) bona fide agricultural use or farm building;
 - (d) a place of worship and land used in connection therewith, and a churchyard, cemetery and burial ground exempt from taxation under Section 3 of the Assessment Act, R.S.O. 1980, c.31.
 - (e) secondary residential units located both within the primary dwelling and in separate detached accessory structures.
- (3) This by-law shall not apply to that category of exempt development described in Subsection 2(3)(b) of the Development Charges Act, 1997, c.27 and Section 2 of O.Reg. 82/98, namely:



NAME OF CLASS OF RESIDENTIAL BUILDING	DESCRIPTION OF CLASS OF RESIDENTIAL BUILDINGS	MAXIMUM NUMBER OF ADDITIONAL DWELLING UNITS	RESTRICTIONS
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
Other residential buildings	A residential building not in another class of residential building described in this table.	One	the gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

- (4) (a) If a development includes the enlargement of the gross floor area of an existing industrial building, the amount of the development charge that is payable in respect of the enlargement is determined in accordance with this section.
- (b) If the gross floor area is enlarged by 50 percent or less, the amount of the development charge in respect of the enlargement is zero.
- (c) If the gross floor area is enlarged by more than 50 percent, the amount of the development charge in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
- (i) Determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.
 - (ii) Divide the amount determined under paragraph 1 by the amount of the enlargement.
- (d) The exemption to Development charges in (a) through (c) above shall only apply to the first instance of an industrial expansion.



- (5) That where a conflict exists between the provisions of the new by-law and any other agreement between the Township and the owner, with respect to land to be charged under this policy, the provisions of such agreement prevail to the extent of the conflict.
 - (6) This by-law is not applicable to development for which a complete application for building permit has been submitted prior to the in-force date of this by-law.
4. (1) Subject to Subsection (2), development charges shall apply to, and shall be calculated and collected in accordance with, the provisions of this by-law on land to be developed for residential and commercial, industrial and/or institutional use, where:
- (a) the development of that land will increase the need for services, and
 - (b) the development requires:
 - (i) the passing of a zoning by-law or an amendment thereto under Section 34 of the Planning Act, 1990;
 - (ii) the approval of a minor variance under Section 45 of the Planning Act, 1990;
 - (iii) a conveyance of land to which a by-law passed under Subsection 50(7) of the Planning Act, 1990;
 - (iv) the approval of a plan of subdivision under Section 51 of the Planning Act, 1990;
 - (v) a consent under Section 53 of the Planning Act, 1990;
 - (vi) the approval of a description under Section 51 of the Condominium Act, R.S.O. 1980, c.84; or
 - (vii) the issuing of a permit under the Building Code Act, R.S.O. 1992 in relation to a building or structure.
- (2) Subsection (1) shall not apply in respect of:



- (a) local services installed at the expense of the owner within a plan of subdivision as a condition of approval under Section 52 of the Planning Act, 1990;
- (b) local services installed at the expense of the owner as a condition of approval under Section 53 of the Planning Act, 1990.

EXISTING AGREEMENTS

- 5. An agreement with respect to charges related to development registered prior to passage of the by-law remains in effect after enactment of this by-law.

MULTIPLE CHARGES

- 6. (1) Where two or more of the actions described in Section 4(1) are required before land to which a development charge applies can be developed, only one development charge shall be calculated and collected in accordance with the provisions of this by-law.
- (2) Notwithstanding Subsection (1), if two or more of the actions described in Section 4(1) occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as designated in Schedule “A”, an additional development charge on the additional residential units and/or commercial and/or industrial floor area, shall be calculated and collected in accordance with the provisions of this by-law.

SERVICE STANDARDS

- 7. For the purposes of Section 8, the approved service standards for the municipality are those contained in the Development Charges Background Study dated May 31, 2019.

SERVICES IN LIEU

- 8. (1) Council may authorize an owner to substitute the whole or such part of the development charge applicable to the owner’s development as may be specified in an agreement by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement,



Council shall give to the owner a credit against the development charge otherwise applicable to the development, equal to the reasonable cost to the owner of providing the services in lieu provided such credit shall not exceed the total development charge payable by an owner to the municipality.

- (2) In any agreement under Subsection (1), Council may also give a further credit to the owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.
- (3) The credit provided for in Subsection (2) shall not exceed the service standards referenced in Section 7 and used in the calculation of the charges in Schedules “B-1” and “B-2” and no credit shall be charged to any development charges reserve fund prescribed in this by-law.

FRONT-ENDING AGREEMENTS

9. (1) Council may enter into a front-ending agreement with any or all owners within a benefitting area pursuant to Section 21 of the Development Charges Act, 1997, providing for the payment by the owner or owners of a front-end payment or for the installation of services by the owners or any combination of front-end payments and installation of services, which may be in addition to the required development charge.
- (2) Front-end payments made by benefitting owners under a front-ending agreement relating to the provision of services for which a development charge is payable shall be credited with an amount equal to the reasonable cost to the owner of providing the services, against the development charges otherwise payable under Schedule “B” of this by-law.
- (3) No credit given pursuant to Subsection 9(1) shall exceed the total development charge payable by the owner for the applicable service component or the standard of service outlined in Schedule “B” and referenced in Section 7.



- (4) The front-end payment required to be made by the benefitting owner under a front-ending agreement may be adjusted annually.

DEVELOPMENT CHARGE REDEVELOPMENT CREDITS

10. (1) Where there is a redevelopment of land on which there is a conversion of space proposed, or on which there was formerly erected a building or structure that has been demolished, a credit shall be allowed against the development charge otherwise payable by the owner pursuant to this By-law for the portion of the previous building or structure still in existence that is being converted or for the portion of the building or structure that has been demolished, as the case may be, calculated by multiplying the number and type of dwelling units being converted or demolished or the non-residential total floor area being converted or demolished by the relevant development charge in effect on the date when the development charge is payable in accordance with this By-law. If the development includes the conversion from one use (the “first use”) to another use, the credit shall be based on the development charges calculated pursuant to this By-law at the current development charge rates, that would be payable as development charges in respect of the first use.
- (2) A credit in respect of any demolition under this section shall not be given unless a building permit has been issued or a subdivision agreement, site plan agreement or a consent application has been entered into with the Township for the development within 5 years from the date the demolition permit was issued.
- (3) The amount of any credit hereunder shall not exceed, in total, the amount of the development charges otherwise payable with respect to the development.

TIMING OF CALCULATION AND PAYMENT

11. (1) Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted by the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies, or in a manner or at a time otherwise lawfully agreed upon.



- (2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- (3) Notwithstanding Subsections (1) and (2), an owner may enter into an agreement with the municipality to provide for the payment in full of a development charge before building permit issuance or later than the issuing of a building permit.

BY-LAW REGISTRATION

12. A certified copy of this by-law may be registered on title to any land to which this by-law applies.

RESERVE FUND(S)

13. (1) Monies received from payment of development charges shall be maintained in a separate reserve fund or funds, and shall be used only to meet the growth-related net capital costs for which the development charge was levied under this by-law.
- (2) Council directs the Municipal Treasurer to divide the reserve fund(s) created hereunder into the separate sub-accounts in accordance with the service categories set out in Schedule “A” to which the development charge payments shall be credited in accordance with the amounts shown, plus interest earned thereon.
- (3) Where any development charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (4) Where any unpaid development charges are collected as taxes under Subsection (3), the monies so collected shall be credited to the development charge reserve fund or funds referred to in Subsection (1).

BY-LAW AMENDMENT OR REPEAL

14. (1) Where this by-law or any development charge prescribed thereunder is amended or repealed either by order of the Local Planning Appeal



Tribunal or by the Municipal Council, the Municipal Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.

- (2) Refunds that are required to be paid under Subsection (1) shall be paid to the registered owner of the land on the date on which the refund is paid.
- (3) Refunds that are required to be paid under Subsection (1) shall be paid with interest to be calculated as follows:
 - (a) interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
 - (b) the refund shall include the interest owed under this Section;
 - (c) interest shall be paid at the Bank of Canada rate in effect on the later of:
 - (i) the date of enactment of this by-law, or
 - (ii) the date of the last quarterly adjustment, in accordance with the provisions of Subsection (4).
- (4) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be adjusted on the next following business day to the rate established by the Bank of Canada on that day, and shall be adjusted quarter-yearly thereafter in January, April, July and October to the rate established by the Bank of Canada on the day of adjustment.

DEVELOPMENT CHARGE SCHEDULE INDEXING

15. The development charges referred to in Schedules “B-1” and “B-2” shall be adjusted annually, without amendment to this by-law, commencing on the anniversary date of this by-law and annually thereafter in each year while this by-law is in force, in accordance with the Statistics Canada Quarterly, Construction Price Statistics catalogue number 62007.

BY-LAW ADMINISTRATION

16. This by-law shall be administered by the Municipal Treasurer.



SCHEDULES TO THE BY-LAW

17. The following schedules to this by-law form an integral part of this by-law:

Schedule “A” – Summary of Development Charge Services

Schedule “B-1” – Schedule of Residential and Non-Residential Development Charges for “Hard” Services

Schedule “B-2” – Schedule of Residential and Non-Residential Development Charges for “Soft” Services

DATE BY-LAW EFFECTIVE

18. (1) This by-law shall come into force and effect on the date of its enactment.
- (2) This by-law shall continue in force and effect for a term not to exceed five years from the date of its enactment, unless it is repealed at an earlier date.

BY-LAW REPEAL

19. By-law No. 2014-54 is hereby repealed on the effective date this By-law comes into force.

SHORT TITLE

20. This by-law may be cited as the Development Charges By-law.



THIS By-law read a first time the xx day of August, 2019.

THIS By-law read a second and third time and finally passed this xx day of August, 2019.

Ron Vandewal, Mayor

Angela Maddocks, Municipal Clerk



SCHEDULE "A"

SUMMARY OF DEVELOPMENT CHARGE SERVICES

Municipal-Wide Services

- Services Related to a Highway
- Fire Protection Services
- Police and Other Facilities
- Parks and Recreation
- Library Services
- Engineering Services – Studies
- Community Based Studies



SCHEDULE "B-1"

SCHEDULE OF RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT CHARGES FOR "HARD" SERVICES

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide "Hard" Services:						
Services Related to a Highway	6,856	5,495	4,481	3,132	2,747	4.62
Fire Protection Services	1,022	819	668	467	410	0.69
Police and Other Facilities	140	112	91	64	56	0.09
Engineering Services - Studies	84	67	55	38	34	0.05
Total Municipal Wide "Hard" Services	8,102	6,493	5,295	3,701	3,247	5.45

SCHEDULE "B-2"

SCHEDULE OF RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT CHARGES FOR "SOFT" SERVICES

Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide "Soft" Services:						
Parks and Recreation	991	794	648	453	397	0.33
Library Services	71	57	46	32	28	0.02
Community Based Studies	219	176	143	100	88	0.14
Total Municipal Wide "Soft" Services	1,281	1,027	837	585	513	0.50