



# 2024 Development Charges Background Study

Township of Puslinch

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For Public Review and Comment

June 24, 2024

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# Table of Contents

	Page
<b>Executive Summary .....</b>	<b>i</b>
<b>1. Introduction.....</b>	<b>1-1</b>
1.1 Purpose of this Document.....	1-1
1.2 Summary of the Process.....	1-2
1.3 Changes to the <i>Development Charges Act, 1997</i> .....	1-3
1.3.1 Bill 108: More Homes, More Choice Act, 2019 .....	1-4
1.3.2 Bill 138: Plan to Build Ontario Together Act, 2019 .....	1-4
1.3.3 Bill 197: COVID-19 Economic Recovery Act, 2020 .....	1-5
1.3.4 Bill 213: Better for People, Smarter for Business Act, 2020 .....	1-7
1.3.5 Bill 109: More Homes for Everyone Act, 2022 .....	1-7
1.3.6 Bill 23: More Homes Built Faster Act, 2022.....	1-7
1.3.7 Bill 97: Helping Homebuyers, Protecting Tenants Act, 2023....	1-11
1.3.8 Bill 134: Affordable Homes and Good Jobs Act, 2023 .....	1-11
1.3.9 Bill 185: Cutting Red Tape to Build More Homes Act, 2024.....	1-14
<b>2. Township of Puslinch’s Current D.C. Policy .....</b>	<b>2-1</b>
2.1 Schedule of Charges .....	2-1
2.2 Services Covered .....	2-1
2.3 Timing of D.C. Calculation and Payment .....	2-1
2.4 Approvals for Development.....	2-2
2.5 Indexing .....	2-2
2.6 Redevelopment Allowance .....	2-2
2.7 Exemptions .....	2-3
2.8 Current Development Charges .....	2-3
<b>3. Anticipated Development in the Township of Puslinch .....</b>	<b>3-1</b>
3.1 Requirement of the Act .....	3-1
3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast .....	3-1
3.3 Summary of Growth Forecast .....	3-2



# Table of Contents (Cont'd)

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



# Table of Contents (Cont'd)

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



## List of Acronyms and Abbreviations

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



# Executive Summary



# Executive Summary

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

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

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

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



- 5) Net capital costs are then allocated between residential and non-residential development types; and
- 6) Net costs divided by the anticipated development to provide the D.C.

(c) Subsequent to the passage of the Township's 2019 D.C. By-law (By-law 044-2019), a number of amendments to the D.C.A. have taken place. These changes have been incorporated throughout the report and in the draft by-law, as necessary. The legislative amendment to the D.C.A. include the following (details of each Act are provided in Chapter 1 of this report):

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

A summary of some of the amendments are outlined below that impact the Township's D.C. Study and proposed by-law:

- Limiting D.C. eligible services;
- Historical level of service calculation extended to a 15-year average;
- Capital cost definition revised to remove prescribe services for which land or an interest in land will be restricted (no services currently prescribed);
- Annual installment payments for rental and institutional development, in six equal payments commencing at occupancy;
- The determination<sup>1</sup> of D.C.s for development occurring within two years of a site plan or zoning by-law amendment planning approval for applications received and approved between January 1, 2020, and June 5, 2024, and for development occurring within 18 months of a site plan or zoning by-law amendment planning approval for applications received on or after January 1, 2020, where approval has not been granted prior to June 6, 2024;

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<sup>1</sup> With charges determined at the time of planning application.



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

(d) The growth forecast (provided in Chapter 3), summarized in Table ES-1, on which the D.C. is based, projects the following population, housing, and non-residential employment and associated gross floor area for the 10-year (mid-2024 to mid-2034) forecast period.

**Table ES-1**  
**Township of Puslinch**  
**Summary of Anticipated Municipal-Wide D.C. Residential and Non-Residential Development**

Measure	10 Year
(Net) Population Increase	962
(Gross) Population Increase in New Households*	1,046
Residential Unit Increase	353
Non-Residential Employment Increase	510



Measure	10 Year
Non-Residential Gross Floor Area Increase (sq.ft.)	585,000

\*Growth includes population in both permanent and institutional households

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

In total, gross capital costs of approximately \$27.54 million are forecast for the 10-year by-law term. These capital costs have been identified through discussion with Township staff. The costs included are to service the 10-year forecast, therefore, no deductions have been made related to the needs of growth beyond the forecast period. Other deductions in the determination of the D.C. recoverable costs include approximately \$23.4 million related to the portion of capital projects that will benefit the existing development, \$177,200 related to anticipated grants, subsidies, and other contributions, and \$60,400 related to costs associated with in-eligible D.C. services.

The resultant net D.C. recoverable costs included in the calculations for capital works anticipated over the 10-year forecast period totals approximately \$3.90 million, of which \$2.90 million is attributed to the forecasted residential development and \$1.0 million allocated to the forecasted non-residential development.



**Table ES-2**  
**Township of Puslinch**  
**Summary of Costs Anticipated During the Term of the By-law**

Description	Value (2024\$)
Total gross expenditures planned over the next ten years	\$27,538,653
Less: benefit to existing development	\$23,402,152
Less: post planning period benefit	\$0
Less: costs associated with D.C. ineligible services	\$60,400
Less: grants, subsidies, and other contributions	\$177,200
<b>Net costs to be recovered from D.C.s. over the term of the by-law</b>	<b>\$3,898,901</b>

(f) At present, the Township imposes D.C.s on residential developments in accordance with By-law 044-2019. The Township is undertaking a D.C. public process and anticipates passing a new D.C. by-law for the services identified in the D.C. Background Study. The statutory mandatory public meeting has been set for July 10, 2024, with adoption of the D.C. by-law anticipated for September 3, 2024.

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

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Provincial Offences Act Including By-law Enforcement; and
- Growth-Related Studies (class of services).

(g) Table ES-3 provides the calculated D.C.s for residential and non-residential developments by service.



The calculated D.C. for a single detached residential dwelling unit within the Township is \$8,240. The calculated D.C. for non-residential development within the Township is \$1.64 per sq.ft. of gross floor area.



**Table ES-3  
Township of Puslinch  
Calculated Schedule of Development Charges**

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,769	2,179	1,675	1,223	0.87
Fire Protection Services	1,657	1,304	1,003	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
<b>Total Township-Wide Services &amp; Class of Services</b>	<b>\$8,240</b>	<b>\$6,485</b>	<b>\$4,986</b>	<b>\$3,640</b>	<b>\$1.64</b>



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

**Table ES-4  
Township of Puslinch  
Single-Detached Residential Dwelling Unit D.C. Comparison**

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	4,119	2,769
Fire Protection Services	2,003	1,657
Parks and Recreation Services	969	2,961
Provincial Offences Act including By-Law Enforcement	-	6
Growth-Related Studies*	478	847
<b>Total Township-Wide Services/Classes</b>	<b>\$7,569</b>	<b>\$8,240</b>

\* Class of Services

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

Township-Wide Services/Class of Services	Current	Calculated
Services Related to a Highway	1.43	0.87
Fire Protection Services	0.68	0.52
Parks and Recreation Services	0.06	0.09
Provincial Offences Act including By-Law Enforcement	-	-
Growth-Related Studies*	0.16	0.16
<b>Total Township-Wide Services/Classes</b>	<b>\$2.33</b>	<b>\$1.64</b>

\* Class of Services

(i) Chapter 7 herein, provides the D.C. by-law policy recommendations and rules that govern the imposition of the charges. Council will consider the findings and recommendations provided herein and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law for each service, which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;



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

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



# Report



# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Purpose of this Document

---

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

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

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's D.C. background study, as summarized in Chapter 4. Chapter 6 contains the calculated D.C.s based on the increase in need and capital costs of services identified in Chapter 5. It also addresses the requirement for "rules" outlining the implementation of the charge as contained in Chapter 7. Appendix G provides the proposed by-law to be made available to the public as part of the approval process.

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

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



## 1.2 Summary of the Process

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The public meeting required under section 12 of the D.C.A., has been scheduled for July 10, 2024. 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 D.C. by-law.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on June 24, 2024.

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

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

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



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

Process Steps	Dates
Data collection, growth forecast development, staff review, engineering work, D.C. calculations and policy work	Early 2024 to Mid-2024
Public release of final D.C. Background study and proposed by-law	June 24, 2024
Public meeting advertisement placed in newspaper(s)	By 21 Days prior to the Public Meeting
Public meeting of Council	July 10, 2024
Council considers adoption of background study and passage of by-law	September 3, 2024
Newspaper notice given of by-law passage	By 20 days after passage
Last day for by-law appeal	40 days after passage
Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

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

Over the past five (5) years, a number of changes to the D.C.A. have been introduced through various legislation including the following:

- Bill 108: *More Homes, More Choice Act, 2019*;
- Bill 138: *Plan to Build Ontario Together Act, 2019*;
- Bill 197: *COVID-19 Economic Recovery Act, 2020*;
- Bill 213: *Better for People, Smarter for Business Act, 2020*;
- Bill 109: *More Homes for Everyone Act, 2022*;



- Bill 23: *More Homes Built Faster Act, 2022*;
- Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*;
- Bill 134: *Affordable Homes and Good Jobs Act, 2023*; and
- Bill 185: *Cutting Red Tape to Build More Homes Act, 2024*.

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

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

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

- A D.C. for rental housing and institutional developments will pay the charge in six equal annual installments, with the first payment commencing on the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, that further changes related to non-profit housing have been made under the *More Homes Built Faster Act, 2022*, summarized below). Any unpaid D.C. amounts may be added to the property and collected as taxes.
- For all developments triggering a D.C. within two years of a Site Plan or Zoning By-law Amendment planning approval, the D.C. shall be determined based on the charges in effect on the date the planning application was submitted. These provisions only apply to Site Plan and Zoning By-law Amendment planning applications received on or after January 1, 2020. These amendments do not affect developments approved under other planning application types (e.g., plan of subdivision, minor variance, etc.).
- The removal of the 10% statutory deduction for soft services, i.e., services limited to a 10-year forecast period.

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

The *Plan to Build Ontario Together Act, 2019* provided further amendments to the D.C.A. and *Planning Act*. This Act received Royal Assent on December 10, 2019.



Proclamation resulted in the sections related to the D.C.A. (schedule 10) coming into effect on January 1, 2020. The amendments to the D.C.A. included the removal of instalment payments for commercial and industrial developments that were originally included in the *More Homes, More Choice Act, 2019*.

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

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

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

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

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Storm water drainage and control services;
- Services related to a highway;
- Electrical power services;
- Waste diversion services;
- Policing services;
- Fire protection services;
- Ambulance services;
- Library Services;
- Long-term care services;
- Parks and recreation services (excluding the acquisition of land for parks);
- Public health services;
- Childcare and early years services;



- Housing services (Note that as per Bill 23, housing services are no longer eligible);
- *Provincial Offences Act* services;
- Services related to emergency preparedness;
- Services related to airports, but only in the Regional Municipality of Waterloo; and
- Additional services as prescribed.

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

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

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

### 1.3.3.3 *Statutory Exemptions*

The D.C.A. provides for statutory exemptions from payment of D.C.s related to additional residential units, where the development is creating additional residential dwelling units within prescribed classes of existing residential buildings or structures. This statutory exemption has been expanded to include secondary residential dwelling units, in prescribed classes, that are ancillary to existing residential buildings. Furthermore, additional statutory exemptions are provided for the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to new dwellings. Note, that further changes related to additional residential units have been made under the *More Homes Built Faster Act, 2022*, summarized below.



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

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

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

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

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

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

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

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



### *1.3.6.1 Additional Residential Unit Exemption*

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

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

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

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

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

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

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



- Attainable Units: Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
  - Note: for affordable and attainable units, the Township shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.
- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.
- Non-Profit Housing: Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

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

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

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

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

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

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

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



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

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

### *1.3.6.8 Installment Payments*

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

### *1.3.6.9 Rental Housing Discount*

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

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

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

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

### *1.3.6.11 Requirement to Allocate Funds Received*

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



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

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

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

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

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

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

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

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

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



The following table provides the definition of affordable residential units provided through Bill 134 (underlining added for emphasis).

Table 1-1  
Definition of Affordable Residential Units

Item	Bill 134 Definition (as per D.C.A.)
Affordable residential unit rent (subsection 4.1 (2), para. 1)	The rent is no greater than <u>the lesser of</u> , <ul style="list-style-type: none"> <li>i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and</li> <li>ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.</li> </ul>
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	The Minister of Municipal Affairs and Housing shall, <ul style="list-style-type: none"> <li>(a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60<sup>th</sup> percentile of gross annual incomes for renter households in the applicable local municipality</u>; and</li> <li>(b) identify the <u>rent</u> that, in the Minister's opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).</li> </ul>
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>the lesser of</u> , <ul style="list-style-type: none"> <li>i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and</li> <li>ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.</li> </ul>
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	The Minister of Municipal Affairs and Housing shall, <ul style="list-style-type: none"> <li>(a) determine the <u>income of a household</u> that, in the Minister's opinion, is <u>at the 60<sup>th</sup> percentile of gross annual incomes for households in the applicable local municipality</u>; and</li> <li>(b) identify the <u>purchase price</u> that, in the Minister's opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)</li> </ul>

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



- For Affordable Ownership Units: the cost of houses based on the average household income in the Township provides the amount to be measured against as the 90% of average purchase price is greater for all unit types, as follows:

Units	90% of Average Purchase Price	Cost of house based on average household income in the Township
Detached House	\$1,629,000	<b>\$596,400</b>
Semi-Detached House	\$621,000	<b>\$596,400</b>
Row/townhouse	\$1,053,000	<b>\$596,400</b>
Condominium Apartment	\$1,602,000	<b>\$596,400</b>

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

Units	Average Monthly Market Rent	Rent based on average household income in the Township
Bachelor unit	<b>\$1,145</b>	\$2,690
1-Bedroom unit	<b>\$1,487</b>	\$2,690
2-Bedroom unit	<b>\$1,629</b>	\$2,690
3 or more Bedrooms	<b>\$1,630</b>	\$2,690



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

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

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

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



# Chapter 2

## Township of Puslinch's Current D.C. Policy



## 2. Township of Puslinch's Current D.C. Policy

### 2.1 Schedule of Charges

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On July 17, 2019, the Township passed By-law 044-2019 under the D.C.A. to impose D.C.s for residential and non-residential uses. The D.C. by-law is set to expire on September 3, 2024.

### 2.2 Services Covered

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The following services are covered under By-law 044-2019:

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

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

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D.C.s are payable at the time of building permit issuance except those for Services Related to a Highway where, at the discretion of Council, shall be payable immediately upon entering into a subdivision agreement or consent agreement.

It is noted that the D.C. legislation has been amended since the passage of the by-law and D.C.s are now payable at the time of the first building permit issuance, except where payable at the time of a subdivision agreement, consent agreement, or as otherwise agreed upon with the Township through an early or late payment agreement.

Payments with respect to rental housing and institutional development pay their D.C.s over six (6) annual installments. Applications with respect to a site plan or zoning by-law amendment have their D.C. determined at the rates in effect at the time of planning application if the building permit for the proposed development is issued within two (2) years or 18 months of planning application approval, as applicable per the D.C.A. These provisions of the D.C.A. override the provisions of the current by-law.



## 2.4 Approvals for Development

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

- The passing of a zoning by-law or an amendment thereto;
- The approval of a minor variance;
- A conveyance of land to which a by-law passed under Subsection 50(7) of the *Planning Act*;
- The approval of a plan of subdivision;
- A consent;
- The approval under the *Condominium Act*; or
- The issuance of a building permit.

## 2.5 Indexing

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The rates contained in the by-law are indexed on January 1<sup>st</sup> of each year by the percentage change recorded in the most recent Non-Residential Building Construction Price Index produced by Statistics Canada (i.e., the prescribed index).

## 2.6 Redevelopment Allowance

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Where, as a result of the redevelopment of land, a building or structure is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, within 60 months prior to the date of payment of D.C.s, the D.C.s otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

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



charges under section 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

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

## 2.7 Exemptions

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The following non-statutory exemptions are provided under By-law 044-2019:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home occupation;
- Non-residential farm buildings used for agricultural purposes; and
- Institutional use.

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

## 2.8 Current Development Charges

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The Township's current D.C.s for residential and non-residential development are shown in Table 2-1, as per By-law 044-2019.



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

Service	Residential				Non-Residential (per sq.ft.)
	Single & Semi Detached	Multiples	Apartments with >= 2 Bedrooms	Apartments with < 2 Bedrooms	
Services Related to a Highway	4,119	3,081	2,239	1,903	1.43
Fire Protection Services	2,003	1,498	1,089	926	0.68
Parks and Recreation Services	969	725	528	448	0.06
Administration - Studies	478	358	260	221	0.16
<b>Total</b>	<b>\$7,569</b>	<b>\$5,662</b>	<b>\$4,116</b>	<b>\$3,498</b>	<b>\$2.33</b>



# Chapter 3

## Anticipated Development in the Township of Puslinch



## 3. Anticipated Development in the Township of Puslinch

### 3.1 Requirement of the Act

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

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

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

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

- County of Wellington Comprehensive Review Addendum Report, January 31, 2022, by Watson & Associates Economists Ltd.;
- Township of Puslinch 2019 Development Charges Background Study, May 17, 2019, by Watson & Associates Economists Ltd.;
- 2011, 2016 and 2021 population, household, and employment Census data;
- Historical residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Township staff; and
- Discussions with Township staff regarding anticipated residential and non-residential development in the Township of Puslinch.

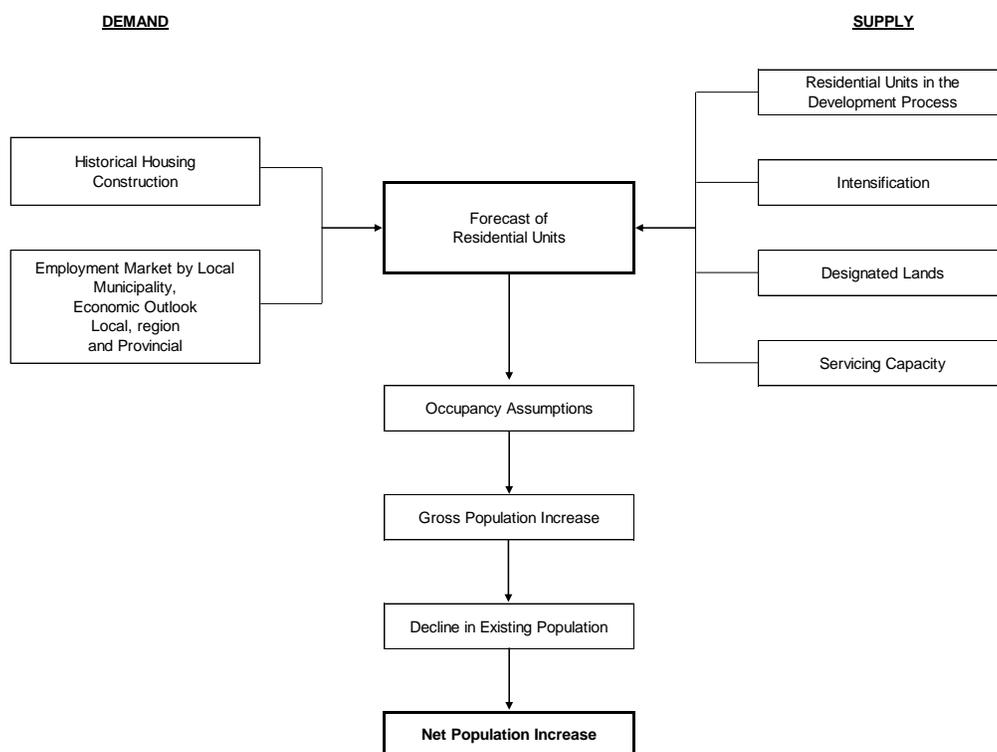


### 3.3 Summary of Growth Forecast

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

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Township of Puslinch (excluding census undercount) is anticipated to reach approximately 9,170 by mid-2034 resulting in an increase of approximately 960 persons.<sup>1</sup>

Figure 3-1  
Population and Household Forecast Model



<sup>1</sup> The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 4.3%. Population figures presented herein have been rounded



**Table 3-1  
Township of Puslinch  
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) <sup>[1]</sup>	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings <sup>[2]</sup>	Apartments <sup>[3]</sup>	Other	Total Households		Equivalent Institutional Households
Historical	<i>Mid 2011</i>	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
	<i>Mid 2016</i>	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	<i>Mid 2021</i>	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	<i>Mid 2024</i>	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
	<i>Mid 2034</i>	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
Incremental	<b>Mid 2011 - Mid 2016</b>	<b>320</b>	<b>307</b>	<b>-53</b>	<b>360</b>	<b>397</b>	<b>20</b>	<b>-11</b>	<b>-245</b>	<b>161</b>	<b>-48</b>	
	<b>Mid 2016 - Mid 2021</b>	<b>640</b>	<b>608</b>	<b>-7</b>	<b>615</b>	<b>135</b>	<b>-5</b>	<b>70</b>	<b>-50</b>	<b>150</b>	<b>-7</b>	
	<b>Mid 2021 - Mid 2024</b>	<b>270</b>	<b>259</b>	<b>1</b>	<b>258</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>1</b>	
	<b>Mid 2024 - Mid 2034</b>	<b>1,000</b>	<b>962</b>	<b>3</b>	<b>959</b>	<b>324</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>350</b>	<b>3</b>	

<sup>[1]</sup> Population includes the Census undercount estimated at approximately 4.3% and has been rounded.

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

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

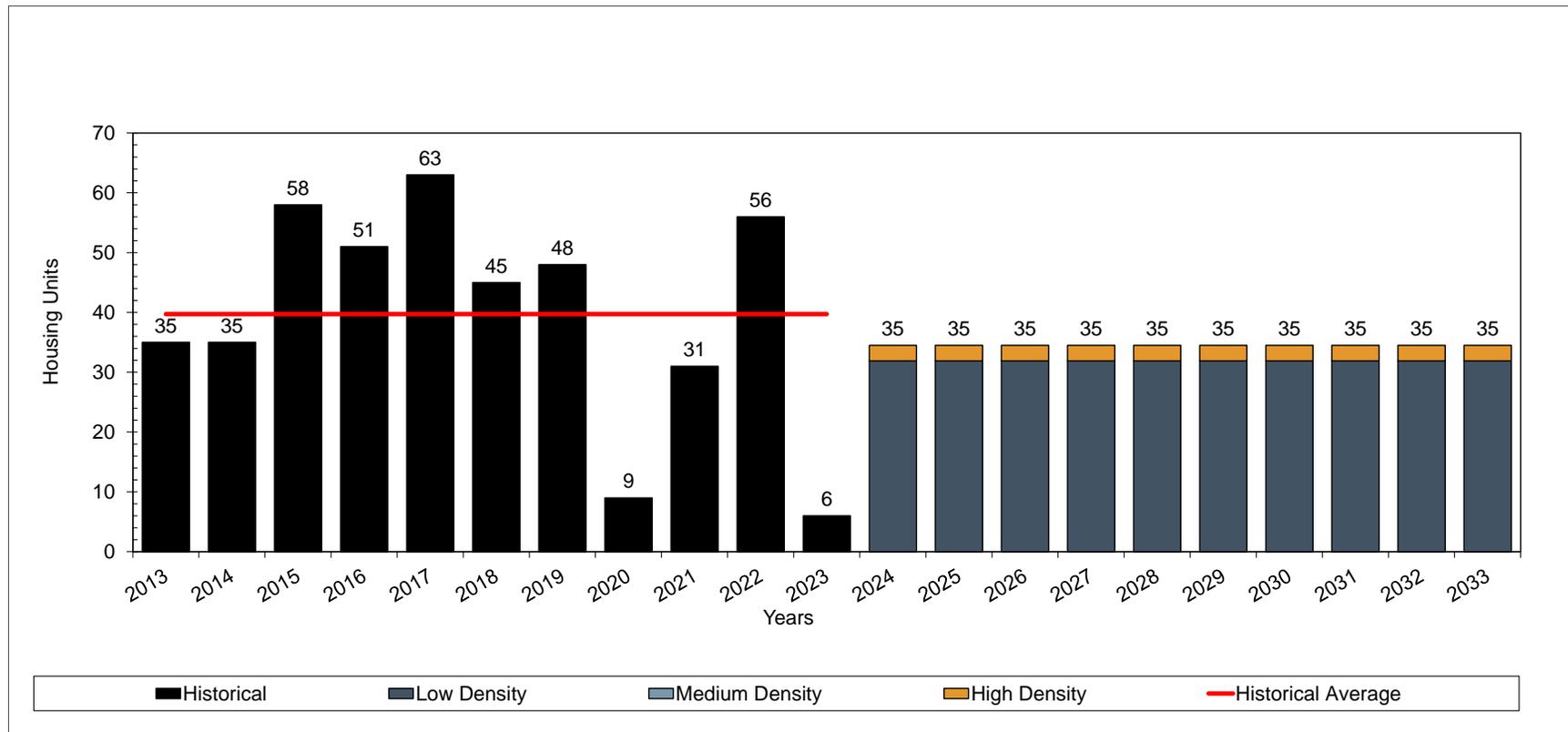
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



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



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

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 to 2023), by Watson & Associates Economists Ltd.



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

- Unit Mix (Appendix A - Schedules 1 and 4):
  - The housing unit mix for the Township was derived from a detailed review of historical development activity (as per Schedule 4), as well as active residential development applications, and discussions with Township staff regarding anticipated development trends for the Township.
  - Based on the above indicators, the mid-2024 to mid-2034 household growth forecast for the Township is comprised of a unit mix of 93% low density units (single detached and semi-detached) and 7% high density (bachelor, 1 bedroom and 2-bedroom apartments).
- Planning Period:
  - Short-term and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the Township has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.
- Population in New Housing Units (Appendix A - Schedules 2 and 3):
  - The number of housing units to be constructed by 2034 in the Township of Puslinch over the forecast period is presented in Table 3-1. Over the 2024 to 2034 forecast period, the Township is anticipated to average approximately 35 new housing units per year.
  - Institutional population<sup>1</sup> is anticipated to increase marginally by approximately 3 people between mid-2024 to mid-2034.
  - Population in new units is derived from Schedules 3 and 4 which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
  - Schedule 5a, Appendix A, summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Township. Due to data limitations medium and high density P.P.U. data was derived from the County of Wellington which includes the Township of Puslinch and is outlined in Schedule 5b. The total

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



calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which have been recently experienced in both new and older units. Forecasted 15-year average P.P.U.s by dwelling type are as follows:

- Low density: 3.089
- Medium density: 2.431
- High density: 1.718
- Existing Units and Population Change (Appendix A - Schedules 2 and 3):
  - Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 2).
  - The change in average occupancy levels for existing housing units is calculated in Schedules 2 and 3<sup>1</sup>. The forecast population change in existing households over the mid-2024 to mid-2034 forecast period is forecast to decline by approximately 90.
- Employment (Appendix A – Schedules 7a, 7b and 8):
  - The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Township divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
  - Mid-2016 employment data <sup>2,3</sup> (place of work) for the Township is outlined in Schedule 7a. The 2016 employment base is comprised of the following sectors:
    - 110 primary (2%);
    - 515 work at home employment (11%);

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<sup>1</sup> Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

<sup>2</sup> Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021, to June 14, 2021.

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



- 2,513 industrial (53%);
- 1,388 commercial/population-related (29%); and
- 205 institutional (4%).
- The mid-2016 employment by usual place of work, including work at home, is 4,730. An additional 880 employees have been identified for the Township in mid-2016 that have no fixed place of work (N.F.P.O.W.).<sup>1</sup>
- Total employment, including work at home and N.F.P.O.W. for the Township is anticipated to reach approximately 7,410 by mid-2034. This represents an employment increase of approximately 740 for the 10-year forecast period.
- Schedule 7b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Township (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 5,460 by mid-2034. This represents an employment increase of 510 for the 10-year forecast period.
- Non-Residential Sq.ft. Estimates (G.F.A.), (Appendix A - Schedule 7b):
  - Square footage estimates were calculated in Schedule 7b based on the following employee density assumptions:
    - 3,000 sq.ft. per employee for primary;
    - 1,400 sq.ft. per employee for industrial;
    - 510 sq.ft. per employee for commercial/population-related; and
    - 700 sq.ft. per employee for institutional employment.

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



- The Township-wide incremental G.F.A. is anticipated to increase by approximately 585,500 sq.ft. over the 10-year forecast period.
- In terms of percentage growth, the mid-2024 to mid-2034 incremental G.F.A. forecast by sector is broken down as follows:
  - Primary - 3%
  - Industrial - 82%;
  - Commercial/population-related - 12%; and
  - Institutional - 3%.



# 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 Services Potentially Involved

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

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

### 4.3 Increase in the Need for Service

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





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

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

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

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

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



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
5. Electrical Power Services	n/a n/a n/a	5.1 Electrical substations 5.2 Electrical distribution system 5.3 Electrical system rolling stock <sup>1</sup>
6. Transit Services	n/a n/a	6.1 Transit vehicles <sup>1</sup> & facilities 6.2 Other transit infrastructure
7. Waste Diversion Services	n/a n/a	7.1 Waste diversion facilities 7.2 Waste diversion vehicles and equipment <sup>1</sup>
8. Policing Services	n/a n/a n/a	8.1 Police detachments 8.2 Police rolling stock <sup>1</sup> 8.3 Small equipment and gear
9. Fire Protection Services	Yes Yes Yes	9.1 Fire stations 9.2 Fire Vehicles <sup>1</sup> 9.3 Fire Equipment and gear
10. Ambulance Services	n/a n/a	10.1 Ambulance station space 10.2 Vehicles <sup>1</sup>
11. Services provided by a board within the meaning of the <i>Public Libraries Act</i>	n/a n/a n/a	11.1 Public library space (incl. furniture and equipment) 11.2 Library vehicles <sup>1</sup> 11.3 Library materials
12. Services Related to Long-Term Care	n/a n/a	12.1 Long-Term Care space 12.2 Vehicles <sup>1</sup>
13. Parks and Recreation Services	Ineligible  Yes Yes Yes  Yes	13.1 Acquisition of land for parks, woodlots, and E.S.A.s 13.2 Development of municipal parks 13.3 Parks rolling stock <sup>1</sup> and yards 13.4 Facilities, such as arenas, indoor pools, fitness facilities, community centres, etc. 13.5 Recreation vehicles and equipment <sup>1</sup>
14. Services Related to Public Health	n/a n/a	14.1 Public Health department space 14.2 Public Health department vehicles <sup>1</sup>

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



Categories of Township Services	Inclusion in the D.C. Calculation	Service Components
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the <i>Child Care and Early Years Act, 2014</i> and any related services.	n/a n/a	15.1 Childcare space 15.2 Vehicles <sup>11</sup>
16. Services related to proceedings under the <i>Provincial Offences Act, including by-law enforcement services and municipally administered court services</i>	Yes  Yes	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles <sup>1</sup>
17. Services Related to Emergency Preparedness	n/a n/a	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	Ineligible Ineligible	18.1 Airports 18.2 Other Airports
20. Other	Yes  Yes	20.1 Interest on money borrowed to pay for growth-related capital 20.2 Studies in connection with eligible services, including the D.C. background study cost.

## 4.4 Local Service Policy

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

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



## 4.5 Capital Forecast

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

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

The capital costs include:

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

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

## 4.6 Treatment of Credits

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Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that, “...the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an

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ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

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

## 4.7 Class of Services

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

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

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. As of June 6, 2024, Bill 185 has received Royal Assent, thereby the growth-related studies have been provided as a class of service for purposes of calculating the D.C.s.

## 4.8 Existing Reserve Funds

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

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

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

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



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

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

The Township's D.C. reserve fund balance by service as of December 31, 2023, is provided in Table 4-2. These balances have been considered in the D.C. calculations:

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

Services/Class of Services	Totals
Services Related to a Highway	\$1,341,563
Fire Protection Services	\$1,249,341
Parks and Recreation Services	\$15,776
Growth-Related Studies	\$159,952
<b>Total</b>	<b>\$2,766,632</b>

## 4.9 Deductions

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

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

The requirements behind each of these reductions are addressed below.



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

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

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

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

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

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

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



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

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

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

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

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

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Municipal-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and



generally results in only a limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

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

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

### **4.10 Municipal-wide vs. Area-Specific**

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This step involves determining whether all of the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the 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*.

The calculated D.C.s herein are based on a Township-wide basis for all services/class of service.

### **4.11 Allocation by Type of Development**

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

### **4.12 Asset Management**

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The legislation now requires that a D.C. background study must include an asset management plan (subsection 10 (2) c.2). The asset management plan (A.M.P.) must

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



# Chapter 5

## D.C. Eligible Cost Analysis by Service



## 5. D.C. Eligible Cost Analysis by Service and Class of Service

### 5.1 Introduction

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This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis for the defined service areas. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A., and described in Chapter 4, was followed in determining D.C. eligible costs.

The service component is evaluated on two format sheets:

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

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

### 5.2 Service Levels and 10-Year Capital Costs for Municipal-wide D.C. Services and Class of Services Calculation

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This section evaluates the development-related capital requirements for Township services under a 10-year planning period.

#### 5.2.1 Services Related to a Highway

The Township's inventory of roadways is measured in kilometres (km). In total, the Township currently maintains 180.56 km of D.C. eligible roads, excluding local roads. Additionally, the Township maintains a total of 7 bridges and 15 culverts, 51 streetlights and poles, and 3.50 km of sidewalks, along the D.C. eligible roads. Further, 7,995 sq.ft. of roads operations facility space is owned and used by the Township for Services



Related to a Highway, along with 24 vehicles and equipment items to service the road network.

The total inventory of assets over the past 15-years results in an invested level of service of \$13,272 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$12.77 million is applicable.

Table 5-1 provides the 10-year capital program for Services Related to a Highway. The capital program includes roads resurfacing, upgrade, and expansion projects, bridge and culvert upgrades, and provisions for traffic calming measures, as well as a provision for additional fleet to maintain the expanded infrastructure to service growth. The total gross capital cost of the program is approximately \$19.43 million over the 10-year forecast period. Deductions related to the costs which benefit the existing development have been applied in the amount of approximately \$16.65 million. Additionally, approximately \$1.34 million in existing D.C. reserve fund proceeds have been deducted from the forecast D.C. recoverable capital needs, reflecting funding already available to meet the growth-related needs.

As a result, the total D.C. recoverable cost of approximately \$1.44 million has been included in the calculation of the charge, of which \$937,163 (65%) and \$504,626 (35%) has been attributed to residential and non-residential developments, respectfully. These attributions are based on the incremental growth anticipated in population and employment over the 10-year forecast period.

### **5.2.2 Parks and Recreation Services**

The Township provides a variety of parks and recreation-related assets to service the community. Currently, the Township has 49.1 acres of parkland within its jurisdiction consisting of various sized parks. The Township also maintains 18 parkland amenities within the boundaries of the parks, such as baseball fields, soccer fields, playgrounds, tennis courts, and basketball courts, etc. In addition, there are approximately 1,120 linear metres of paths and trails throughout the Township. Further, there are multiple facilities that parks, and recreation is serviced from, including community centres, parks operations & storage buildings, and office space for parks and recreation staff. These facilities provide a total of 36,978 sq.ft. of space. Finally, the parks and recreation services are maintained with 9 vehicles and equipment assets. The total inventory of assets related to Parks and Recreation Services over the past 15-years results in an



invested level of service of \$2,383 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$2.29 million is applicable.

Over the 10-year forecast period the Township will continue implementing the recommendations from the Parks and Recreation Master Plan. The Township has also identified provisions for an additional lawn mower, facility space, and new parkland development as part of its parks and recreation services capital program.

Table 5-2 provides the associated 10-year capital program anticipated for Parks and Recreation Services. The capital program identifies a total gross capital cost of approximately \$1.58 million. A deduction related to the portion of costs that benefit the existing development has been made in the amount of \$407,600, as well as \$102,200 being deducted for the growth-related portion of anticipated third-party funding towards these projects. Finally, a deduction of \$15,776 has been made to recognize the balance in the existing D.C. reserve fund. As a result, approximately \$1.06 has been included in the calculation of the charge.

As the predominant users of Parks and Recreation Services tend to be residents of the Township, the forecast D.C. recoverable costs have been allocated 95% to future residential development and 5% to future non-residential development. Therefore, approximately \$1.0 million, and \$52,761 has been allocated to residential and non-residential developments, respectively.

### **5.2.3 Provincial Offences Act, including By-law Enforcement**

The Township provides facility space for by-law enforcement of 122 sq.ft. In addition, the Township provides a vehicle and equipment items for the by-law enforcement officer. As such, the Township's level of service over the past 15-years equates to \$3.53 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of \$3,396 may be included in the D.C. calculation.

Table 5-3 provides the capital program related to Provincial Offences Act, including By-law Enforcement. It includes the need to provide additional facility space and equipment to expand the by-law enforcement service for the anticipated growth within the Township. Therefore, a provision of \$3,300 related to growth has been included in the calculated charge. These costs have been allocated to residential development in the amount of \$2,145 (65%) and non-residential development in the amount of \$1,155



(35%). The allocations have been made on based on the relationship of incremental population and employment growth anticipated over the 10-year forecast period.

#### **5.2.4 Fire Protection Services**

The Township currently provides Fire Protection Services to its community from 8,460 sq.ft. of facility space. In addition, the Fire Protection Services are provided utilizing 7 fire vehicles and 246 items related to small equipment and gear to its community.

The total inventory of assets over the past 15-years results in an invested level of service of \$1,906 per capita. When applied to the 10-year forecast population, a maximum D.C. eligible cost of approximately \$1.83 million is applicable.

The 10-year capital program for Fire Protection Services is provided in Table 5-4. The capital program included a total gross capital cost of approximately \$5.39 million over the 10-year forecast period. The capital program includes provisions for additional facility space and equipment, as well as the replacement and expansion of an aerial and pumper, to service growth. Deductions related to the costs that benefit the existing development of approximately \$3.28 million have been made. Additionally, a deduction of approximately \$1.25 million has been made to recognize the balance in the existing D.C. reserve fund.

As a result of these deductions, the D.C. recoverable cost of \$863,159 has been apportioned to residential and non-residential development. The residential development cost share totals \$561,053 (65%) and non-residential development cost share totals \$302,106 (35%). The allocation of D.C. recoverable costs by type of development is based on the incremental population and employment growth over the period.

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

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

“For greater certainty, a development charge by-law may provide for a class consisting of studies in respect of any service listed in subsection 2



(4) whose capital costs are described in paragraphs 5 and 6 of subsection 5 (3)".

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

- Services Related to a Highway;
- Fire Protection Services;
- Provincial Offences Act, including By-law Enforcement; and
- Parks and Recreation Services.

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

- Development Charge Studies;
- Master Fire Plan;
- Community Risk Assessment for Fire Protection Services;
- Regionally Significant Economic Development Studies;
- Development Standards Guidelines;
- Recreation & Parks Master Plan;
- Community Based Strategic Plan;
- Asset Management Plans and Policy Updates;
- Conservation and Demand Management Plan;
- Development of a Township Official Plan;
- Building Condition Assessment Studies;
- Zoning By-law Update;
- Transportation Master Plan
- Traffic Count Study;
- Road Condition Index Update Studies
- Comprehensive Speed Limit Review Study; and
- Comprehensive By-law Enforcement Legislative Reviews.

The list of growth-related studies, as provided in Table 5-5, has an estimated gross capital cost of approximately \$1.14 million. Deductions related to non-D.C. eligible services of \$60,400, benefit to existing development of \$467,172, anticipated grant



funding of \$75,000, and the balance in the existing D.C. reserve fund of \$159,952, have been made. Therefore, the net D.C. recoverable cost of \$375,477 has been included for calculation purposes. Table 5-5 provides the summary of the class of service for growth-related studies.

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

- Services Related to a Highway – 42.90%
- Fire Protection Services – 25.66%
- Provincial Offences Act, including By-law Enforcement – 0.07%
- Parks and Recreation Services – 31.37%

The allocation of the net growth-related costs between residential and non-residential development is based on the residential and non-residential allocations for each service area and are presented in Table 5-6 below (i.e. 76% residential and 24% non-residential).

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

<b>Services</b>	<b>Total</b>	<b>Residential Share</b>	<b>Non-Residential Share</b>
Services Related to a Highway	120,026	96,691	23,335
Fire Protection Services	113,554	67,004	46,550
Parks and Recreation Services	108,814	98,998	9,816
Provincial Offences Act including By-Law Enforcement	33,082	23,965	9,117
<b>Total</b>	<b>\$375,477</b>	<b>\$286,658</b>	<b>\$88,819</b>
<b>Growth Studies Class of Services Residential/Non-Residential %</b>		<b>76%</b>	<b>24%</b>



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

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
<b>Roads</b>											
1	Concession 2: Side Road 20 South to Sideroad 25 South (Truck Route)	2026	933,000	-	-	933,000	806,100	-	126,900	82,485	44,415
2	Concession 2/2A: Sideroad 25 South to Concession 2	2026	291,000	-	-	291,000	251,400	-	39,600	25,740	13,860
3	Traffic Calming - Streetscaping Morriston - Phase 2	2028	146,500	-	-	146,500	126,600	-	19,900	12,935	6,965
4	Concession 1: Sideroad 10 South to County Road 35	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
5	Winer Road: McLean Road to Nicholas Beaver Road	2025	524,400	-	-	524,400	453,100	-	71,300	46,345	24,955
6	Mason Road: Concession 7 to End	2025	65,000	-	-	65,000	56,200	-	8,800	5,720	3,080
7	Maple Leaf Lane: County Road 46 to End	2024	104,966	-	-	104,966	90,700	-	14,266	9,273	4,993
8	Concession 4: Sideroad 20 North to Curve in Road	2029	131,000	-	-	131,000	113,200	-	17,800	11,570	6,230
9	Watson Road South: Hume Road to Maltby Road East and Watson Road South: County Road 37 (Arnell Road) to Hume Road	2024	756,036	-	-	756,036	653,200	-	102,836	66,843	35,993
10	Gore Road - Valens Road to Concession 7	2024	659,150	-	-	659,150	569,500	-	89,650	58,273	31,378
11	Victoria Street And Church Street: Calfass Road to Queen Street (Highway 6)	2030	129,000	-	-	129,000	111,500	-	17,500	11,375	6,125
12	Leslie Road West: Victoria Road South to Watson Road South	2025	587,000	-	-	587,000	507,200	-	79,800	51,870	27,930
13	Sideroad 20 North: Concession 4 to Forestell Road	2029	325,000	-	-	325,000	280,800	-	44,200	28,730	15,470
14	Concession 4 - County Road 35 to Sideroad 20 North	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
15	Concession 1: Leslie Road West to Highway 6	2025	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
16	Concession 1/Leslie Rd W: Concession 7 to Highway 6	2025	684,000	-	-	684,000	591,000	-	93,000	60,450	32,550
17	Puslinch-Flamborough Townline: Leslie Road West to Township Limits	2025	88,000	-	-	88,000	76,000	-	12,000	7,800	4,200
18	Nicholas Beaver Road: Winer Road to Brock Road South	2025	436,000	-	-	436,000	376,700	-	59,300	38,545	20,755
19	Concession 2: Sideroad 10 South to County Road 35	2026	601,000	-	-	601,000	519,300	-	81,700	53,105	28,595
20	Concession 2 - Country Road 35 to Sideroad 25 South	2026	610,000	-	-	610,000	527,000	-	83,000	53,950	29,050
21	Concession 2A: Concession 2 to Concession 7	2026	108,000	-	-	108,000	93,300	-	14,700	9,555	5,145
22	Concession 2 Culvert	2026	160,000	-	-	160,000	138,200	-	21,800	14,170	7,630
23	Leslie Road West Culvert	2027	110,000	-	-	110,000	95,000	-	15,000	9,750	5,250
24	Victoria Road South: County Road 34 to Maltby Road East	2027	944,000	-	-	944,000	815,600	-	128,400	83,460	44,940
25	Cooks Bridge	2027	750,000	-	-	750,000	648,000	-	102,000	66,300	35,700
26	Cooks Mill Road: Bridge to County Road 41	2027	128,000	-	-	128,000	110,600	-	17,400	11,310	6,090
27	Roadside Safety Allowances - Bridges and Culverts	2028	204,000	-	-	204,000	176,300	-	27,700	18,005	9,695
28	Gore Road: County Road 35 to Foreman Road	2028	602,000	-	-	602,000	520,100	-	81,900	53,235	28,665
29	Gore Road: Concession 7 to Lennon Road	2028	280,000	-	-	280,000	241,900	-	38,100	24,765	13,335



Table 5-1 (Cont'd)  
Township of Puslinch  
Infrastructure Costs Included in the Development Charge Calculation  
For Services Related to a Highway

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
30	Concession 1 Culvert	2029	20,000	-	-	20,000	17,300	-	2,700	1,755	945
31	Sideroad 20 North: County Road 34 to Concession 4	2029	605,000	-	-	605,000	522,700	-	82,300	53,495	28,805
32	Concession 1: Townline Road to Transition	2029	370,000	-	-	370,000	319,700	-	50,300	32,695	17,605
33	Concession 1: Transition to Transition	2029	615,000	-	-	615,000	531,400	-	83,600	54,340	29,260
34	Concession 1: Transition to Sideroad 10 South	2029	219,000	-	-	219,000	189,200	-	29,800	19,370	10,430
35	Sideroad 10 North - Forestell Road to Laird Road West	2030	302,000	-	-	302,000	260,900	-	41,100	26,715	14,385
36	Laird Road West - End to Country Road 32	2030	125,000	-	-	125,000	108,000	-	17,000	11,050	5,950
37	Old Brock Road: Cockburn Street to End	2030	34,000	-	-	34,000	29,400	-	4,600	2,990	1,610
38	Ellis Road: County Road 32 to 6725 Ellis Road	2030	544,000	-	-	544,000	470,000	-	74,000	48,100	25,900
39	Gilmour Road: County Road 46 (Brock Road) to Subdivision Entrance	2031	73,000	-	-	73,000	63,100	-	9,900	6,435	3,465
40	Smith Road - Concession 7 to County Road 34	2031	97,000	-	-	97,000	83,800	-	13,200	8,580	4,620
41	Back Street - Main Street to Badenoch Street East	2031	101,000	-	-	101,000	87,300	-	13,700	8,905	4,795
42	Hume Road - Nassagaweya-Puslinch Townline to Watson Road South	2031	683,000	-	-	683,000	590,100	-	92,900	60,385	32,515
43	Beiber Road - Nicholas Beaver Road to private property	2032	78,000	-	-	78,000	67,400	-	10,600	6,890	3,710
44	Main Street - Badenoch Street East to Morrison Ball Park	2032	75,000	-	-	75,000	64,800	-	10,200	6,630	3,570
45	Watson Road South - bridge to bridge	2032	211,000	-	-	211,000	182,300	-	28,700	18,655	10,045
46	Victoria Road South: Leslie Road West to County Road 36	2033	650,000	-	-	650,000	561,600	-	88,400	57,460	30,940
47	Provision for Upgrading Gravel Roads to Paved Roads	2025-2026	1,586,000	-	-	1,586,000	1,370,300	-	215,700	140,205	75,495
48	Provision for Traffic Calming Measures	2024-2033	150,000	-	-	150,000	75,000	-	75,000	48,750	26,250
<b>Bridges and Culverts</b>											
49	Victoria Road Culvert Over Galt Creek	2033	170,000	-	-	170,000	146,900	-	23,100	15,015	8,085
50	Victoria Road Culvert North of Leslie	2033	200,000	-	-	200,000	172,800	-	27,200	17,680	9,520
51	Ellis Road Culvert Over Puslinch Lake Irish Creek	2030	700,000	-	-	700,000	604,800	-	95,200	61,880	33,320
<b>Roads &amp; Related Vehicles</b>											
52	Provision for Additional Growth-Related Fleet	2024-2033	100,000	-	-	100,000	-	-	100,000	65,000	35,000
53	<b>Reserve Fund Adjustment</b>						1,341,563		(1,341,563)	(872,016)	(469,547)
	<b>Total</b>		<b>19,429,052</b>	<b>-</b>	<b>-</b>	<b>19,429,052</b>	<b>17,987,263</b>	<b>-</b>	<b>1,441,789</b>	<b>937,163</b>	<b>504,626</b>



**Table 5-2**  
**Township of Puslinch**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For Parks and Recreation Services**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
1	Community Centre Complex: Tennis Court Paving (Phase 1 of Parks Master Plan)	2024	292,000	-	-	292,000	234,500	31,400	26,100	24,795	1,305
2	Provision for additional Lawn Tractor	2025	55,000	-	-	55,000	-	-	55,000	52,250	2,750
3	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	2024	417,000	-	-	417,000	173,100	70,800	173,100	164,445	8,655
4	Puslinch Lake Access: Bench, Gravel Path, & signage	2024	7,700	-	-	7,700	-	-	7,700	7,315	385
5	Puslinch Minor Baseball Club Fencing at Old Morriston & Morriston Meadows	2024	9,100	-	-	9,100	-	-	9,100	8,645	455
6	Provision for Additional Facility Space	2024-2033	100,000	-	-	100,000	-	-	100,000	95,000	5,000
7	Provision for Developing new Parks related to Subdivisions	2024-2033	700,000	-	-	700,000	-	-	700,000	665,000	35,000
8	Reserve Fund Adjustment		-	-	-	-	15,776		(15,776)	(14,987)	(789)
	<b>Total</b>		<b>1,580,800</b>	<b>-</b>	<b>-</b>	<b>1,580,800</b>	<b>423,376</b>	<b>102,200</b>	<b>1,055,224</b>	<b>1,002,463</b>	<b>52,761</b>

**Table 5-3**  
**Township of Puslinch**  
**Infrastructure Costs Included in the Development Charge Calculation**  
**For P.O.A., including By-law Enforcement**

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 65%	Non-Residential Share 35%
1	Provision for Additional Facility Space and By-law Enforcement Equipment	2024-2033	3,300	-	-	3,300	-	-	3,300	2,145	1,155
	<b>Total</b>		<b>3,300</b>	<b>-</b>	<b>-</b>	<b>3,300</b>	<b>-</b>	<b>-</b>	<b>3,300</b>	<b>2,145</b>	<b>1,155</b>



Table 5-4  
Township of Puslinch  
Infrastructure Costs Included in the Development Charge Calculation  
For Fire Protection Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	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 65%	Non-Residential Share 35%
1	Provision for Additional Facility Space	2024-2025	1,700,000	-	1,700,000	425,000	-	1,275,000	828,750	446,250
2	Provision for Additional Light Duty Service Vehicle	2025-2029	75,000	-	75,000	-	-	75,000	48,750	26,250
3	Provision for Replacement and Expansion of the Aerial Vehicle with a larger vehicle	2028-2033	2,500,000	-	2,500,000	2,000,000	-	500,000	325,000	175,000
4	Wild Land Firefighting Equipment	2024	12,500	-	12,500	-	-	12,500	8,125	4,375
5	Pumper 31 Replacement and Expand for additional water capacity	2025	1,100,000	-	1,100,000	850,000	-	250,000	162,500	87,500
6	Reserve Fund Adjustment		-	-	-	1,249,341	-	(1,249,341)	(812,072)	(437,269)
	<b>Total</b>		<b>5,387,500</b>	<b>-</b>	<b>5,387,500</b>	<b>4,524,341</b>	<b>-</b>	<b>863,159</b>	<b>561,053</b>	<b>302,106</b>



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

Proj. No.	Increased Service Needs Attributable to Anticipated Development  2024 to 2033	Timing (year)	Service to Which Project Relates	Total 2024	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
									Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
1	Development Charges Study	2024	All Services		24,000	-	-	24,000	-	-	24,000	17,857	6,143
2	Development Charges Study	2033	All Services		30,000	-	-	30,000	-	-	30,000	22,323	7,677
3	Community Based Strategic Plan	2027	All Services		30,000	-	3,000	27,000	1,001	25,000	999	741	258
4	Regionally Significant Economic Development Study Area Phase 1 (Employment Lands)	2024	All Services		100,000	-	10,000	90,000	-	25,000	65,000	48,367	16,633
5	Regionally Significant Economic Development Study Area Phase 2 (Residential)	2025	All Services		60,000	-	6,000	54,000	-	25,000	29,000	21,579	7,421
6	Asset Management Plan and Policy Updates	2024	All Services		67,000	-	6,700	60,300	53,976	-	6,324	4,706	1,618
7	Asset Management Plan and Policy Updates	2029	All Services		67,000	-	6,700	60,300	53,976	-	6,324	4,706	1,618
8	Conservation and Demand Management Plan	2024	All Services		7,500	-	750	6,750	6,042	-	708	527	181
9	Conservation and Demand Management Plan	2029	All Services		7,500	-	750	6,750	6,042	-	708	527	181
10	Provision for the development of a Township Official Plan	2026-2027	All Services		200,000	-	20,000	180,000	45,001	-	134,999	100,455	34,544
11	Zoning By-law Update	2026-2027	All Services		35,001	-	3,500	31,501	7,876	-	23,625	17,579	6,046
12	Development Standards Guidelines	2024	All Services		30,000	-	3,000	27,000	-	-	27,000	20,091	6,909
13	Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr	2024-2025	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
14	Traffic Count Study	2028	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
15	Traffic Count Study	2033	Services Related to a Highway		30,000	-	-	30,000	25,920	-	4,080	2,652	1,428
16	Roads Condition Index Updates	2028	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
17	Roads Condition Index Updates	2033	Services Related to a Highway		40,000	-	-	40,000	34,560	-	5,440	3,536	1,904
18	Transportation Master Plan	2033	Services Related to a Highway		50,000	-	-	50,000	20,000	-	30,000	19,500	10,500
19	Master Fire Plan	2025-2026	Fire Protection Services		60,000	-	-	60,000	24,000	-	36,000	23,400	12,600
20	Community Risk Assessment	2024	Fire Protection Services		25,000	-	-	25,000	10,000	-	15,000	9,750	5,250
21	Recreation & Parks Master Plan	2025-2026	Parks and Recreation Services		50,000	-	-	50,000	20,000	-	30,000	28,500	1,500
22	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment - Optimist Recreation Centre and Puslinch Community Centre	2024	Parks and Recreation Services		10,000	-	-	10,000	8,951	-	1,049	997	52
23	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment (STUDY) - Optimist Recreation Centre and Puslinch Community Centre	2029	Parks and Recreation Services		15,000	-	-	15,000	13,427	-	1,573	1,494	79
24	Comprehensive By-law Enforcement Legislative Review	2024	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
25	Comprehensive By-law Enforcement Legislative Review	2029	P.O.A. including By-law Enforcement Services		50,000	-	-	50,000	25,000	-	25,000	16,250	8,750
26	<b>Reserve Fund Adjustment</b>				-	-	-	-	159,952	-	(159,952)	(103,969)	(55,983)
	<b>Total</b>				<b>1,138,001</b>	<b>-</b>	<b>60,400</b>	<b>1,077,601</b>	<b>627,124</b>	<b>75,000</b>	<b>375,477</b>	<b>286,658</b>	<b>88,819</b>



# Chapter 6

## D.C. Calculation



## 6. D.C. Calculation

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

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

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The residential D.C. recoverable capital cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 7) to calculate the charges in Table 6-1.

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



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

SERVICE/CLASS OF SERVICES	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	Single Detached Unit	Non-Residential per sq.ft. of (G.F.A.)
	\$	\$	\$	\$
1. <u>Services Related to a Highway</u>				
1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and equipment	937,163	504,626	2,768	0.85
2. <u>Fire Protection Services</u>				
2.1 Fire facilities, vehicles & equipment	561,053	302,106	1,657	0.52
3. <u>Parks and Recreation Services</u>				
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,002,463	52,761	2,961	0.09
4. <u>Provincial Offences Act including By-Law Enforcement</u>				
4.1 Facilities, vehicles and equipment	2,145	1,155	6	-
5. <u>Growth-Related Studies</u>	286,658	88,819	847	0.16
<b>TOTAL</b>	<b>\$2,789,482</b>	<b>\$949,467</b>	<b>8,238</b>	<b>\$1.62</b>
D.C.-Eligible Capital Cost	\$2,789,482	\$949,467		
10-Year Gross Population/GFA Growth (sq.ft.)	1,046	585,500		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$2,666.81</b>	<b>\$1.62</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwelling	3.089	\$8,238		
Other Multiples	2.431	\$6,483		
Apartments - 2 Bedrooms +	1.869	\$4,984		
Apartments - Bachelor and 1 Bedroom	1.365	\$3,640		



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

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
<b>Total Township-Wide Services &amp; Class of Services</b>	<b>\$8,238</b>	<b>\$6,484</b>	<b>\$4,984</b>	<b>\$3,640</b>	<b>\$1.62</b>



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

Services/Class of Services	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1. Services Related to a Highway 1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and	19,429,052	0	17,987,263	0	0	937,163	504,626
2. Fire Protection Services 2.1 Fire facilities, vehicles & equipment	5,387,500	0	4,524,341	0	0	561,053	302,106
3. Parks and Recreation Services 3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,580,800	0	423,376	102,200	0	1,002,463	52,761
4. Provincial Offences Act including By-Law Enforcement 4.1 Facilities, vehicles and equipment	3,300	0	0	0	0	2,145	1,155
5. Growth-Related Studies 5.1 Services Related to a Highway	502,283	25,912	241,488	32,175	0	131,761	70,947
5.2 Fire Protection Services	253,844	15,500	78,625	19,245	0	91,306	49,168
5.3 Parks and Recreation Services	281,416	18,947	96,936	23,529	0	134,904	7,100
5.4 P.O.A. including By-law Enforcement Services	100,459	41	50,123	51	0	32,657	17,587
<b>Total Expenditures &amp; Revenues (Services/Class of Services)</b>	<b>\$27,538,653</b>	<b>\$60,400</b>	<b>\$23,402,152</b>	<b>\$177,200</b>	<b>\$0</b>	<b>\$2,893,451</b>	<b>\$1,005,450</b>



# Chapter 7

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



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

### 7.1 Introduction

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

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

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

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

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

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

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

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



## 7.2 D.C. By-law Structure

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It is recommended that:

- The Township uses a uniform Township-wide D.C. calculation for all services.
- The Township uses a uniform Township-wide D.C. calculation for the growth-related studies class of service (if applicable).

## 7.3 D.C. By-law Rules

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

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

### 7.3.1 *Payment in any Particular Case*

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

- (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- (b) the approval of a minor variance under section 45 of the *Planning Act*;
- (c) a conveyance of land to which a by-law passed under 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 G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).

2. Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:
  - For Services Related to a Highway, Fire Protection Services, and P.O.A. including By-law Enforcement, a 65% residential and 35% non-residential attribution has been made, to recognize the incremental residential population and non-residential employment uses projected over the Township-wide 10-year forecast period for the services;
  - Parks and Recreation Services attributions for residential and non-residential splits have been determined based on an allocation of 95% to residential development and 5% to non-residential development as the predominant users of Parks and Recreation Services tend to be residents of the Township.
  - For the Growth-Related Studies Class of Services, the costs related to Parks & Recreation Services, have been allocated 95% to residential development and 5% to non-residential development, similar to the capital costs for this service. The costs associated with all other services have been allocated based on the incremental population and employment uses projected over the forecast periods similar to the specific services (i.e., 65% to residential and 35% to non-residential). These allocations result in an overall share between residential and non-residential development for growth-related studies of 76%/24%, respectfully.

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

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



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

The demolition/conversion credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued less than 60 months (5 years) prior to the issuance of a building permit.

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

### **7.3.4 Exemptions**

Statutory exemptions include the following:

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



- Full exemption for additional residential development in new dwellings: development that includes the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98); and
- Full exemption for a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- Full exemption for affordable units (see bulletin rates identified in section 1.3.8)
- Full exemption for attainable units;
- Full exemption for affordable inclusionary zoning units; and
- Full exemption for non-profit housing developments;
- Partial exemption through a discount for rental housing units based on the number of bedrooms contained in each unit, as prescribed (note that these discounts are not part of the methodology required for calculating the charge, but a rule that has to be included in the by-law which informs implementation):
  - Residential units intended for use as a rented residential premises with three (3) or more bedrooms - 25% discount.
  - Residential units intended for use as a rented residential premises with two (2) bedrooms - 20% discount.
  - Residential units intended for use as a rented residential premises not referred to 1 or 2 above - 15% discount.

Non-statutory (discretionary exemptions) include the following:

- Temporary uses permitted under a zoning by-law under section 39 of the Planning Act;
- Accessory Use;
- A home business;
- A non-residential farm building used for agricultural purposes. For the purpose of this exemption the following definition is proposed.
  - “Farm Building” means a building or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other buildings or structures ancillary to that farming operation, including greenhouses, but excludes:



- a residential use, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- any building or portion thereof used or intended to be used for any other non-residential use, including commercial and industrial, and an on-farm diversified use.
- Non-profit institutional use; For the purpose of this exemption the following definition is proposed:
  - "non-profit institutional use" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed institutional uses must be not for profit or gain;
- Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- Non-profit housing development;
- Affordable inclusionary residential units;
- Affordable residential units; and
- Attainable residential units.

### **7.3.5 Timing of Collection**

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

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

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



Moreover, the D.C. amount for all developments occurring within two (2) years of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020, and June 5, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application. The D.C. amount for all developments occurring within eighteen (18) months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted as of June 6, 2024), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

Installment payments and payments determined at the time of Site Plan or Zoning By-law Amendment applications are subject to annual interest charges. The maximum interest rate the Township can impose is the average prime rate plus 1%.

### **7.3.6 Indexing**

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

### **7.3.7 D.C. Spatial Applicability**

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

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

1. All Township services, except for Water, Wastewater, and Stormwater Services, require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Township, establishes an upper



ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Township hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.

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

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

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

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**It is recommended that:**

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

It is recommended that the Township's D.C. collections be contributed into four (4) separate reserve funds, including:

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- P.O.A. Including By-law Enforcement Act.

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

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

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

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

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

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

## **7.5 Other Recommendations**

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**It is recommended that Council:**

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

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

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

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated June 24, 2024, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated June 24, 2024, as amended (if applicable);”

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

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



# Chapter 8

## By-law Implementation



## 8. By-law Implementation

### 8.1 Public Consultation Process

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#### **8.1.1 Introduction**

This chapter addresses the mandatory, formal public consultation process (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 8.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

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

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

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

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

#### **8.1.3 Other Consultation Activity**

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

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



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

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

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

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

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



## 8.2 Implementation Requirements

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### 8.2.1 Introduction

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

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

### 8.2.2 Notice of Passage

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

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

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

### 8.2.3 By-law Pamphlet

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

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



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

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

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

### **8.2.4 Appeals**

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

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

### **8.2.5 Complaints**

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

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

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



### **8.2.6 Credits**

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

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

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

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

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

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

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

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



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

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

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

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



# Appendices



# Appendix A

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



Schedule 1  
Township of Puslinch  
Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) <sup>[1]</sup>	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>[2]</sup>	Apartments <sup>[3]</sup>	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	7,330	7,029	99	6,930	2,158	15	31	330	2,534	90	2.774
	Mid 2016	7,650	7,336	46	7,290	2,555	35	20	85	2,695	42	2.722
	Mid 2021	8,290	7,944	39	7,905	2,690	30	90	35	2,845	35	2.792
Forecast	Mid 2024	8,560	8,203	40	8,163	2,783	30	90	35	2,938	36	2.792
	Mid 2034	9,560	9,165	43	9,122	3,107	30	116	35	3,288	39	2.787
Incremental	Mid 2011 - Mid 2016	320	307	-53	360	397	20	-11	-245	161	-48	
	Mid 2016 - Mid 2021	640	608	-7	615	135	-5	70	-50	150	-7	
	Mid 2021 - Mid 2024	270	259	1	258	93	0	0	0	93	1	
	Mid 2024 - Mid 2034	1,000	962	3	959	324	0	26	0	350	3	

<sup>[1]</sup> Population excludes the Census undercount estimated at approximately 4.3% and has been rounded.

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

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

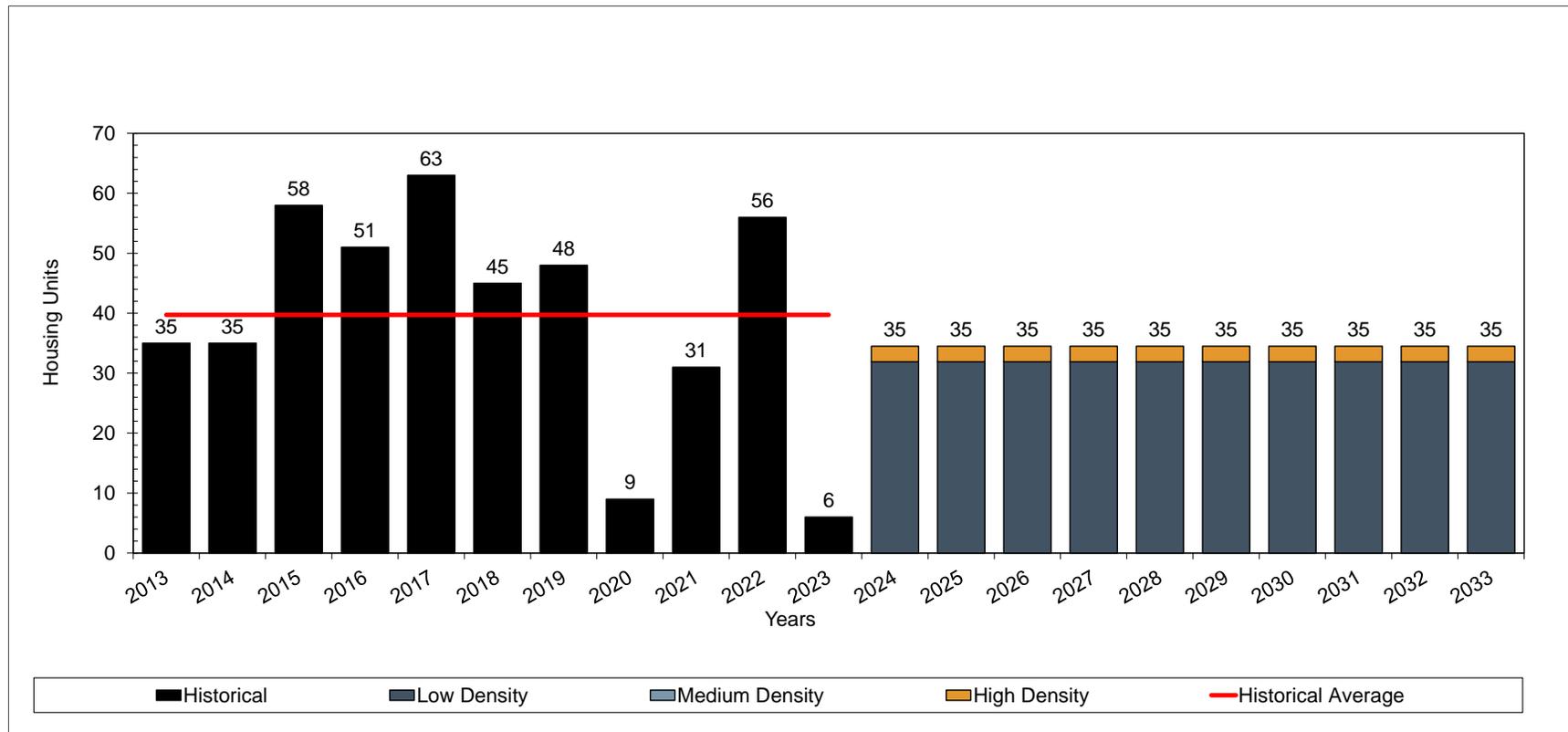
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure A-1  
Township of Puslinch  
Annual Housing Forecast



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2013 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.



Schedule 2  
Township of Puslinch  
Current Year Growth Forecast  
Mid 2021 to Mid 2024

		Population
Mid 2021 Population		7,944
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	93
	<i>multiplied by P.P.U. (3)</i>	3,440
	<i>gross population increase</i>	320
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	1
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	1
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	2,845
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.022
	<i>total decline in population</i>	-62
Population Estimate to Mid 2024		8,203
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		259

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.440	100%	3.440
<i>Multiples (6)</i>	2.351	0%	0.000
<i>Apartments (7)</i>	1.837	0%	0.000
<b>Total</b>		100%	3.440

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

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

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

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



**Schedule 3  
Township of Puslinch  
Ten Year Growth Forecast  
Mid 2024 to Mid 2034**

		Population
<b>Mid 2024 Population</b>		<b>8,203</b>
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	350
	<i>multiplied by P.P.U. (3)</i>	2,987
	<i>gross population increase</i>	1,046
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	3
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	2,938
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.030
	<i>total decline in population</i>	-87
<b>Population Estimate to Mid 2034</b>		<b>9,165</b>
<b>Net Population Increase, Mid 2024 to Mid 2034</b>		<b>962</b>

(1) Mid 2024 Population based on:

2021 Population (7,944) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (93 x 3.44 = 320) + (1 x 1.1 = 1) + (2,845 x -0.022 = -62) = 8,203

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

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

Structural Type	Persons Per Unit <sup>1</sup> (P.P.U.)	% Distribution of Estimated Units <sup>2</sup>	Weighted Persons Per Unit Average
<i>Singles &amp; Semi Detached</i>	3.089	93%	2.860
<i>Multiples (6)</i>	2.431	0%	0.000
<i>Apartments (7)</i>	1.718	7%	0.128
<i>one bedroom or less</i>	1.365		
<i>two bedrooms or more</i>	1.869		
<b>Total</b>		<b>100%</b>	<b>2.987</b>

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

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

(4) Mid 2024 households based upon 2021 Census (2,845 units) + Mid 2021 to Mid 2024 unit estimate (93 units) = 2,938 units.

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

(6) Includes townhouses and apartments in duplexes.

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

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



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

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples <sup>[1]</sup>	Apartments <sup>[2]</sup>	Total
2014	35	0	0	35
2015	58	0	0	58
2016	51	0	0	51
2017	63	0	0	63
2018	45	0	0	45
Sub-total	252	0	0	252
<b>Average (2014 - 2018)</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>
% Breakdown	100.0%	0.0%	0.0%	100.0%
2019	47	0	1	48
2020	9	0	0	9
2021	31	0	0	31
2022	56	0	0	56
2023	6	0	0	6
Sub-total	149	0	1	150
<b>Average (2019 - 2023)</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>
% Breakdown	99.3%	0.0%	0.7%	100.0%
2014 - 2023				
Total	401	0	1	402
<b>Average</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>40</b>
% Breakdown	99.8%	0.0%	0.2%	100.0%

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

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

Source: Historical housing activity derived from Statistics Canada building permit data for the Township of Puslinch (2014 to 2020) and Township data (2021 – 2023), by Watson & Associates Economists Ltd.



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

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted <sup>(1)</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	3.188	4.692	<b>3.440</b>		
6-10	-	-	-	3.050	-	<b>2.971</b>		
11-15	-	-	-	2.931	-	<b>2.854</b>	3.088	3.089
16-20	-	-	1.941	2.688	4.091	<b>2.750</b>		
20-25	-	-	-	2.792	-	<b>2.921</b>		
25-35	-	-	-	2.815	-	<b>2.738</b>		
35+	-	-	1.844	2.603	5.571	<b>2.687</b>		
<b>Total</b>	-	<b>2.000</b>	<b>1.765</b>	<b>2.741</b>	<b>4.587</b>	<b>2.818</b>		

<sup>(1)</sup> Adjusted based on historical trends.

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

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



Schedule 5b  
Wellington County Census Division  
Person Per Unit by Age and Type of Dwelling  
(2021 Census)

Age of Dwelling	Multiples <sup>[1]</sup>					Total	15 Year Average	15 Year Average Adjusted <sup>[3]</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	1.413	2.000	2.814	-	2.351		
6-10	-	1.526	1.811	2.577	-	2.388		
11-15	-	1.370	1.980	2.743	-	2.468	2.403	2.431
16-20	-	1.278	1.701	2.691	3.167	2.423		
20-25	-	1.000	1.766	2.516	-	2.278		
25-35	-	-	1.810	2.421	-	2.176		
35+	-	1.439	1.903	2.754	3.138	2.418		
<b>Total</b>	<b>1.071</b>	<b>1.398</b>	<b>1.880</b>	<b>2.687</b>	<b>3.179</b>	<b>2.386</b>		

Age of Dwelling	Apartments <sup>[2]</sup>					Total	15 Year Average	15 Year Average Adjusted <sup>[3]</sup>
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR			
1-5	-	1.407	1.863	2.537	-	1.837		
6-10	-	1.339	1.767	2.121	-	1.710		
11-15	-	1.255	1.629	-	-	1.575	1.707	1.718
16-20	-	1.703	1.914	2.813	-	2.040		
20-25	-	1.508	2.000	2.750	-	1.864		
25-35	-	1.419	1.976	2.688	-	1.867		
35+	0.951	1.256	1.942	2.654	4.083	1.710		
<b>Total</b>	<b>1.151</b>	<b>1.305</b>	<b>1.910</b>	<b>2.592</b>	<b>4.857</b>	<b>1.747</b>		

Age of Dwelling	All Density Types					Total
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	
1-5	-	1.503	1.947	3.113	5.055	2.693
6-10	-	1.538	1.848	2.997	4.325	2.705
11-15	-	1.386	1.817	3.135	4.313	2.928
16-20	-	1.773	1.866	3.041	4.180	2.910
20-25	-	1.540	1.867	2.895	4.169	2.733
25-35	-	1.463	1.899	2.761	3.986	2.552
35+	1.367	1.308	1.929	2.729	3.924	2.468
<b>Total</b>	<b>2.110</b>	<b>1.377</b>	<b>1.910</b>	<b>2.844</b>	<b>4.110</b>	<b>2.591</b>

[1] Includes townhouses and apartments in duplexes.

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

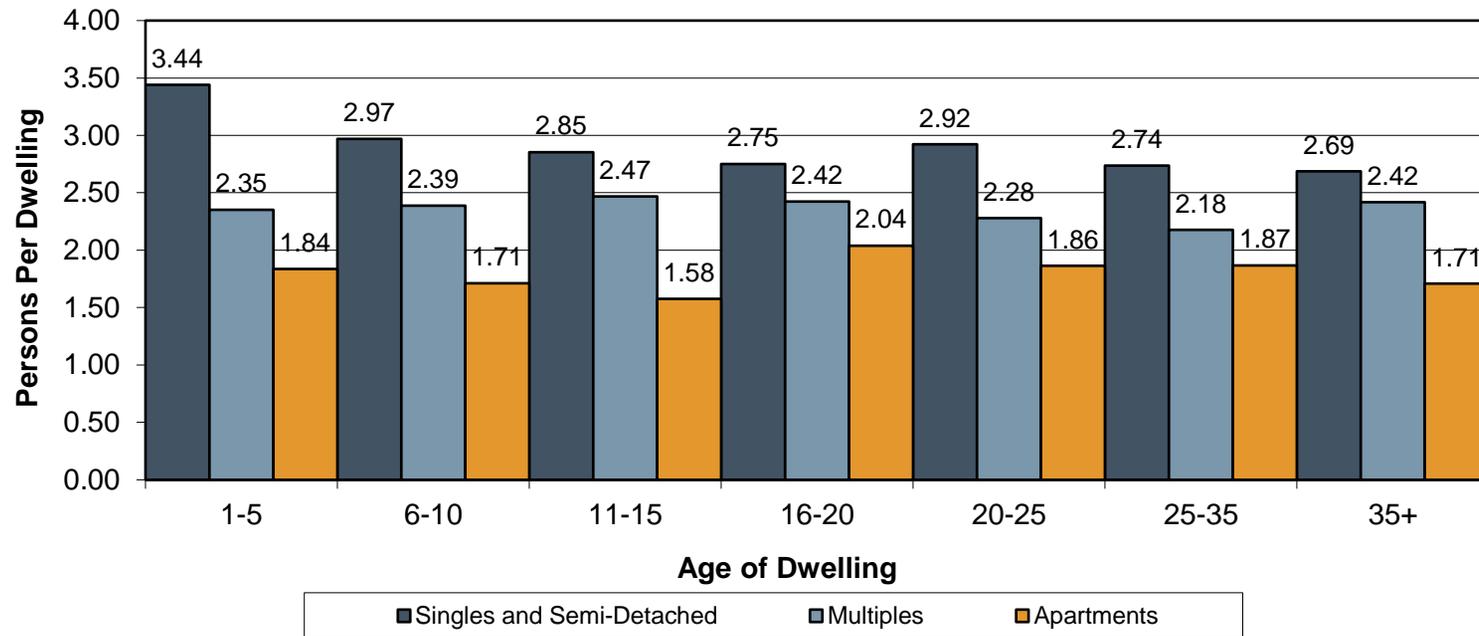
[3] Adjusted based on historical trends.

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

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



Schedule 6  
Township of Puslinch  
Person Per Unit Structural Type and Age of Dwelling  
(2021 Census)



Note: Multiple and Apartment P.P.U.s are based on Wellington County Census Division.



**Schedule 7a  
Township of Puslinch  
Employment Forecast, 2024 to 2034**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. <sup>[1]</sup>	Total Employment (Including N.F.P.O.W.)	
Mid 2011	7,029	0.014	0.057	0.265	0.098	0.018	0.452	0.053	0.505	100	400	1,863	688	130	3,180	370	3,550	2,780
Mid 2016	7,336	0.015	0.070	0.342	0.189	0.028	0.645	0.120	0.764	110	515	2,513	1,388	205	4,730	878	5,608	4,215
Mid 2024	8,203	0.031	0.086	0.359	0.187	0.026	0.689	0.124	0.813	255	702	2,944	1,538	212	5,650	1,019	6,669	4,948
Mid 2034	9,165	0.028	0.089	0.359	0.182	0.026	0.684	0.124	0.809	260	812	3,289	1,672	237	6,270	1,140	7,410	5,458
<b>Incremental Change</b>																		
Mid 2011 - Mid 2016	307	0.001	0.013	0.078	0.091	0.009	0.192	0.067	0.259	10	115	650	700	75	1,550	508	2,058	1,435
Mid 2016 - Mid 2024	867	0.016	0.015	0.016	-0.002	-0.002	0.044	0.004	0.049	145	187	431	150	7	920	141	1,061	733
Mid 2024 - Mid 2034	962	-0.003	0.003	0.000	-0.005	0.000	-0.005	0.000	-0.004	5	110	345	134	25	620	121	741	510
<b>Annual Average</b>																		
Mid 2011 - Mid 2016	61	0.000	0.003	0.016	0.018	0.002	0.038	0.013	0.052	2	23	130	140	15	310	102	412	287
Mid 2016 - Mid 2024	108	0.002	0.002	0.002	0.000	0.000	0.006	0.001	0.006	18	23	54	19	1	115	18	133	92
Mid 2024 - Mid 2034	96	0.000	0.000	0.000	-0.001	0.000	0.000	0.000	0.000	1	11	35	13	2	62	12	74	51

[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.

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

Source: Watson & Associates Economists Ltd.



Schedule 7b  
Township of Puslinch  
Employment & Gross Floor Area (G.F.A) Forecast, 2024 to 2034

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) <sup>[1]</sup>				
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Primary - Non- Bona Fide Farming <sup>[2]</sup>	Industrial	Commercial/ Population Related	Institutional	Total
Mid 2011	7,029	100	1,863	688	130	2,780					
Mid 2016	7,336	110	2,513	1,388	205	4,215					
Mid 2024	8,203	255	2,944	1,538	212	4,948					
Mid 2034	9,165	260	3,289	1,672	237	5,458					
<b>Incremental Change</b>											
Mid 2011 - Mid 2016	307	10	650	700	75	1,435					
Mid 2016 - Mid 2024	867	145	431	150	7	733					
Mid 2024 - Mid 2034	962	5	345	134	25	510	16,200	483,600	68,300	17,400	585,500
<b>Annual Average</b>											
Mid 2011 - Mid 2016	61	2	130	140	15	287					
Mid 2016 - Mid 2024	108	18	54	19	1	92					
Mid 2024 - Mid 2034	96	1	35	13	2	51	1,620	48,360	6,830	1,740	58,550

[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming	3,000
Industrial	1,400
Commercial/Population-Related	510
Institutional	700

[2] Primary industry includes agriculture and resource related employment.

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

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

Source: Watson & Associates Economists Ltd.



Schedule 8  
Township of Puslinch  
Employment Categories by Major Employment Sector

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

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

Source: Watson & Associates Economists Ltd.



# Appendix B

## Level of Service



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

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED									
Service Category	Sub-Component	Cost (per capita)	15 Year Average Service Standard				Maximum Ceiling LOS	Utilized	Remaining
			Quantity (per capita)	Quality (per capita)					
Service Related to a Highway	Services Related to a Highway - Roads	\$10,018.20	0.0245	km of roadways	408,906	per km	9,637,508	1,441,789	11,326,019
	Services Related to a Highway - Bridges, Culverts & Structures	\$2,435.20	0.0030	Number of Bridges, Culverts & Structures	811,733	per item	2,342,662		
	Services Related to a Highway - Sidewalks and Active Transportation	\$75.27	0.0005	km of sidewalks and active transportation	150,540	per km	72,410		
	Services Related to a Highway - Streetlights & Poles	\$18.53	0.0137	No. of Streetlights & Poles	1,353	per signal	17,826		
	Services Related to a Highway - Public Works Facilities	\$272.31	1.0507	sq.ft. of building area	259	per sq.ft.	261,962		
	Services Related to a Highway - Public Works Vehicles & Equipment	\$452.64	0.0028	No. of vehicles and equipment	161,657	per vehicle	435,440		
Fire Protection	Fire Protection Services - Facilities	\$839.83	1.1303	sq.ft. of building area	743	per sq.ft.	807,916	863,159	970,692
	Fire Protection Services - Vehicles & Equipment	\$916.47	0.0009	No. of vehicles	1,018,300	per vehicle	881,644		
	Fire Protection Services - Small Equipment and Gear	\$149.99	0.0322	No. of equipment and gear	4,658	per item	144,290		
Parks & Recreation	Parkland Development	\$74.83	0.0064	Acres of Parkland	11,692	per acre	71,986	1,055,224	1,237,010
	Parkland Amenities	\$393.85	0.0023	No. of parkland amenities	171,239	per amenity	378,884		
	Parkland Trails	\$36.98	0.0804	Linear Metres of Paths and Trails	460	per linear m	35,575		
	Recreation Facilities	\$1,836.76	4.8412	sq.ft. of building area	379	per sq.ft.	1,766,963		
	Parks & Recreation Vehicles and Equipment	\$40.36	0.0012	No. of vehicles and equipment	33,633	per vehicle	38,826		
Provincial Offences Act including By-law Enforcement	Provincial Offences Act including By-law Enforcement - Facilities	\$2.10	0.0075	sq.ft. of building area	280,000	per sq.ft.	2,020	3,300	96
	Provincial Offences Act including By-law Enforcement - Vehicles & Equipment	\$1.43	0.0001	No. of Vehicles and Equipment	14,300	per vehicle	1,376		



## Schedule B-2 Township of Puslinch Services Related to a Highway – Roads and Related

Unit Measure: km of roadways

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Hard Top Roads - Single Lift	Various	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	\$466,000
Hard Top Roads - Double Lift	Various	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	23,000	23,000	\$675,000
Gravel Roads	Various	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	52,000	52,000	\$260,000
Surface Treated Roads	Various	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	\$82,000
<b>Less Local Roads:</b>																	
Currie Drive	180	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	(0.617)	\$466,000
Ochs Drive	181	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	(0.575)	\$466,000
Laing Court	210	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	(0.108)	\$466,000
Winer Court	209	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	(0.089)	\$675,000
Telfer Glen Street	190	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	(0.698)	\$675,000
Settler's Court	191	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	(0.319)	\$675,000
Bridle Path	204, 185	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	(1.561)	\$675,000
Carriage Lane	201	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	(0.738)	\$675,000
Daymond Drive	203	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
Cassin Court	202	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	(0.164)	\$675,000
Fox Run Drive	205, 206, 207, 196	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	(1.426)	\$675,000
Deer View Ridge	195	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	(0.665)	\$675,000
Boreham Drive	208	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	(0.442)	\$675,000
<b>Total</b>		<b>182.56</b>	<b>180.56</b>	<b>180.56</b>													

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0264	0.0261	0.0260	0.0259	0.0257	0.0255	0.0253	0.0249	0.0244	0.0238	0.0234	0.0230	0.0230	0.0225	0.0220

15 Year Average	2009 to 2023
Quantity Standard	0.0245
Quality Standard	\$408,906
Service Standard	\$10,018

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$10,018
Eligible Amount	\$9,637,508



## Schedule B-3 Township of Puslinch Services Related to a Highway – Bridges and Culverts

Unit Measure: Number of Bridges, Culverts & Structures

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
<b>Bridges</b>																
Cook's Mill Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,163,000
Little's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,442,000
Leslie Road West Between Lots 35/36	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Concession 1, Lots 9/10, West Of SR 10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,730,000
French's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,009,000
Galt Creek Bridge Gore Road Lot 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,154,000
Moyer's Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,298,000
Stroy's Bridge	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$2,081,000
<b>Culverts</b>																
Culvert of Cook's Mill Race	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
McFarlane's Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$433,000
Victoria Road Culvert over Galt Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$72,000
Gilmour Rd Culvert over Aberfoyle Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert over Puslinch Lake Irish Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Ellis Rd Culvert at Lot 10 Conc. 2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Concession 2 Bridge/Culvert over Mill Creek	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Victoria Road Culvert North of Leslie	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Leslie Road Culvert West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
Culvert of Flamborough T/L West of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Flamborough T/L Bridge/Culvert East of Macpherson Ln	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$721,000
Gore Rd Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
Gore Rd Dual Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$144,000
7th Concession Culvert	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$577,000
<b>Total</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22</b>												

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0033	0.0033	0.0033	0.0031	0.0031	0.0031	0.0031	0.0030	0.0029	0.0029	0.0028	0.0028	0.0028	0.0027	0.0027

15 Year Average	2009 to 2023
Quantity Standard	0.0030
Quality Standard	\$811,733
Service Standard	\$2,435

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2,435
Eligible Amount	\$2,342,662



## Schedule B-4 Township of Puslinch Services Related to a Highway – Sidewalks

Unit Measure: km of sidewalks and active transportation

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Watson Road Sidewalk	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	\$161,000
Arkell Road Sidewalk	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	\$161,000
Old Brock Road Sidewalk	-	-	-	-	-	-	-	-	-	-	-	0.14	0.14	0.14	0.14	\$545,000
Church Street Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Victoria Street Sidewalk	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	\$161,000
Brock Road Sidewalk	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	\$161,000
Badenoch Street Sidewalk	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.41	\$161,000
Calfass Road Sidewalk	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	\$161,000
Queen Street Sidewalk	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	\$161,000
Main Street Sidewalk	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	\$161,000
<b>Total</b>	<b>3.36</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>											

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0005	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004

15 Year Average	2009 to 2023
Quantity Standard	0.0005
Quality Standard	\$150,540
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$72,410



Schedule B-5  
Township of Puslinch  
Services Related to a Highway – Streetlights

Unit Measure: No. of Streetlights & Poles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Cobrahead Streetlights	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$800
Streetlight Poles	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	\$1,900
<b>Total</b>	<b>102</b>															

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0147	0.0146	0.0145	0.0145	0.0143	0.0142	0.0142	0.0139	0.0136	0.0133	0.0131	0.0128	0.0128	0.0127	0.0124

15 Year Average	2009 to 2023
Quantity Standard	0.0137
Quality Standard	\$1,353
Service Standard	\$19

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$19
Eligible Amount	\$17,826



## Schedule B-6 Township of Puslinch Services Related to a Highway – Public Works Facilities

Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Works Depot (7404 Wellington Road 34) - Roads Share 70%	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	\$176	\$267
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Roads Share 50%	-	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	\$152	\$241
<b>Total</b>	<b>5,460</b>	<b>7,995</b>															

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.7881	1.1423	1.1374	1.1363	1.1242	1.1168	1.1095	1.0898	1.0681	1.0416	1.0245	1.0068	1.0064	0.9951	0.9738

15 Year Average	2009 to 2023
Quantity Standard	1.0507
Quality Standard	\$259
Service Standard	\$272

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$272
Eligible Amount	\$261,962



**Table B-7**  
**Township of Puslinch**  
**Services Related to a Highway – Public Works Vehicles & Equipment**

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2008 Backhoe #6	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$155,000
2019 JCB Backhoe # 6	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$155,000
1999 Grader #501	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$475,000
Grader with Snow Plowing Equipment	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$475,000
2000 Grader #502	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$475,000
1999 Dump/Plow #302	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2002 Dump/Plow #301	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2003 Dump/Plow #304	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
2006 Dump/Plow #303	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	\$400,000
2011 Dump/Plow #304	-	-	1	1	1	1	1	1	1	1	1	-	-	-	-	\$400,000
2018 Tandem Axle Dump Truck # 304	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$400,000
2012 Dump/Plow #302	-	-	1	1	1	1	1	1	1	1	1	-	-	-	-	\$400,000
2021 Dump/Plow # 302	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$400,000
2013 Dump/Plow (International) #301	-	-	-	1	1	1	1	1	1	1	1	1	-	-	-	\$400,000
2021 Tandem Dump Truck # 301	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$400,000
2007 Pickup #4	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2002 Pickup #5	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$80,000
2008 One Tonne Dump/Plow #305	1	1	1	1	1	1	1	1	1	1	1	1	-	-	-	\$148,000
Dump Truck - 1.5 Ton - 305	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$148,000
2011 Pickup #4	-	-	1	1	1	1	1	1	1	1	1	1	-	-	-	\$80,000
2012 Pickup #5	-	-	-	1	1	1	1	1	-	-	-	-	-	-	-	\$80,000
2007 Mower	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$16,800
Anti-Ice Equipment	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$56,000
2005 Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,300
2003 Trailer	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	\$7,300
2002 Water Pump and Hose	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
2015 Pickup # 3	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	\$80,000
2021 Pickup Truck - 1/2 ton	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	\$57,600



**Table B-7 (Continued)**  
**Township of Puslinch**  
**Services Related to a Highway – Public Works Vehicles & Equipment**

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
2015 Dump/Plow #303	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$400,000
2017 Pickup #5	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$80,000
2015 Brush Chipper	-	-	-	-	-	-	1	1	1	1	1	1	1	1	1	\$69,000
Tandem Dump Truck # 306	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$400,000
Roadside Mower for Grader # 502	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$100,000
Gravel Packer	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$25,000
Mobile/Truck Radios	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$21,000
Spray Unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$5,000
Storage Tank	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$14,000
Pumps	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$5,000
Scissor Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$9,100
<b>Total</b>	<b>19</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>20</b>	<b>19</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>24</b>	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0027	0.0027	0.0028	0.0030	0.0028	0.0027	0.0029	0.0029	0.0028	0.0027	0.0028	0.0029	0.0029	0.0029	0.0029

15 Year Average	2009 to 2023
Quantity Standard	0.0028
Quality Standard	\$161,657
Service Standard	\$453

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$453
Eligible Amount	\$435,440



**Table B-8  
Township of Puslinch  
Fire Protection Services - Facilities**

Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Fire Building C.R.34	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	\$620	\$789
Roads, Fire, & Parks Storage Building (7404 Wellington Road 34) - Fire Share 15%	-	760	760	760	760	760	760	760	760	760	760	760	760	760	760	\$152	\$241
<b>Total</b>	<b>7,700</b>	<b>8,460</b>															

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	1.1114	1.2087	1.2036	1.2024	1.1895	1.1817	1.1740	1.1532	1.1303	1.1021	1.0841	1.0654	1.0650	1.0530	1.0305

15 Year Average	2009 to 2023
Quantity Standard	1.1303
Quality Standard	\$743
Service Standard	\$840

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$840
Eligible Amount	\$807,916



**Table B-9  
Township of Puslinch  
Fire Protection Services – Vehicles & Equipment**

Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
1986 Pumper #32	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$850,000
2004 Pumper #31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
1988 Tanker #39	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$800,000
1990 Telesquirt #33 (Aerial)	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	\$2,000,000
2000 Rescue #35	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$1,500,000
2022 Rescue #35	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$1,500,000
2006 Tanker #38	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2010 Tanker #37	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
2013 Pumper # 32	-	-	-	1	1	1	1	1	1	1	1	1	1	1	1	\$850,000
Aerial 33	-	-	-	-	-	-	-	1	1	1	1	1	1	1	1	\$2,000,000
Pickup Truck	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$34,600
<b>Total</b>	<b>6</b>	<b>7</b>														

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0009	0.0009	0.0009	0.0009	0.0008	0.0008	0.0008	0.0008	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009

15 Year Average	2009 to 2023
Quantity Standard	0.0009
Quality Standard	\$1,018,300
Service Standard	\$916

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$916
Eligible Amount	\$881,644



**Table B-10**  
**Township of Puslinch**  
**Fire Protection Services – Small Equipment and Gear**

Unit Measure:

No. of equipment and gear

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Equiped Fire Fighters	Various	37	37	37	37	37	41	41	42	42	42	42	42	45	45	43	\$4,300
Pagers	4_35FE	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	\$500
Truck Radios	3_18FE	10	10	10	10	10	10	10	7	7	7	7	7	7	7	7	\$7,900
Base Radio	FE_Bas_1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Base Radio County	FE_Bas_2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$7,900
Antennae Roof	FE_Ant_3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$900
Antennae Tower	FE_Ant_4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$16,700
Antennae	FE_Ant_5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,900
Panda Vox Recorder Radio	FE_Pan_6	2	2	2	2	2	2	2	2	2	2	-	-	-	-	-	\$2,100
Panda Vox Recorder	FE_Pan_7	1	1	1	1	1	1	1	1	1	1	-	-	-	-	-	\$8,300
Blue tooth Headset	FE_Blu_8	-	-	-	-	1	1	1	1	2	2	2	2	2	2	2	\$3,200
Portable Radios	2_46FE	31	31	31	31	31	31	31	31	31	33	33	33	33	33	35	\$2,800
Communication Equipment including Radio Communication Interface	6012	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$61,400
Defibrillators - Fire Trucks	12_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$5,000
Self Contained Breathing Apparatus	Various	18	18	18	18	22	22	22	22	22	22	22	22	22	22	22	\$13,500
Self Contained Breathing Apparatus Cylinder	Various	46	46	46	46	42	42	42	42	42	42	42	42	42	42	42	\$2,200
Air Cylinder Compressor	1_26FE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$53,800
Defibrillators - Public Access	1212_41FE	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$1,500
Self Contained Breathing Apparatus Masks	67_17FVT	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	\$600
Extrication Equipment	44FE, 6_70F	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$58,000
Edraulic Combination Tool	7_82FE	-	-	-	-	1	1	1	1	1	1	1	1	1	1	1	\$22,000



**Table B-10 (Continued)**  
**Township of Puslinch**  
**Fire Protection Services – Small Equipment and Gear**

Unit Measure:

No. of equipment and gear

Description	Asset No.	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Thermal Imaging Camera	93FE, 8_94f	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	\$8,300
Washer/Extractor	9_104FE	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$20,200
Bunker Gear Dryer	10_2FE	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	\$12,100
Rapid Deployment Watercraft	11_103FE	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,200
Portable Pumps	13_89FE	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$7,500
Carbon Monoxide Pulse Oximeter	8_95FE	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$6,700
Heavy Vehicle Stabilization Kit	N/A	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	\$15,300
<b>Total</b>		<b>233</b>	<b>234</b>	<b>234</b>	<b>234</b>	<b>236</b>	<b>240</b>	<b>240</b>	<b>238</b>	<b>241</b>	<b>243</b>	<b>242</b>	<b>243</b>	<b>246</b>	<b>246</b>	<b>246</b>	

Population		6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard		0.0336	0.0334	0.0333	0.0333	0.0332	0.0335	0.0333	0.0324	0.0322	0.0317	0.0310	0.0306	0.0310	0.0306	0.0300

15 Year Average	2009 to 2023
Quantity Standard	0.0322
Quality Standard	\$4,658
Service Standard	\$150

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$150
Eligible Amount	\$144,290



**Table B-11**  
**Township of Puslinch**  
**Parks and Recreation Services – Parkland Development**

Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
Puslinch Community Centre Grounds	14.4	14.4	14.4	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	23.2	\$20,000
Morrison Meadows Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Old Morrison Park	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	6.1	\$5,000
Boreham Park	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	\$5,000
Badenoch Soccer Field	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	\$5,000
Fox Run Park	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	\$5,000
Morrison Historic Corner Block Park Area	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	\$5,000
<b>Total</b>	<b>40.3</b>	<b>40.3</b>	<b>40.3</b>	<b>49.1</b>												

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0058	0.0058	0.0057	0.0070	0.0069	0.0069	0.0068	0.0067	0.0066	0.0064	0.0063	0.0062	0.0062	0.0061	0.0060

15 Year Average	2009 to 2023
Quantity Standard	0.0064
Quality Standard	\$11,692
Service Standard	\$75

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$75
Eligible Amount	\$71,986



**Table B-12**  
**Township of Puslinch**  
**Parks and Recreation Services – Parkland Amenities**

Unit Measure:	No. of parkland amenities															
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Community Centre Complex: Intermediate Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Community Centre Complex: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$406,000
Community Centre Complex: Playground & Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$222,800
Community Centre Complex: Tennis Courts	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Horse Paddock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$97,000
Community Centre Complex: Millennium Garden Benches	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$700
Morrison Meadows: Playground Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$179,000
Morrison Meadows: Playground Swings	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,600
Morrison Meadows: Playground Stand-alone Climbing Structure	1	1	1	1	1	1	1	1	1	1	1	1	1	-	-	\$2,000
Morrison Meadows: Picnic Pavillion	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$49,100
Morrison Meadows: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Morrison Meadows: Baseball Diamonds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$104,000
Old Morrison: Baseball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$357,100
Badenoch Soccer Field	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$587,000
Boreham Park: Basketball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$34,300
Boreham Park: Playground Structure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$179,000
Boreham Park: Playground Swings and Slide	1	1	1	1	1	1	1	1	1	1	1	1	1	1	-	\$6,600
Community Centre Complex: Picnic Pavilions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$34,300
Community Centre Complex: Senior Soccer Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$782,000
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>18</b>	

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0025	0.0024	0.0024	0.0024	0.0024	0.0024	0.0024	0.0023	0.0023	0.0022	0.0022	0.0021	0.0020	0.0020	0.0022

15 Year Average	
Quantity Standard	0.0023
Quality Standard	\$171,239
Service Standard	\$394

D.C. Amount (before deductions)	
Forecast Population	962
\$ per Capita	\$394
Eligible Amount	\$378,884



**Table B-13**  
**Township of Puslinch**  
**Parks and Recreation Services – Parkland Trails**

Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
Wayne Stokley Trail	-	-	-	-	-	-	-	450	450	450	450	450	450	450	450	\$460
Telfer Glen Trail	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	\$460
Fox Run Trail	-	-	-	-	-	-	-	-	-	-	-	400	400	400	400	\$460
<b>Total</b>	<b>270</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>1,120</b>	<b>1,120</b>	<b>1,120</b>	<b>1,120</b>							

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0390	0.0386	0.0384	0.0384	0.0380	0.0377	0.0375	0.0981	0.0962	0.0938	0.0923	0.1410	0.1410	0.1394	0.1364

15 Year Average	2009 to 2023
Quantity Standard	0.0804
Quality Standard	\$460
Service Standard	\$37

Amount (before deductio	10 Year
Forecast Population	962
\$ per Capita	\$37
Eligible Amount	\$35,575



**Table B-14**  
**Township of Puslinch**  
**Parks and Recreation Services – Recreation Facilities**

Unit Measure:	sq.ft. of building area															2024 Bid'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		
Badenoch Community Centre	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	\$472	\$549
Morrison Meadows: Booth/Washroom Building/Septic Tank	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	\$92	\$101
Old Morrison: Equipment Storage Room/Booth/Washroom Building/Septic Tank	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	\$92	\$101
Puslinch Community Centre	7,071	7,071	7,071	7,071	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	8,323	\$300	\$359
Blue Storage Building Behind Puslinch Community Centre	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	\$92	\$101
Community Centre Complex: Ball Diamond Concession Booth	252	252	252	252	252	252	252	252	252	252	252	252	252	252	252	\$92	\$101
Community Centre Complex: Storage Building and Announcer's Booth at Horse Paddock	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	\$92	\$101
Outdoor Rink/Gymnasium and Change Rooms, Optimist Recreation Centre	-	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	\$410	\$480
Badenoch Soccer Field: Storage Shed	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	\$92	\$101
Parks and Recreation Office Facility Space	111	111	111	111	135	138	138	138	138	144	144	153	165	169	169	\$229	\$325
Works Depot (7404 Wellington Road 34) - Parks Share 30%	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340	\$176	\$267
Roads & Parks Storage Building (7404 Wellington Road 34) - Parks Share 35%	-	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	1,774	\$152	\$241
<b>Total</b>	<b>15,794</b>	<b>37,168</b>	<b>37,168</b>	<b>37,168</b>	<b>38,444</b>	<b>38,447</b>	<b>38,447</b>	<b>38,447</b>	<b>38,453</b>	<b>36,953</b>	<b>36,962</b>	<b>36,974</b>	<b>36,978</b>	<b>36,978</b>	<b>36,978</b>		

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	2,2797	5,3105	5,2878	5,2825	5,4055	5,3705	5,3355	5,2409	5,1374	4,8141	4,7363	4,6561	4,6548	4,6027	4,5040

15 Year Average	2009 to 2023
Quantity Standard	4,8412
Quality Standard	\$379
Service Standard	\$1,837

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1,837
Eligible Amount	\$1,766,963



**Table B-15**  
**Township of Puslinch**  
**Parks and Recreation Services – Vehicles and Equipment**

Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Trailer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$9,200
Lawn Tractor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	\$55,000
Pitching Machines	2	2	2	2	2	2	2	2	2	-	-	-	-	-	-	\$16,800
Ultraviolet Units	4	4	4	4	4	4	4	4	4	-	-	-	-	-	-	\$5,000
Olympia Ice Machine	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$121,600
Floor Scrubber	-	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,500
Generators	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$54,900
2015 Pickup Truck - 1/2 ton #4	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$80,000
Pickup truck - 1/2 ton - Crew Cab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	\$57,600
<b>Total</b>	<b>9</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>9</b>								

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0013	0.0016	0.0016	0.0016	0.0015	0.0015	0.0015	0.0015	0.0015	0.0007	0.0006	0.0006	0.0008	0.0007	0.0011

15 Year Average	2009 to 2023
Quantity Standard	0.0012
Quality Standard	\$33,633
Service Standard	\$40

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$40
Eligible Amount	\$38,826



**Schedule B-16**  
**Township of Puslinch**  
**Provincial Offences Act, including By-law Enforcement – Facilities**

Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Facility Space	38	38	38	38	38	38	38	41	52	52	52	58	92	122	122	\$229	\$280
<b>Total</b>	<b>38</b>	<b>41</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>58</b>	<b>92</b>	<b>122</b>	<b>122</b>								

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0054	0.0054	0.0054	0.0053	0.0053	0.0053	0.0052	0.0055	0.0070	0.0068	0.0067	0.0074	0.0116	0.0152	0.0149

15 Year Average	2009 to 2023
Quantity Standard	0.0075
Quality Standard	\$280
Service Standard	\$2

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$2
Eligible Amount	\$2,020

**Schedule B-17**  
**Township of Puslinch**  
**Provincial Offences Act, including By-law Enforcement – Vehicles and Equipment**

Unit Measure: No. of Vehicles and Equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)
Mid-Size Pickup	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	1.00	1.00	\$34,600
Uniform/Phone/Computer	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	1.00	\$3,000
<b>Total</b>	<b>0.20</b>	<b>2.00</b>	<b>2.00</b>													

Population	6,928	6,999	7,029	7,036	7,112	7,159	7,206	7,336	7,485	7,676	7,804	7,941	7,944	8,034	8,210
Per Capita Standard	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0002	0.0002

15 Year Average	2009 to 2023
Quantity Standard	0.0001
Quality Standard	\$14,300
Service Standard	\$1

D.C. Amount (before deductions)	10 Year
Forecast Population	962
\$ per Capita	\$1
Eligible Amount	\$1,376



# Appendix C

## Long-Term Capital and Operating Cost Examination



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

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

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs that are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. Lifecycle costs were estimated by dividing the growth-related costs by the average useful life. The useful life assumptions used for each asset class are provided in Table C-1.

Table C-1  
Average Useful Life by Asset Class

Asset	Lifecycle Cost Average Useful Life
Facilities	50
Services Related to a Highway	20 to 50
Parkland Development	25
Vehicles	12 to 20
Small Equipment & Gear	10

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Municipal program expenditures will increase with growth in population, the costs associated with



the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.

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

Services/Class of Services	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
<b>1. Services Related to a Highway</b>				
1.1 Roads and Related Infrastructure, including Public Works facilities, fleet, and equipment	1,441,789	133,612	156,536	290,148
<b>2. Fire Protection Services</b>				
2.1 Fire facilities, vehicles & equipment	863,159	70,208	114,623	184,832
<b>3. Parks and Recreation Services</b>				
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,157,424	33,603	50,226	83,828
<b>4. Provincial Offences Act including By-Law Enforcement</b>				
4.1 Facilities, vehicles and equipment	3,300	471	-	471
<b>5. Growth-Related Studies</b>				
5.1 Services Related to a Highway	510,877	-	-	-
<b>Total</b>	<b>\$3,976,549</b>	<b>\$237,894</b>	<b>\$321,385</b>	<b>\$559,279</b>



# Appendix D

## D.C. Reserve Fund Policy



# Appendix D: D.C. Reserve Fund Policy

## D.1 Legislative Requirements

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

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

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

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

- opening balance;
- closing balance;



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

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

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



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

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

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

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

1. Include a schedule as part of the annual Treasurer's statement; or
2. Incorporate the information into the annual budgeting process.

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

## **D.2 D.C. Reserve Fund Application**

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

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

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



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

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

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

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

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

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



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

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



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

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<b>Services Related to a Highway</b>									
Capital Cost J									
Capital Cost K									
Capital Cost L									
<b>Sub-Total - Services Related to a Highway</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>Fire Protection Services</b>									
Capital Cost M									
Capital Cost N									
Capital Cost O									
<b>Sub-Total - Fire Protection Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>Parks and Recreation Services</b>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
<b>Sub-Total - Parks and Recreation Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>Provincial Offences Act including By-Law Enforcement</b>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
<b>Sub-Total - Provincial Offences Act including By-law Enforcement</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>Growth-Related Studies</b>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
<b>Sub-Total - Growth Studies</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	



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

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



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

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	0
60% of Balance to be Allocated (at a minimum):	0

**Projects to Which Funds Will be Allocated**

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



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

Services/Class of Service	Description
Services Related to a Highway	The fund is used for growth-related projects for roads, bridges, structures, public works related facilities, vehicles, and equipment, and other related road infrastructure
Fire Protection Services	The fund is used for growth-related projects supporting fire protection services, including facilities, vehicles, equipment, and gear
Parks and Recreation Services	The fund is used for growth-related projects related to parkland development, parkland amenities, recreational trails, parkland buildings, recreation facilities, and parks & recreation vehicles and equipment
Provincial Offences Act including By-Law Enforcement	The fund is used for growth-related projects including facilities, vehicles, and equipment
Growth-Related Studies	The fund is used for growth-related to growth-related studies, including development charge studies



# Appendix E

## Local Service Policy



# Appendix E: Local Service Policy

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

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

## **A. Services Related to a Highway**

### 1. Local Roads (including land)

- 1.1. Local Roads Internal to Development - Direct developer responsibility under s. 59 of D.C.A. (as a local service);
- 1.2. Local Roads External to Development – If within the area to which the plan relates- Direct developer responsibility under s. 59 of D.C.A. (as a local service).

### 2. Collector Roads

- 2.1. Collector Roads Internal to Development - Direct developer responsibility under s.59 of the D.C.A. (as a local service).
- 2.2. Roads (collector and arterial) external to development - Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- 2.3. Stream crossing and rail crossing road works, excluding underground utilities but including all other works within lands to be dedicated to the Township or



rail corridors - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).

### 3. Traffic Signals

- 3.1. Traffic signalization within or external to development – Include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

### 4. Intersection Improvements

- 4.1. New roads (collector and arterial) and road (collector and arterial) improvements – Include as part of road costing noted in item 1, to limits of ROW.
- 4.2. Intersections improvements within specific developments and all works necessary to connect to entrances (private and specific subdivision) to the roadway - Direct developer responsibility under s.59 of D.C.A. (as a local service).
- 4.3. Intersections with county roads and provincial highways – Include in D.C. calculation to the extent that they are Township responsibility.
- 4.4. Intersection improvements on other roads due to development growth increasing traffic – Include in D.C. calculation.

### 5. Streetlights

- 5.1. Streetlights on external roads - Include in D.C. calculation (linked to collector road funding source in item 1).
- 5.2. Streetlights within specific developments - Direct developer responsibility under s.59 of D.C.A. (as a local service).

### 6. Sidewalks

- 6.1. Sidewalks on provincial and county roads - Include in D.C. calculation or, in exceptional circumstances, may be local improvement or direct developer responsibility through local service provisions (s.59 of D.C.A.).
- 6.2. Sidewalks on area municipal roads - Linked to local and collector road funding source in item 1. and 2.



- 6.3. Other sidewalks external to development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).

## 7. Traffic Control Signals

- 7.1. Include in D.C. calculation.

## 8. Land Acquisition for Road Allowances

- 8.1. Land Acquisition for arterial roads - Dedication under the Planning Act subdivision provisions (s.51) through development lands; in areas with limited or no development, include in D.C. calculation (to the extent eligible).
- 8.2. Land Acquisition for collector roads - Dedication under the Planning Act subdivision provision (s.51) through development lands (up to 27 metre right-of-way); in areas with limited or no development, include in D.C. calculation (to the extent eligible).

## 9. Land Acquisition for Easements

- 9.1. Easement costs external to subdivisions shall be included in D.C. calculation.
- 9.2. Easement costs internal to subdivisions – Direct developer responsibility as a local service provision (under s. 59 of the D.C.A.)

## 10. Noise Abatement Measures

- 10.1. Internal to Development – Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 10.2. External to Development (which are a local service within the area to which the plan relates) - Direct developer responsibility as a local service provision (under s.59 of D.C.A.).
- 10.3. External to Development not within the area to which the plan relates – include in D.C. calculation.

## **B. Stormwater Management**

- 1.1. Quality and Quantity Works, Direct developer responsibility through local service provisions (s. 59 of D.C.A.).
- 1.2. Storm Sewers within roads – to follow rules for roads



## **C. Parkland Development**

### **1. Recreation Trails & Multi-Use Trails**

- 1.1. Recreation Trails and Multi-Use Trails that do not form part of the municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), are included in municipal parkland D.C.s.

### **2. Parkland Development**

The following is a Direct Developer Responsibility to Provide at Base Condition, as follows:

- 2.1 Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
- 2.2 Topsoil Stripping, screening, and stockpiling.
- 2.3 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 Director of Public Works, Parks and Facilities.
- 2.4 Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
- 2.5 Seeding of site with Township-approved seed mix. Maintenance of seed until acceptance by Township.
- 2.6 Parks shall be free of any contaminated soil or subsoil.
- 2.7 Parks shall not be mined for fill.
- 2.8 Parks shall be conveyed free and clear of all encumbrances.
- 2.9 100% of 1.5m chain link perimeter fencing to the Township standards to separate the development lands from the Township lands or lands to be dedicated to the Township, unless the perimeter fencing is on land that will be dedicated to the Township to fulfil the requirement of parkland dedication under the Planning Act.
- 2.10 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.

- 2.11 The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
- 2.12 Required heritage features within the park as set out within the Planning approval conditions.

The following will be included in the municipal parkland D.C.s:

- 2.13 Parkland development in excess of the base condition required as a local service;
- 2.14 Program facilities, amenities, and furniture, within parkland.



# Appendix F

## Asset Management Plan



## Appendix F: Asset Management Plan

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

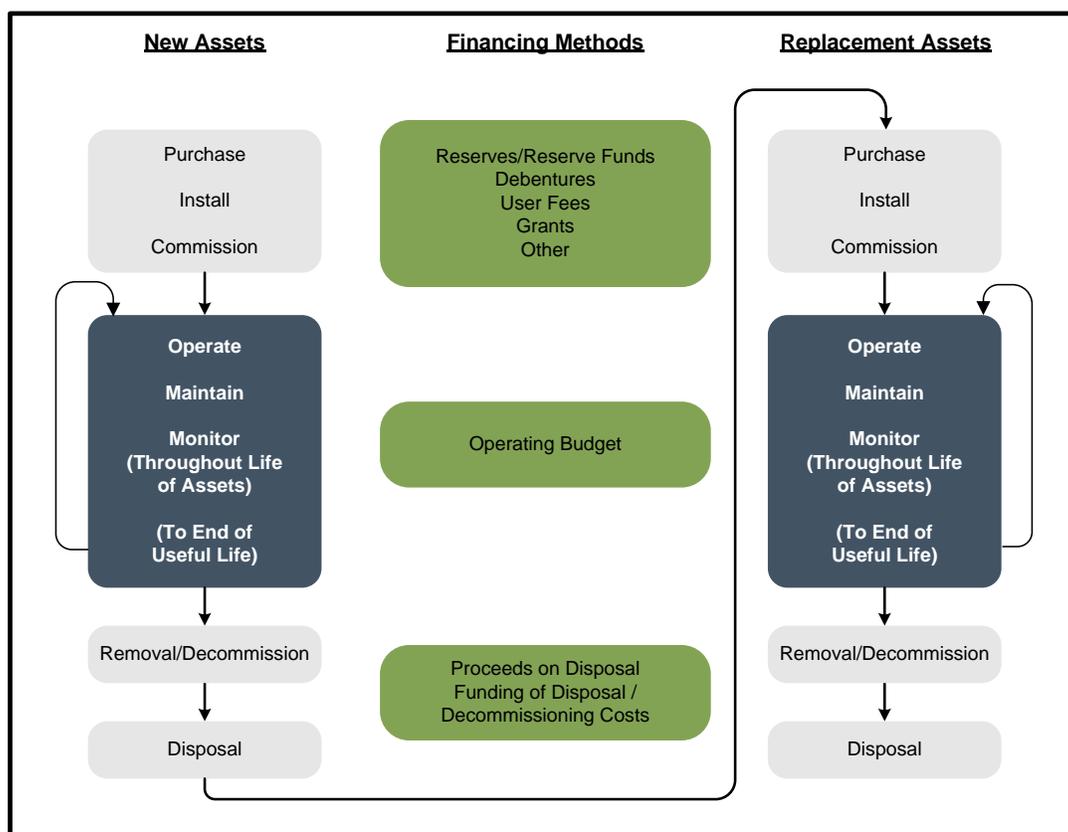
“The asset management plan shall,

- (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 specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

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

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



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

- **State of local infrastructure:** asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.
- **Desired levels of service:** defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).
- **Asset management strategy:** the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.
- **Financing strategy:** having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.



Commensurate with the above, the Township prepared A.M.P. in 2019 for its existing core and non-core infrastructure assets, including growth-related assets based on the information available at that time. However, since the needs have changed since then, the asset management requirement for the D.C. must be undertaken in the absence of updated information.

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

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a straight-line basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$1.99 million.
5. Consideration was given to the potential new tax and user fee revenue which will be generated as a result of new growth. These revenues will be available to assist in financing the expenditures above. The new operating revenues are approximately \$550,000. This additional revenue would increase the existing revenues from approximately \$9.13 million to \$9.68 million.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



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

	2033 (Total)
<b>Expenditures (Annualized)</b>	
Annual Debt Payment on Non-Growth Related Capital <sup>1</sup>	1,432,217
Annual Lifecycle - Municipal-wide Services	\$237,894
Incremental Operating Costs (for D.C. Services)	\$321,385
<b>Total Expenditures</b>	<b>\$1,991,496</b>
<b>Revenue (Annualized)</b>	
Total Existing Revenue <sup>2</sup>	\$9,126,923
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$549,721
<b>Total Revenues</b>	<b>\$9,676,644</b>

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

<sup>2</sup> As per Sch. 10 of FIR



# Appendix G

## Proposed D.C. By-law



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**BY-LAW NO. 2024-xx**  
**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**  
**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** notice of a public meeting was given pursuant to subsection 12(1) of the **Act**, and in accordance with the **regulations** under the **Act**, on or before June 18, 2024, and copies of the Study and this proposed **development charge** by-law were made available to the public on June 24, 2024, in accordance with subsection 12(1) of the **Act**;

**AND WHEREAS** a public meeting was held on July 10, 2024, in accordance with the **Act** to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

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

**AND WHEREAS** the Council, in adopting the **Township of Puslinch Development Charges** Background Study on September 3, 2024, 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:

**1. INTERPRETATION**

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

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



"**accessory use**" means where used to describe a use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot;

"**affordable residential unit**" means a **residential dwelling unit** that meets the criteria set out in subsection 4.1 of the **Act**;

"**agricultural use**" means the use of land and **buildings** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including: horses (including the accessory training and/or riding of boarded horses); poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm **buildings** and structures and **accessory uses, buildings**, and structures, including an accessory outdoor storage area;

"**ancillary residential use**" means a **residential dwelling unit** that would be ancillary to a **single detached dwelling, semi-detached dwelling, or row dwelling**;

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

"**attainable residential unit**" means a residential unit that meets the criteria set out in subsection 4.1 of the **Act**;

"**back-to-back townhouse dwelling**" means a **building** containing three or more dwelling units separated vertically by a common wall, including a rear common wall, that do not have rear yards;

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

"**benefiting Area**" means all lands within the **Township**;

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



“**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m<sup>2</sup>) and, notwithstanding the generality of the foregoing, includes, but is not limited to:

- (a) An above-grade storage tank;
- (b) An air-supported structure;
- (c) An **industrial** tent;
- (d) A roof-like structure over a gas-bar or service station; and
- (e) An area attached to and ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them.

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

“**canopy**” means a canopy as defined O. Reg. 332/12 under the *Building Code Act*, 1992, S.O. c. 23, and includes a roof-like structure over a gas bar or service station;

"**capital cost**" means costs incurred or proposed to be incurred by the **Township** or a local board thereof directly or by others on behalf of and as authorized by the **Township** or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve **buildings** and structures,
- (d) to acquire, construct or improve facilities including,
  - (i) furniture and equipment other than computer equipment, and
  - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and



(iii) rolling stock with an estimated useful life of seven years or more, and

(e) to undertake studies in connection with any matter under the **Act** and any of the matters in clauses (a) to (d) above, including the development charge background study

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

"**commercial**" means a **building**, structure, lot, use, or activity pertaining to the buying or selling of commodities or the supplying of services for remuneration, but does not include **industrial** or **agricultural uses**, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

"**Council**" means the Council of the **Township**;

"**development**" means the construction, erection or placing of one or more **buildings** or structures on land or the making of an addition or alteration to a **building** or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

"**development charge**" means a charge imposed with respect to this by-law;

"**dwelling unit**" means any part of a **building** or structure used, designed, or intended to be used as a housekeeping unit, used, or capable of being used by one or more persons, and containing cooking, living, sleeping and sanitary facilities;

"**existing**" means the number, use and size that existed as of the date this by-law was passed;

"**existing industrial building**" means a **building** or **buildings** with a valid building permit **existing** on a site on the day this by-law is passed, or the first **building** or **buildings** constructed on a vacant site pursuant to site plan approval, under Section 41 of the Planning Act, subsequent to the passage of this by-law for which full **development charges** were paid, that is used for or in conjunction with:



- (a) the production, compounding, processing, packaging, crating, bottling, packing or assembly of raw or semi-processed goods or materials in not less than seventy five percent of the total gross floor area of the **building** or **buildings** on a site ("manufacturing") or warehousing related to the manufacturing use carried on in the **building** or **buildings**;
- (b) research or development activities in connection with manufacturing in not less than seventy five percent of the total gross floor area of the **building** or **building** on the site;
- (c) retail sales by a manufacturer, if retail sales are at the site where manufacturing is carried out; such retail sales are restricted to goods manufactured at the site, and the **building** or part of a **building** where such retail sales are carried out does not constitute greater than twenty five percent of the total gross floor area of the **building** or **buildings** on the site; or
- (d) office or administration purposes if they are:
  - (i) carried out as an **accessory use** to the manufacturing or warehousing, and
  - (ii) in or attached to the **building** or structure used for such manufacturing or warehousing.

**"farm building"** means a **building** or structure associated with and located on land devoted to the practice of farming and that is used essentially for the housing of farm equipment or livestock or the growing, harvesting, or storage of agricultural and horticultural produce or feeds and as part of or in connection with a bona fide farming operation and includes barns, silos and other **buildings** or structures ancillary to that farming operation, including greenhouses, but excludes:

- (a) a **residential use**, with the exception of a secondary modular dwelling for seasonal farm workers required for that farm operation; and
- (b) any **building** or portion thereof used or intended to be used for any other **non-residential use**, including **commercial** and **industrial**, and an **on-farm diversified use**.

**"gross floor area"** means: the sum total of the total areas of the floors in a **building** or structure, whether at, above, or below grade, measured between the exterior faces of the exterior walls of the **building** or structure or from the center



line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and:

- (a) includes the floor area of a mezzanine and air -supported structure and the space occupied by interior walls partitions; and
- (b) in the case of non- **residential uses**, excludes any parts of the **building** or structure used for mechanical equipment related to the operation or maintenance of the **building** or structure, stairwells, elevators, washrooms, and the parking and loading of vehicles, and;
- (c) where a **building** does not have any walls, the **gross floor area** shall be the sum total of the area of land directly beneath the roof of the **building** and the total areas of the floors in the **building** or structure.

**“home business”** means an occupation conducted within a **dwelling unit** by the resident or residents of the **dwelling unit** and which is an **accessory use** to the **dwelling unit**.

**“home industries”** means a small-scale use providing a **service** that is accessory to a **dwelling unit** or agricultural operation. A home industry may be conducted in whole or in part in an accessory **building** and may include a carpentry shop, a metal working shop, a welding shop, or minor equipment repair shop, etc., but does not include any activity relating to the operation or maintenance of a vehicle or any activity requiring the use of toxic chemicals.

**“industrial”** means lands, **buildings** or structures used or designed or intended for use for the processing of goods and materials; the assembly of manufactured goods; the manufacturing of goods; the repair and servicing of goods and similar uses; including any permanent storage facilities or accessory equipment that is in conjunction with the use and includes office uses and the sale of commodities to the general public where such uses are accessory to an **industrial** use, but does not include a motor vehicle service establishment, motor vehicle body shop, or the sale of commodities to the general public through a warehouse club;

**“institutional development”** means development of a **building** or structure intended for use:



- (a) as a long-term care home within the meaning of subsection 2 (1) of the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched.1;
- (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (c) by any institution of the following post-secondary institutions for the objects of the institution:
  - i. a university in Ontario that receives direct, regular, and ongoing operation funding from the Government of Ontario;
  - ii. a college or university federated or affiliated with a university described in subclause (i); or
  - iii. an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institute Act, 2017*;
- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.

"**non-profit institutional use**" means land, **buildings**, structures or any part thereof used by any organization, group or association for promotion of religious, charitable, educational, welfare purposes, and includes churches, places of worship, private schools, nursery schools, daycares, or benevolent objectives and any of the listed **institutional uses** must be not for profit or gain;

"**live-work unit**" means a **building**, or part of thereof, which contains, or is intended to contain, both a **dwelling unit** and non-residential unit and which is intended for both **residential use** and **non-residential use** concurrently, and shares a common wall or floor with or without direct access between the residential and **non-residential uses**;

"**local board**" means a local board as defined in section 1 of the Municipal Affairs Act other than a board as defined in subsection 1 (1) of the Education Act.

"**multiple dwellings**" means all dwellings other than single-detached, semi-detached and **apartment unit** dwellings;

"**non-profit housing development**" means development of a **building** or structure intended for use as residential premises by:



- (i) a corporation without share capital to which the Corporations Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing;
- (ii) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that **Act** and whose primary objective is to provide housing; or
- (iii) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

"**non-residential use**" means a **building** or structure of any kind whatsoever used, designed, or intended to be used for other than a **residential use**;

"**Official Plan**" means the **Official Plan** adopted by the County of Wellington for the **Township**, as amended, and approved, or any future **Official Plan** adopted by the **Township** or County of Wellington for the **Township**;

"**on-farm diversified use**" means a use, occurring entirely and exclusively within a detached **building** that is secondary and subordinate to the active and principle **agricultural use** occurring on a property. Such uses shall be integrated within a farm cluster of **buildings** which must include a residential dwelling, and may include, but not be limited to, uses that produce value added agricultural products or provide a **service** that is supportive of regional agri-business, and may include a Home Industry, but excludes a **home business**;

"**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';

"**regulation**" means any **regulation** made pursuant to the **Act**;

"**rental housing**" means development of a **building** or structure with four or more **dwelling units** all of which are intended for use as rented residential premises;

"**residential dwelling unit**" means a **building**, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more **dwelling units** including modular homes but not



including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"**residential use**" means the use of a **building** or structure or portion thereof for one or more **dwelling units**. This also includes a **dwelling unit** on land that is used for an **agricultural use**;

"**row dwelling**" means a **building** containing three or more attached **dwelling units** in a single row, each of which **dwelling units** has an independent entrance from the outside and is vertically separated from any abutting **dwelling unit**;

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

"**service**" means a service or class of service designed in Schedule "A" to this by-law;

"**services**" shall have a corresponding meaning;

"**single detached dwelling unit**" means a residential **building** consisting of one **dwelling unit** and not attached to another structure;

"**Township**" means the corporation of the Township of Puslinch and/or the land within the geographic limits of the Township of Puslinch; and

"**zoning by-law**" means the Zoning By-Law of the **Township** of Puslinch or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.



## **2. DESIGNATION OF SERVICES AND CLASS OF SERVICES**

2.1. The categories of **services** for which **development charges** are imposed under this by-law are as follows:

- (a) Services Related to a Highway;
- (b) Fire Protection Services;
- (c) Parks and Recreation Services; and
- (d) Provincial Offences Act, including By-law Enforcement.

2.2 The category of class of **services** for which **development charges** are imposed under this by-law is as follows:

- (a) Growth-Related Studies.

2.3 The components of the **services** and class of **services**, designated in sections 2.1 and 2.2 are described in Schedule A.

## **3. APPLICATION OF BY-LAW RULES**

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

- (a) the lands are located in the area described in section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a)

### Area to Which by-law Applies

3.2 Subject to section 3.3, this by-law applies to all lands in the **Township** whether or not the land or use thereof is exempt from taxation under s. 3 or the Assessment Act.

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

- (a) the **Township** or a **local board** thereof;
- (b) a **board of education**; or



(c) the County of Wellington or any **local board** thereof;

### Approvals for Development

- 3.4 (a) **Development charges** shall be imposed on all lands, **buildings** or structures that are developed for residential or **non-residential uses** if the development requires one or more of the following:
- (i) the passing of a **zoning by-law** or of an amendment to a zoning bylaw under section 34 of the *Planning Act*;
  - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
  - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
  - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (v) a consent under section 53 of the *Planning Act*;
  - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
  - (vii) the issuing of a building permit under the ***Building Code Act*** in relation to a **building** or structure.
- (b) No more than one **development charge** for each **service** and class of **services** designated in subsections 2.1 and 2.2 shall be imposed upon any lands, **buildings**, or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, **buildings** or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional **development charges** shall be imposed if the subsequent action has the effect of increasing the need for **services**.



## Exemptions

- 3.5 Notwithstanding the provisions of this by-law, **development charges** shall not be imposed with respect to:
- (a) an enlargement to an **existing dwelling unit**;
  - (b) A second residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the **existing** detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
  - (c) A third residential unit in an **existing** detached house, semi-detached house, or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
  - (d) One residential unit in a **building** or structure ancillary to an **existing** detached house, semi-detached house or rowhouse on a parcel of land, if the **existing** detached house, semi-detached house or rowhouse contains no more than two residential units and no other **building** or structure ancillary to the **existing** detached house, semi-detached house or rowhouse contains any residential units;
  - (e) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if all **buildings** and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;
  - (f) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which **residential use**, other than **ancillary residential use**, is permitted, if no **building** or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units;



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

3.6 Notwithstanding section 3.5, **development charges** shall be imposed if the total **gross floor area** of the additional one or two units exceeds the **gross floor area** of the **existing dwelling unit**.

3.7 Notwithstanding section 3.5, **development charges** shall be imposed if the additional unit has a **gross floor area** greater than

- (a) in the case of a semi-detached or **row dwelling**, the **gross floor area** of the **existing dwelling unit**; and
- (b) in the case of any other residential **building**, the **gross floor area** of the smallest **dwelling unit** contained in the residential **building**.

3.8 Exemption for **Industrial Development**:

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

3.8.2 If the **gross floor area** of an **existing industrial building** is enlarged by greater than 50 percent, the amount of the **development charge** payable in respect of the enlargement is the amount of the **development charge** that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the **gross floor area** before the enlargement;



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

3.9 For the purpose of section 3.8 herein, "**existing industrial building**" is used as defined in the **Regulation** made pursuant to the Act.

3.10 Other Exemptions:

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

- (a) Temporary use permitted under a **zoning by-law** under Section 39 of the Planning Act;
- (b) **Accessory use**;
- (c) A **home business**
- (d) A non-residential **farm building** used for an **agricultural use**;
- (e) **non-profit institutional use**;
- (f) Land vested in or leased to a publicly assisted university where it is intended to be occupied and used by the university that receives direct, regular, and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education if the development is intended to be occupied and used by the university;
- (g) **Non-profit housing development**;
- (h) Affordable inclusionary residential units;
- (i) **Affordable residential units**; and
- (j) **Attainable residential units**.



## Amount of Charges

### Residential

3.11 The **development charges** described in Schedule B to this by-law shall be imposed on **residential uses** of lands, **buildings** or structures, including a **dwelling unit** accessory to a **non-residential use** and, in the case of a mixed-use **building** or structure, on the **residential uses** in the mixed use **building** or structure, and the residential portion for a **live-work unit**, according to the type of residential unit, and calculated with respect to each of the **services** and class of **services** according to the type of **residential use**.

### Non-Residential

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

### Reduction of **Development Charges** for Redevelopment Including Conversions

3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a **building** or structure **existing** on the same land within 60 months prior to the date of payment of **development charges** in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the **development charges** otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

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



- (b) in the case of a non-residential **building** or structure or, in the case of mixed-use **building** or structure, the **non-residential uses** in the mixed-use **building** or structure, an amount calculated by multiplying the applicable **development charges** under subsection 3.12, by the **gross floor area** that has been or will be demolished or converted to another principal use;

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

- 3.14 Notwithstanding section 3.13, no credit shall be allowed where the demolished or converted **building** or part thereof would have been exempt pursuant to this or a previous **development charges** by-law.

#### Time of Payment of **Development Charges**

- 3.15 **Development charges** shall be calculated and payable in money or by provision of **service** as may be agreed upon, or by credit granted under the **Act**, on the date that the first building permit is issued in relation to a **building** or structure on land to which the **development charge** applies.
- 3.16 Notwithstanding section 3.15, where a development is proceeding through subdivision or consent, the Services Related to a Highway component of the **development charges**, are calculated and payable immediately upon the developing landowner entering into the subdivision agreement or consent agreement.
- 3.17 Notwithstanding sections 3.15 and 3.16, **development charges** for **rental housing** and **institutional developments** are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest at the prescribe rate as per the **Act**, payable on the anniversary date each year thereafter.
- 3.18 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received and approved between January 1, 2020, and June 5, 2024, and the approval of the application occurred within 2 years of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates



set out in Schedule "B" on the date of the planning application was made, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest at the prescribed rate.

- 3.19 Notwithstanding subsections 3.15 through 3.17, where the development of land results from the approval of a Site Plan or **zoning by-law** Amendment received on or after January 1, 2020, where the approval of the application occurred on or after June 6, 2024, and the approval of the application occurred within 18 months of building permit issuance, the **development charges** under Section 2 shall be calculated based on the rates set out in Schedule "B" on the date of the planning application, including interest at the prescribed rate. Where both planning applications apply, **development charges** shall be calculated on the rates set out in Schedule "B", on the date of the latter planning application, including interest, including interest at the prescribed rate.
- 3.20 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, subject to sections 3.17, 3.18, and 3.19.
- 3.21 Despite sections 3.15, 3.16, 3.17, 3.18, and 3.19, **Council** from time to time, and at any time, may enter into agreements providing for all or any part of a **development charge** to be paid before or after it would otherwise be payable, in accordance with section 27 of the **Act**.
- 3.22 Interest for the purposes of sections 3.17, 3.18, and 3.19 shall be determined as the base rate plus 1 %, where:
- (a) The base rate shall be equal to the average prime rate on:
    - (i) October 15 of the previous year if the adjustment date is January 1;
    - (ii) January 15 of the same year if the adjustment date is April 1;
    - (iii) April 15 of the same year if the adjustment date is July 1; and
    - (iv) July 15 of the same year if the adjustment date is October 1.



- (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.

- 3.23 For the purposes of section 3.18 and 3.19, interest calculated under section 3.22 shall not apply where the calculated charges calculated under section 3.18 and 3.19 are the same as the charges that would be calculated under sections 3.15 or 3.16.

#### Discounts for Rental Housing:

- 3.24 The **development charge** payable for **rental housing** developments will be reduced based on the number of **bedrooms** in each unit as follows:
- (a) Three or more **bedrooms** – 25% reduction;
  - (b) Two **bedrooms** – 20% reduction; and
  - (c) All other **bedroom** quantities – 15% reduction.

#### 4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under sections 3.11 and 3.12, **Council** may, by agreement, give a credit towards a **development charge** in exchange for work that relates to a **service** to which a **development charge** relates under this by-law.

#### 5. INDEXING

- 5.1 **Development charges** imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1<sup>st</sup> of each year, in accordance with the prescribed index in the **Act**.

#### 6. SCHEDULES

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



Schedule A - Designated Municipal **Services** and Class of **Services** under this By-law

Schedule B - Schedule of **Development Charges**.

## **7. CONFLICTS**

- 7.1 Where the **Township** and an **owner** or former **owner** have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in section 3.4(a), an additional **development charge** in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for **services**, unless such agreement provides otherwise.

## **8. SEVERABILITY**

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

## **9. DATE BY-LAW IN FORCE**

- 9.1 This by-law shall come into effect on September 3, 2024.

## **10. DATE BY-LAW EXPIRES**

- 10.1 This by-law will expire on September 3, 2034, unless repealed by **Council** at an earlier date.

## **11. EXISTING BY-LAW REPEALED**

- 11.1 By-law 044-2019 is hereby repealed as of the date and time of this by-law coming into effect.



**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3<sup>rd</sup> DAY  
OF SEPTEMBER, 2024.**

---

James Seeley, Mayor

---

Justine Brotherston, Municipal Clerk



## SCHEDULE "A"

### DESIGNATED MUNICIPAL SERVICES AND CLASS OF SERVICES UNDER THIS BY-LAW

#### **Township-Wide Services**

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services; and
- Provincial Offences Act, including By-law Enforcement.

#### **Township-Wide Class of Services**

- Growth-Related Studies



**SCHEDULE "B"**  
**SCHEDULE OF DEVELOPMENT CHARGES**

Township-Wide Services/Class of Services	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)
Services Related to a Highway	2,768	2,178	1,674	1,223	0.85
Fire Protection Services	1,657	1,304	1,002	732	0.52
Parks and Recreation Services	2,961	2,330	1,792	1,308	0.09
Provincial Offences Act including By-Law Enforcement	6	5	4	3	0.00
Growth-Related Studies	847	667	512	374	0.16
<b>Total Township-Wide Services &amp; Class of Services</b>	<b>\$8,238</b>	<b>\$6,484</b>	<b>\$4,984</b>	<b>\$3,640</b>	<b>\$1.62</b>