



 **Watson
& Associates**
ECONOMISTS LTD.

2019 Development Charges Background Study

Municipality of Trent Lakes

For Public Circulation and Comment

February 14, 2019

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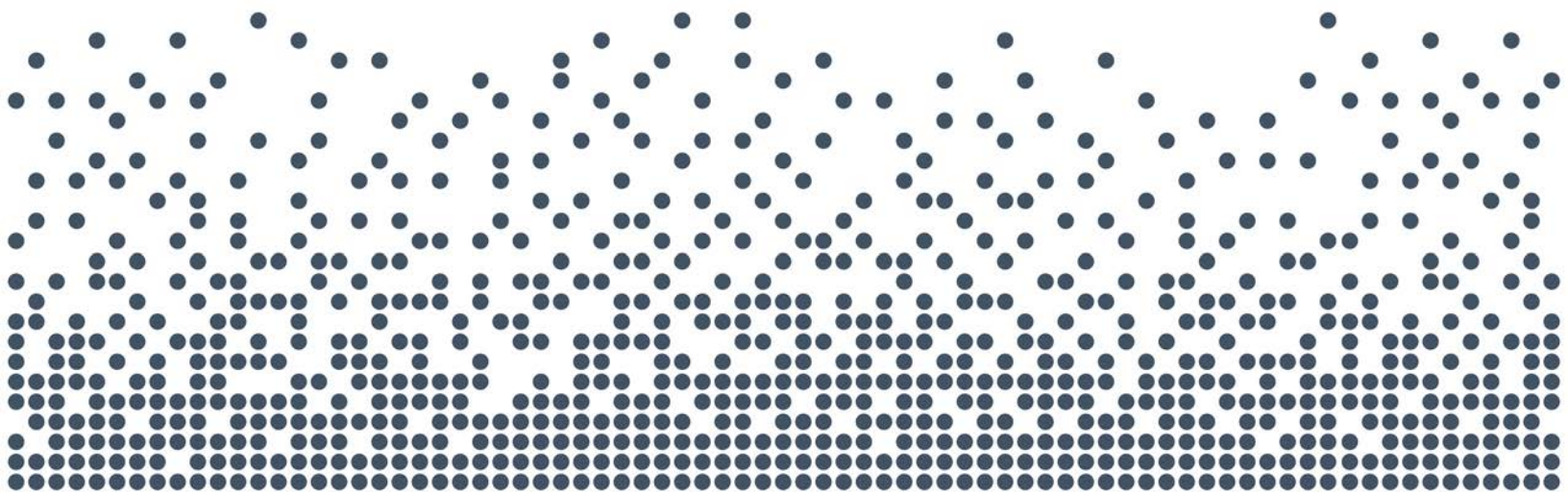
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List of Acronyms and Abbreviations

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



Development Charges Background Study



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the Development Charges Act (D.C.A.), 1997 (s.10), and accordingly, recommends new Development Charges (D.C.s) and policies for the Municipality of Trent Lakes (Municipality).

The Municipality retained Watson & Associates Economists Ltd. (Watson) to undertake the D.C. study process in 2018. Watson worked with senior staff of the Municipality in preparing this D.C. analysis and the policy recommendations.

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

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Municipality's D.C. background study, as summarized in Chapter 4. It also addresses the forecast amount, type and location of growth (Chapter 3), the requirement for "rules" governing the imposition of the charges (Chapter 7) and the proposed by-law to be made available as part of the approval process (Appendix E).

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

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



1.2 Summary of the Process

As required under Section 12 of the D.C.A., 1997, a Public Meeting will be scheduled prior to Council considering the by-law for passage. Its purpose is to present the study to the public and to solicit public input on the proposed D.C. by-law. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Municipality's D.C. by-law. Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

In accordance with the legislation, the D.C. background study and proposed D.C. by-law were available for public review on February 14, 2019.

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

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

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

Process Steps	Dates
1. Project initiation meetings with Municipality staff	December 10, 2018
2. Data collection, staff interviews, preparation of D.C. calculations	December 2018 to February 2019
3. Preparation of draft D.C. background study and review of draft findings with staff	February 2019
4. D.C. background study and proposed D.C. by-law available to public	February 14, 2019
5. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 days prior to public meeting



Process Steps	Dates
6. Public Meeting of Council	March 19, 2019
7. Council considers adoption of D.C. background study and passage of by-law	April 16, 2019
8. Newspaper notice given of by-law passage	By 20 days after passage
9. Last day for by-law appeal	40 days after passage
10. Municipality makes available D.C. pamphlet	by 60 days after in force date



Chapter 2

Municipality of Trent Lakes

Current D.C. Policy



2. Municipality of Trent Lakes Current D.C. Policy

2.1 By-law Enactment

On May 20, 2014, the Municipality passed By-law B2014-060 (as amended by By-law B2015-020) under the D.C.A, 1997. The by-law, imposes uniform Municipal-wide D.C.s by service for all permissible municipal services.

2.2 Services Covered

The following services are included under By-law B2014-060 (as amended):

- Planning and Development;
- Protection of Persons and Property;
- Police Services;
- Emergency Management;
- By-law Enforcement;
- Public Works, Roads;
- Public Works, Equipment and Storage;
- Health Services;
- Recreation and Cultural; and
- Library.

The by-law provides for mandatory annual indexing of the charges on January 1st of each year. Table 2-1 provides the charges currently in effect, for residential and non-residential development types, as well as the breakdown of the charges by service.

2.3 Timing of D.C. Calculation and Payment

D.C.s are due and payable in full to the Municipality on the date a building permit is issued for any land, buildings or structures affected by the applicable D.C. The By-law also allows the Municipality to enter into alternative payment agreements with owners.



Table 2-1
Municipality of Trent Lakes
Schedule of D.C.s (as of January 1, 2019)

Service	RESIDENTIAL			NON-RESIDENTIAL (per sq.m. of gross floor area)	Green Energy	
	Single and Semi-Detached Dwelling	Townhouse Dwelling	Multi-Unit Dwelling		Solar	Wind
Municipal Wide Services:						
Planning and Development	202	162	115	0.31	41	41
Protection to Persons and Property	723	578	410	1.17	723	723
Police Services	4	3	2	0.01	-	-
Emergency Management	6	5	3	0.01	-	-
Bylaw Enforcement	24	19	14	0.03	-	-
Roads and Bridges	425	340	241	1.84	426	426
Public Works	1,878	1,502	1,064	2.29	1,878	1,878
Health Services	249	199	141	0.34	-	-
Recreation and Cultural Services	242	194	137	-	-	-
Library Services	107	86	61	-	-	-
Total Municipal Wide Services	3,860	3,088	2,187	6.00	3,067	3,067

2.4 Redevelopment Credit

The by-law provides for D.C. credits for residential and non-residential redevelopments for structures to be demolished or converted from one principal use to another, provided the structure existed on the same land within two years prior to the date of payment of the D.C.s. The redevelopment credit period is extended to five years for the replacement of a building or structured destroyed by fire or a similar unintended action.

2.5 Exemptions

The Municipality's existing D.C. by-law includes statutory exemptions from payment of D.C.s with respect to:

- Industrial additions of up to and including 50% of the existing gross floor area (G.F.A.) of the building – for industrial additions which exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s;
- Land used for Municipal or Board of Education purposes; and
- Residential development that results in only the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (as specified by O.Reg. 82/98).



The D.C. by-law also provides non-statutory exemptions from payment of D.C.s with respect to:

- Buildings or structures used as public hospitals governed by the *Public Hospitals Act*, R.S.O. 1990, c.P.40, as amended;
- Land, building or structures used for institutional church use and exempt from taxation under the *Assessment Act* R.S.O. 1990, c.A.31, as amended;
- The development of bona fide farm uses, which qualify as a farm business, being that which operated with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class;
- Affordable housing. Council may also waive a D.C. for a related use upon request (i.e. Non-profit agency-sponsored construction – example: Habitat for Humanity);
- The first 100 KW of generating capacity of a wind turbine system or photovoltaic generating installation (solar farm);
- 50% exemption for institutional uses; and
- The first 250 m² of G.F.A. of new non-residential buildings.



Chapter 3

Anticipated Development in the Municipality of Trent Lakes



3. Anticipated Development in the Municipality of Trent Lakes

3.1 Requirement of the Act

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

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Municipality of Trent Lakes will be required to provide services, over a 10-year (early-2019 to early-2029) and a longer term (early-2019 to mid-2031) time horizon.

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

The D.C. growth forecast has been derived from the County of Peterborough Official Plan, Consolidated August 2017, and is consistent with Schedule 3 of the Growth Plan for the Greater Golden Horseshoe (G.G.H.), Ministry of Infrastructure, June 2013. In compiling the growth forecast, the following additional information sources were consulted to help assess the residential and non-residential development potential for the Municipality of Trent lakes over the forecast period, including:

- The Municipality of Trent Lakes Development Charges Report Draft, Clark Consulting Services Ltd., May 2014;
- The Official Plan of the Township of Galway-Cavendish and Harvey, April 2011;
- Historical residential and non-residential building permit data over the 2008-2018 period;
- Residential and employment Census data;
- Residential supply (in the development process) as provided by the Municipality of Trent Lakes Building and Planning Department;



- Discussions with Municipality of Trent Lakes staff regarding anticipated residential and non-residential development in the Hamlet of Buckhorn; and
- Discussions with Municipality of Trent Lakes staff regarding historic and expected seasonal development activity.

3.3 Summary of Growth Forecast

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

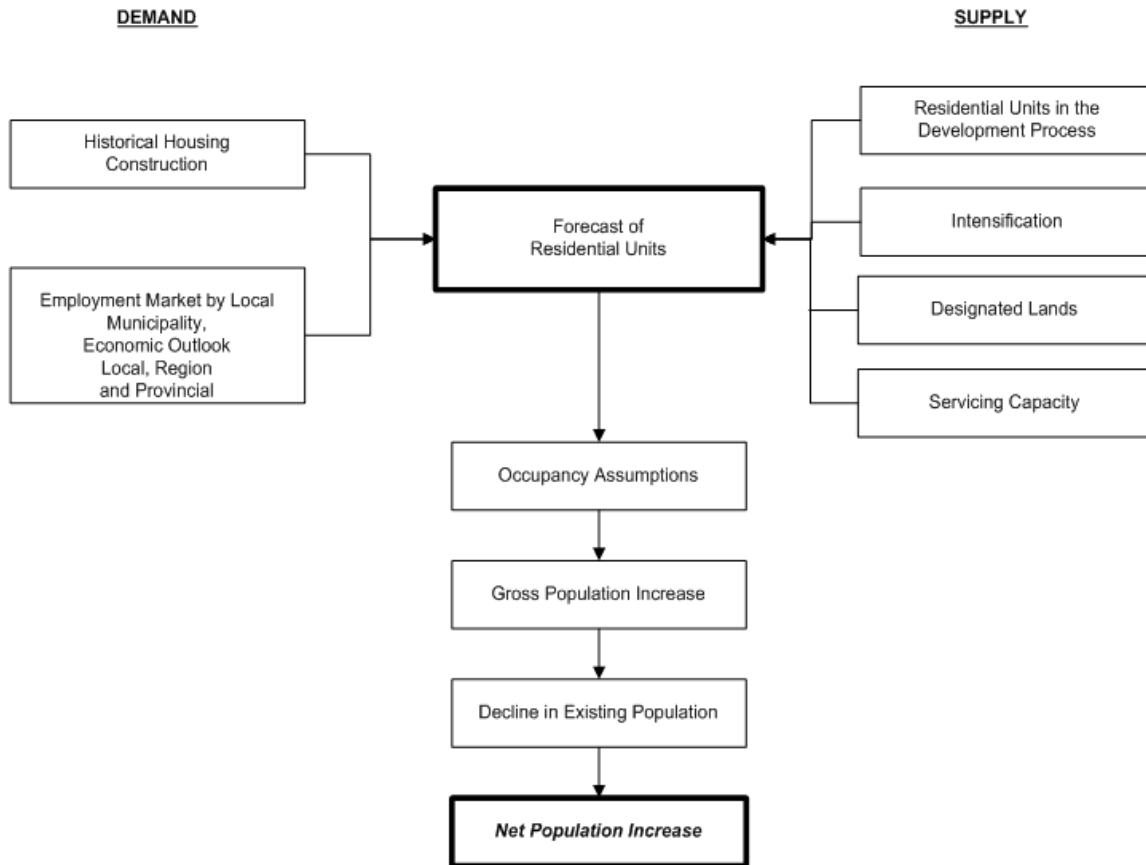
As identified in Table 3-1 and Appendix A, *Schedule 1*, the Municipality's population is anticipated to reach approximately 6,010 by early-2029 and 6,120 by mid-2031, resulting in an increase of 420 and 530 persons, respectively, over the 10-year and longer term (2019 to 2031) forecast periods. The Municipality's seasonal population is forecast to increase to 9,890 persons in 2029, and 9,950 persons in 2031. The Municipality's total population (permanent and seasonal population) is forecast to reach 15,900 by 2029, and 16,060 by 2031.¹

¹ The population figures used in the calculation of the 2019 D.C. exclude the net Census undercount, which is estimated at approximately 2.6%.



Figure 3-1

Population and Household Projection Model





**Table 3-1
Municipality of Trent Lakes
Residential Growth Forecast Summary**

Year	Permanent Population (Including Census Undercount) ¹	Excluding Census Undercount					Housing Units							Permanent Person Per Unit (P.P.U.)	Permanent + 100% Seasonal Person Per Unit (P.P.U.)	
		Permanent Population	Institutional Population	Permanent Population Excluding Institutional	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Multiples ²	Apartments ³	Other	Total Households	Seasonal Households	Total Households Including Seasonal			
Historical	<i>Mid 2006</i>	5,420	5,284	54	5,230	9,515	14,799	2,200	5	10	15	2,230	3,172	5,402	2.370	2.740
	<i>Mid 2011</i>	5,240	5,105	50	5,055	9,140	14,245	2,230	5	0	5	2,240	3,047	5,287	2.279	2.694
	<i>Mid 2016</i>	5,540	5,397	57	5,340	9,580	14,977	2,425	10	10	0	2,445	3,194	5,639	2.207	2.656
Forecast	<i>Early 2019</i>	5,740	5,594	60	5,534	9,651	15,245	2,550	10	10	0	2,570	3,217	5,787	2.177	2.634
	<i>Early 2029</i>	6,160	6,007	64	5,943	9,891	15,898	2,886	10	10	0	2,906	3,297	6,203	2.067	2.563
	<i>Mid 2031</i>	6,280	6,118	65	6,053	9,945	16,063	2,968	10	10	0	2,988	3,315	6,303	2.047	2.548
Incremental	Mid 2001 - Mid 2006	934	912	54	5,230	80	992	375	0	0	-15	360	27	387		
	Mid 2006 - Mid 2011	-180	-179	-4	-175	-375	-554	30	0	-10	-10	10	-125	-115		
	Mid 2011 - Mid 2016	300	292	7	285	440	732	195	5	10	-5	205	147	352		
	Mid 2016 - Early 2019	200	197	3	194	71	268	125	0	0	0	125	23	148		
	Early 2019 - Early 2029	420	413	4	409	240	653	336	0	0	0	336	80	416		
Early 2019 - Mid 2031	540	524	5	519	294	818	418	0	0	0	418	98	516			

Source: Watson & Associates Economists Ltd., 2019.

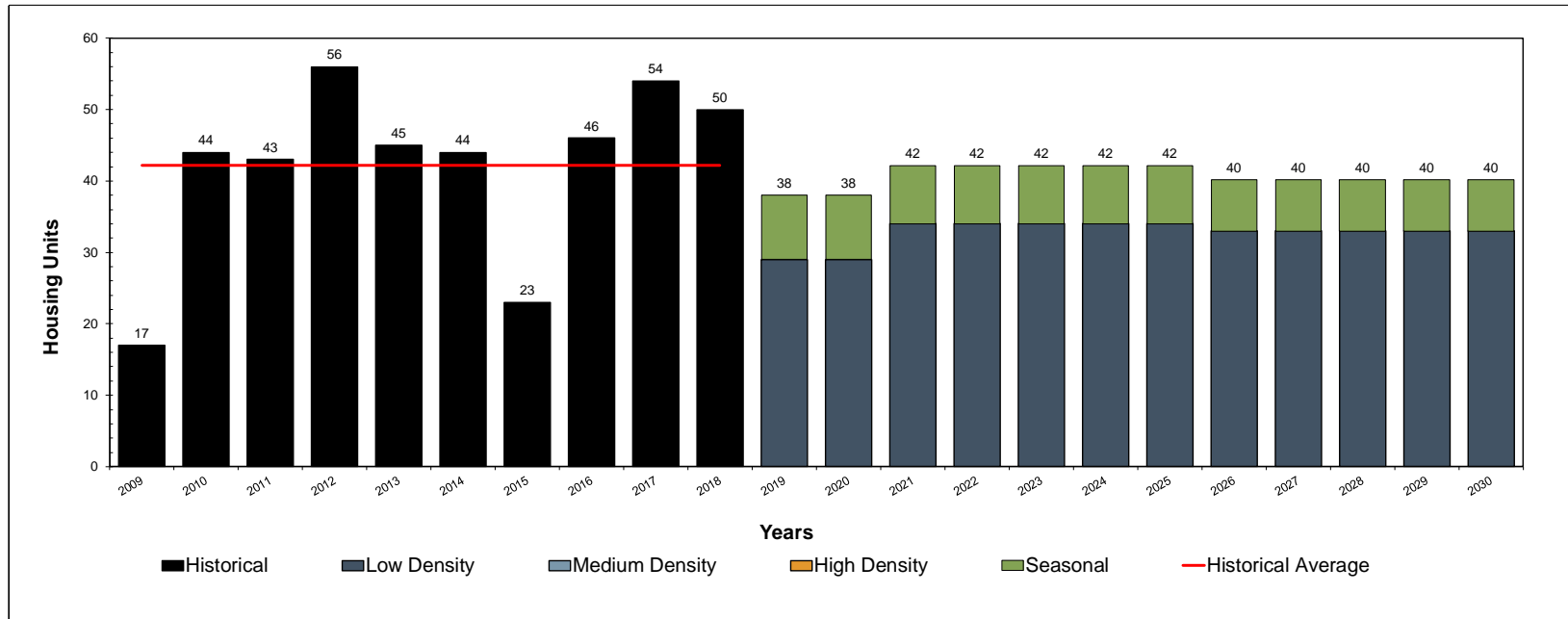
¹ Census undercount estimated at approximately 2.6%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

³ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



Figure 3-2
Municipality of Trent Lakes
Annual Housing Forecast¹



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



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

- The unit mix for the Municipality was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications and discussions with municipal staff regarding anticipated development trends for the Municipality, and in particular development proposed and planned for the Hamlet of Buckhorn.
- Based on the above indicators, the 2019 to 2031 household growth forecast is comprised of a unit mix of 100% low density (single detached and semi-detached).

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

- Schedule 2 summarizes the anticipated amount, type and location of development for the Municipality of Trent Lakes.
- In accordance with forecast demand and available land supply, the percentage of forecast housing growth between 2019 and 2031 by development location is summarized below.

Development Location	Percentage of Housing Growth, 2019-2031		
	Permanent	Seasonal	Total
<i>Hamlet of Buckhorn</i>	16%	6%	14%
<i>Remainder of Trent Lakes</i>	84%	94%	86%
Total	100%	100%	100%

3. Planning Period

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



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

- The number of housing units to be constructed in the Municipality of Trent Lakes during the short- and long-term periods is presented on Figure 3-2. Over the 2019 to 2031 forecast period, the Municipality is anticipated to average approximately 41 new permanent and seasonal housing units per year.
- The institutional population¹ is anticipated to grow by 5 persons between 2019 to 2031.
- Population in new units is derived from Schedules 3, 4, and 5, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedules 7a and 7b summarize the P.P.U. for the new housing units by age and type of dwelling based on a 2016 custom Census data. The total calculated P.P.U. for all density types has been adjusted to account for the downward P.P.U. trend which has 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: 2.399
 - Medium density: 1.946
 - High density²: 1.423
 - Seasonal: 3.000

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

- Existing households for early-2019 are based on the 2016 Census households, plus estimated residential units constructed between mid-2016 and 2019 assuming a 6-month lag between construction and occupancy (see Schedule 3).
- The decline in average occupancy levels for existing housing units is calculated in Schedules 3 through 5, by aging the existing population over

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

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



the forecast period. The forecast population decline in existing households over the 2019 to 2031 forecast period is approximately 480.

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

- Employment projections are largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/ population-related, institutional, and work at home, which are considered individually below.
- 2016 employment data¹ (place of work) for the Municipality of Trent Lakes is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 25 primary (3%);
 - 320 work at home employment (44%);
 - 53 industrial (7%);
 - 298 commercial/population related (41%); and
 - 35 institutional (5%).
- The 2016 employment by usual place of work, including work at home, is estimated at 730. An additional 210 employees have been identified for the Municipality in 2016 that have no fixed place of work (N.F.P.O.W.).² The 2016 employment base, including N.F.P.O.W., totals approximately 940.
- Total employment, including work at home and N.F.P.O.W., for the Municipality of Trent Lakes is anticipated to reach approximately 1,105 by early-2029 and 1,135 by mid-2031. This represents an employment increase of 125 for the 10-year forecast period and 155 for the 2019 to 2031 forecast period.

¹ 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

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



- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e. employment and G.F.A. generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential (G.F.A. calculation.
- Total employment for the Municipality of Trent Lakes (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 490 by early-2029 and 510 by mid-2031. This represents an employment increase of 60 and 80 over the 10-year and longer-term forecast periods, respectively.

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

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
 - 1,300 sq.ft. per employee for industrial;
 - 550 sq.ft. per employee for commercial/population-related; and
 - 700 sq.ft. per employee for institutional employment.
- The Municipal-wide incremental G.F.A. increase is anticipated to be 40,800 sq.ft. over the 10-year forecast period and 50,600 sq.ft. over the 2019 to 2031 forecast period.
- In terms of percentage growth, the 2019 to 2031 incremental G.F.A. forecast by sector is broken down as follows:
 - industrial – 21%;
 - commercial/population-related – 68%; and
 - institutional – 11%.



8. Geographic Location of Non-Residential Development (Appendix A, Schedule 9c)

- Schedule 9c summarizes the anticipated amount, type and location of non-residential development for the Municipality of Trent Lakes by area.
- In accordance with forecast demand and available land supply, the percentage of forecast total non-residential growth between 2019 and 2031 by development location is summarized below.

Development Location	Percentage Total Non-Residential Growth G.F.A., 2019-2031
Hamlet of Buckhorn	24%
Remainder of Trent lakes	76%
<i>Total</i>	<i>100%</i>



Chapter 4

Approach to the Calculation of the Charge



4. Approach to the Calculation of the Charge

4.1 Introduction

This chapter addresses the requirements of s.s.5(1) of the D.C.A., 1997 with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

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

A number of these services are defined in s.s.2(4) of the D.C.A., 1997 as being ineligible for inclusion in D.C.s. These are shown as “ineligible” on Table 4-1. In addition, two ineligible costs defined in s.s.5(3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of [less than] seven years...” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services which are potentially eligible for inclusion in the Municipality’s D.C.s are indicated with a “Yes.”

4.3 Increase in Need for Service

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



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

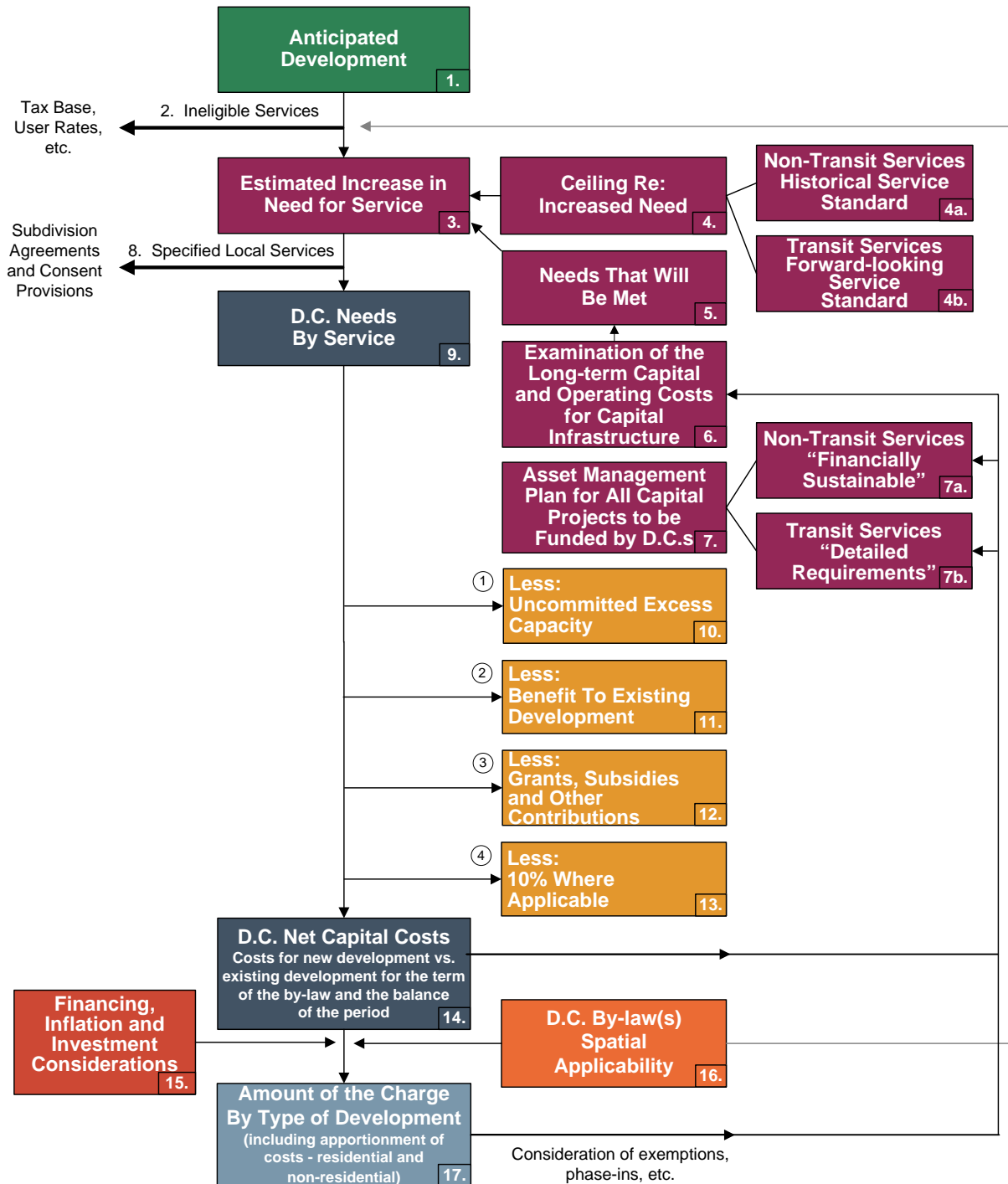




Table 4-1
Categories of Municipal Services
To Be Addressed as Part of the Calculation

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

¹with 7+ year life time

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



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	90
	Yes	5.3 Development of district parks	90
	Yes	5.4 Development of municipal-wide parks	90
	n/a	5.5 Development of special purpose parks	90
	Yes	5.6 Parks rolling stock ¹ and yards	90
6. Indoor Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	90
	Yes	6.2 Recreation vehicles and equipment ¹	90
7. Library Services	Yes	7.1 Public library space (incl. furniture and equipment)	90
	n/a	7.2 Library vehicles ¹	90
	Yes	7.3 Library materials	90
8. Electrical Power Services	Ineligible	8.1 Electrical substations	0
	Ineligible	8.2 Electrical distribution system	0
	Ineligible	8.3 Electrical system rolling stock	0
9. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	9.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	9.2 Tourism facilities and convention centres	0
10. Wastewater Services	No	10.1 Treatment plants	100
	No	10.2 Sewage trunks	100
	No	10.3 Local systems	0
	No	10.4 Vehicles and equipment ¹	100

¹with 7+ year life time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
11. Water Supply Services	No	11.1 Treatment plants	100
	No	11.2 Distribution systems	100
	No	11.3 Local systems	0
	No	11.4 Vehicles and equipment ¹	100
12. Waste Management Services	Ineligible	12.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	12.2 Landfills and other disposal facilities	0
	n/a	12.3 Waste diversion facilities	90
	n/a	12.4 Waste diversion vehicles and equipment ¹	90
13. Police Services	n/a	13.1 Police detachments	100
	n/a	13.2 Police rolling stock ¹	100
	n/a	13.3 Small equipment and gear	100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	90
	n/a	14.2 Vehicles ¹	90
15. Child Care	n/a	15.1 Child care space	90
	n/a	15.2 Vehicles ¹	90
16. Health	No	16.1 Health department space	90
	No	16.2 Health department vehicles ¹	90
17. Social Housing	No	17.1 Social Housing space	90
18. Provincial Offences Act (P.O.A.)	n/a	18.1 P.O.A. space	90
19. Social Services	n/a	19.1 Social service space	90
20. Ambulance	n/a	20.1 Ambulance station space	90
	n/a	20.2 Vehicles ¹	90
21. Hospital Provision	Ineligible	21.1 Hospital capital contributions	0

¹with 7+ year life time



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

¹with a 7+ year life time

²same percentage as service component to which it pertains

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



4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions.

4.5 Capital Forecast

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

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

The capital costs include:

- costs to acquire land or an interest therein (including a leasehold interest);
- costs to improve land;
- costs to acquire, lease, construct or improve buildings and structures;
- 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;
- interest on money borrowed to pay for the above-referenced costs;
- costs to undertake studies in connection with the above-referenced matters; and
- 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” (s.s.5(1)3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast or similar expression of the intention of Council (O.Reg. 82/98 s.3). The capital program contained herein reflects the



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

4.6 Treatment of Credits

Section 8 para. 5 of O.Reg. 82/98 indicates that a D.C. background study must set out, "the estimated value of credits that are being carried forward relating to the service." s.s.17 para. 4 of the same Regulation indicates that, "...the value of the credit cannot be recovered from future D.C.s," if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

The Municipality has no outstanding DC credit obligations to be considered in this D.C. Background Study.

4.7 Eligible Debt and Committed Excess Capacity

Section 66 of the D.C.A., 1997 states that for the purposes of developing a D.C. by-law, a debt incurred with respect to an eligible service may be included as a capital cost, subject to any limitations or reductions in the Act. Similarly, s.18 of O.Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be "committed," that is, either before or at the time it was created, Council must have expressed a clear intention that it would be paid for by D.C.s or other similar charges. For example, this may have been done as part of previous D.C. processes.



4.8 Existing Reserve Funds

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

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

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

The Municipality’s D.C. Reserve Funds balances, by service, are presented in Table 4-2 below. 2018 year-end reserve fund balances have been adjusted to account eligible and actual reserve funds draws occurring over the 2014-2018 period. These balances have been applied against future spending requirements for all services.

Table 4-2
Municipality of Trent Lakes
Estimated D.C. Reserve Funds Balances (as at December 31, 2018)

Service	Totals
Roads and Related	\$376,548
Fire Services	(\$98,223)
Parks and Recreation	\$7,061
Library Services	\$33,743
Administration Studies	\$46,576
Municipal Parking	\$0
Health Services	\$55,372
By-Law	\$6,827
Police	\$942
Emergency Management	\$1,284
Total	\$430,130

4.9 Deductions

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

- the level of service ceiling;



- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies and other contributions; and
- a 10% reduction for certain services.

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

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.2 does “...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Municipality over the 10-year period immediately preceding the preparation of the background study...” O.Reg. 82.98 (s.4) goes further to indicate that, “...both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

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

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

4.9.2 Reduction for Uncommitted Excess Capacity

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

“Excess capacity” is undefined, but in this case, must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for



service, would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

4.9.3 Reduction for Benefit to Existing Development

This step involves a further reduction to the need, by the extent to which such an increase in service would benefit existing development. The level of services cap in section 4.9.1 is related, but is not the identical requirement.

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

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a 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 Wednesday in one arena and Thursday in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies and other contributions made or anticipated by Council and in accordance with various rules such as the attribution between the share



related to new vs. existing development O.Reg. 82.98, s.6. Where grant programs do not allow funds to be applied to growth-related capital needs, the proceeds can be applied to the non-growth share of the project exclusively. Moreover, Gas Tax revenues are typically used to fund non-growth-related works or the non-growth share of D.C. projects, given that the contribution is not being made in respect of particular growth-related capital projects.

4.9.5 The 10% Reduction

Paragraph 8 of s.s.(1) of the D.C.A. requires that, “the capital costs must be reduced by 10 percent.” This paragraph does not apply to water supply services, wastewater services, stormwater drainage and control services, services related to a highway, police, and fire protection services. The primary services that the 10% reduction does apply to include services such as parks and recreation and libraries. The 10% is to be netted from the capital costs necessary to provide the increased services, once the other deductions have been made, as per the infrastructure cost sheets in Chapter 5



Chapter 5

D.C. Eligible Cost Analysis by Service



5. D.C. Eligible Cost Analysis by Service

5.1 Introduction

This chapter outlines the basis for calculating D.C. eligible costs for the D.C.s to be applied on a uniform basis. The required calculation process set out in s.5(1) paragraphs 2 to 8 in the D.C.A., 1997, and described in Chapter 4, was followed in determining D.C. eligible costs.

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

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

This section evaluates the development-related capital requirements for select services over the 10-year planning period (2019-2028). Each service component is evaluated on two format sheets: the average historical 10-year level of service calculation (see Appendix B), which "caps" the D.C. amounts; and the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

5.2.1 *Roads and Related Services*

The Municipality's inventory of roadways is measured by square metres of surface area and is segregated by Road Base, Gravel/Sand, HCB, and LCB. In total, the Municipality has 3.1 million square metres of roadways. In addition, Roads and Related Services are provided through the provisions of 702 culverts, 1 bridge, 49,131 sq.ft. of public works facility space and 14 vehicles. This total inventory of assets over the past 10-years results in an invested historical level of service of \$2,339 per capita. When applied to the forecast population growth to 2028 (i.e. 649 population), a maximum D.C. eligible cost of approximately \$1.5 million could be expected to meet the future increase in needs for service.

Review of the Municipality's 2014 D.C. Background Study, capital budget, and discussion with staff have identified future needs required to service new development



in the Municipality over the 10-year forecast period. The capital needs that have been identified include a new public works depot with a sand dome and additional loader, as well as roads and related needs for the Village of Buckhorn as identified in the Buckhorn Streetscape Master Plan. In total, \$6.3 million in gross capital costs have been identified. A total capital cost of \$4.2 million has been deducted from the growth-related capital needs, recognizing the benefit to development beyond the 10-year period. Furthermore, \$212,000 has been deducted to account for the benefit to existing development of improvement in the Village of Buckhorn. Moreover, the Municipality's Roads and Related D.C. Reserve Fund balance of \$376,000 reflects funds already collected towards these needs. As a result, approximately \$1.5 million in capital needs has been included in the D.C. calculation.

Net growth-related capital costs for Roads and Related Services have been allocated between future residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 91% residential and 9% non-residential).

5.2.2 Fire Services

There are currently four fire stations located in Trent Lakes, with a total size of 23,358 square feet (sq.ft.). The Municipality also maintains 38 vehicles and 207 items of equipment and gear. In total, the average level of service provided through the capital infrastructure has been \$810 per capita. In aggregate the maximum D.C. eligible amount that could be included in the calculation of the charge for Fire Services is \$526,000.

Based on the Municipality's 2014 D.C. background study and the anticipated facility expansions and vehicle upgrades, the anticipated capital needs have been identified for an expansion to the Cavendish Fire Hall, and a higher capacity Pumper Tanker.

The gross capital costs for the capital program discussed above are \$797,000 and have been reduced by \$410,000 to reflect the benefit to existing development. Incorporating a reserve fund deficit of \$98,000, a total of \$485,000 in growth-related needs have been included in the calculation of the D.C.

The allocation net growth-related costs for Fire Services between residential and non-residential development is 91% residential and 9% non-residential based on forecast incremental population and employment growth.



5.2.3 Municipal Parking

There are currently 740 paved and gravel municipal off-road parking spots within the Municipality. On average the per capita investment in this service has been \$31 over the past 10-year period. When applied to the anticipated population growth of 649, the maximum eligible amount that could be included in the calculation of the charge is \$20,000.

Additional municipal parking needs have been identified in Buckhorn for \$146,000. After deducting the benefit to existing costs of \$138,700 and a further \$730 for the statutory 10% deduction, the net growth-related costs included in the calculation of the charge total \$6,570.

These costs have been allocated to residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 91% residential and 9% non-residential).

5.2.4 Parks and Recreation Services

The Municipality currently maintains approximately 31 acres of developed parkland and 14 parkland amenities for the provision of those parks. In addition, there is 13,412 sq.ft. of indoor facility space maintained for the provision of recreation services. To assist in the provision of the parks and recreation services through the assets described above, the Municipality also maintains 8 parks vehicles. The Municipality's level of service over the historical 10-year period averaged \$404 per capita. In total, the maximum D.C. eligible amount for Parks and Recreation Services over the 10-year forecast period is approximately \$262,000 based on the established level of service.

The 10-year capital needs for Parks and Recreation Services to accommodate growth has a total gross capital cost of approximately \$627,000. These capital needs include parkland improvements identified in the Buckhorn Streetscape Master Plan, additional Parks and Recreation facility space needs, and an additional tractor over the 10-year period. After deducting \$489,000 for the benefit to existing development and \$14,000 for the statutory 10% deduction, the growth-related costs total \$124,000. A further \$40,000 has been deducted in recognition of D.Cs. already collected towards these needs, as represented by the uncommitted balance in the D.C. reserve fund. The resulting net growth-related capital costs for inclusion in the calculation totals \$84,000.



As the predominant users of Parks and Recreation Services tend to be residents of the Municipality, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

5.2.5 Library Services

The Municipality Library Services are provided through the Buckhorn and Cavendish Libraries (3,049 sq.ft. total). In addition, the Municipality currently has an inventory of 20,884 library collection items. These collection items both physical and electronic items, all of which have a total value of approximately \$515,000.

The average level of service over the past 10 years was \$101 per capita. Based on the application of this level of service to the incremental forecast growth, the Municipality would be eligible to collect approximately \$66,000 from D.C.s for library services over the forecast period.

The capital needs required to accommodate growth have a total gross cost of \$65,600. These costs include a provision to maintain the current level of service with regard to Library collection materials and facility space over the forecast period as supported by the Municipality's 2014 D.C. Background Study. The Library Services D.C. Reserve Fund balance is currently in a positive position; as such approximately \$37,200 has been removed from the calculation of the charge in recognition of these funds having already been collected. Another \$6,600 has been deducted for the statutory 10% requirement. As such, approximately \$22,000 of growth-related costs have been included in the calculation of the charge.

As with Parks and Recreation Services, the predominant users of Library Services are residents of the Municipality, and therefore, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

5.2.6 Administration Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Municipality's capital works program and to support the preparation of future D.C. background studies. The Municipality has made provisions for the inclusion of future studies undertaken to facilitate this D.C. process, as well as other studies which benefit growth, including official plan updates, zoning by-law updates, and various master plans and needs studies.



The cost of these projects totals \$536,200 over the 10-year forecast period. A deduction of \$75,000 has been applied for existing reserve fund balances and approximately \$251,000 has been deducted in recognition of the studies' benefits to the existing developments. After deducting the 10% statutory deduction of approximately \$23,000, the net growth-related capital costs included in the charge totals \$187,000.

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



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

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2028	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 91%	Non-Residential Share 9%
1	New Public Works Depot	2019-2028	5,348,000	3,698,010	1,649,990	-		1,649,990	1,501,491	148,499
2	Sand Dome	2019-2028	500,000	345,738	154,262	-		154,262	140,379	13,884
3	Additional Loader	2019-2028	263,300	182,065	81,235	-		81,235	73,923	7,311
	Buckhorn									
4	Shared Roadway - Lakehurst Rd from Buckhorn Community Centre to CR 36 & 23	2019-2028	4,500	-	4,500	4,315		185	168	17
5	Accessible Sidewalk - Lakehurst Rd. from Adam and Eve Road to Fulton Lane and from William St. to Cody Inn	2019-2028	138,000	-	138,000	132,324		5,676	5,165	511
6	Accessible Walkway - Lakehurst Rd. from Fulton Drive to Tourist Building	2019-2028	61,500	-	61,500	58,970		2,530	2,302	228
7	Pedestrian Cross Walks (3)	2019-2028	18,000	-	18,000	17,260		740	674	67
	Reserve Fund Adjustment							(376,548)	(342,659)	(33,889)
	Total		6,333,300	4,225,813	2,107,487	212,869	-	1,518,069	1,381,443	136,626



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

Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2028	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 91%	Non- Residential Share 9%
1	Cavendish Fire Hall Expansion	2019-2028	197,000	-	197,000	-		197,000	179,270	17,730
2	Pumper Tanker	2019-2028	600,000	-	600,000	410,000		190,000	172,900	17,100
	Reserve Fund Adjustment							98,223	89,383	8,840
	Total		797,000	-	797,000	410,000	-	485,223	441,553	43,670



Infrastructure Costs Covered in the D.C. Calculation – Municipal Parking

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
	2019-2028										91%	9%
	Buckhorn											
1	Municipal Parking	2019-2028	146,000		146,000	138,700		7,300	730	6,570	5,979	591
	Reserve Fund Adjustment							-		-	-	-
	Total		146,000	-	146,000	138,700	-	7,300	730	6,570	5,979	591



Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share 95%	Non-Residential Share 5%
	2019-2028											
	Buckhorn		-	-	-	-		-	-	-	-	-
1	Parkland Shoreline Improvements	2019-2028	43,100	-	43,100	41,327		1,773	177	1,595	1,516	80
2	Parkland Improvements	2019-2028	206,000	-	206,000	197,527		8,473	847	7,626	7,244	381
3	Canoe Lock-Up	2019-2028	11,000	-	11,000	10,548		452	45	407	387	20
4	Recreation Trail from Buckhorn Community Complex to Downtown Buckhorn	2019-2028	43,000	-	43,000	41,231		1,769	177	1,592	1,512	80
5	Parks and Recreation Facility Space and Storage	2019-2028	244,000	-	244,000	122,000		122,000	12,200	109,800	104,310	5,490
6	Tractor	2019-2028	80,000	-	80,000	76,710		3,290	329	2,961	2,813	148
	Reserve Fund Adjustment		-	-	-	-		(39,936)		(39,936)	(37,939)	(1,997)
			-	-	-	-		-	-	-	-	-
			-	-	-	-		-	-	-	-	-
			-	-	-	-		-	-	-	-	-
			-	-	-	-		-	-	-	-	-
			-	-	-	-		-	-	-	-	-
	Total		627,100	-	627,100	489,343	-	97,822	13,776	84,046	79,844	4,202



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

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:	Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
2019-2028										91%	9%	
1	Development Charges Study and By-law Update	2019	30,600	-	30,600	-		30,600	3,060	27,540	25,061	2,479
2	Development Charges Study and By-law Update	2024	30,600	-	30,600	-		30,600	3,060	27,540	25,061	2,479
3	Official Plan Update	2020	100,000	-	100,000	50,000		50,000	5,000	45,000	40,950	4,050
4	Zoning By-law Update	2021	75,000	-	75,000	37,500		37,500	3,750	33,750	30,713	3,038
5	Fire Master Plan	2019	35,000	-	35,000	8,750		26,250		26,250	23,888	2,363
6	Facility Needs Study	2019	90,000	-	90,000	45,000		45,000	4,500	40,500	36,855	3,645
7	Asset Management Plan	2019-2028	50,000	-	50,000	47,943		2,057	206	1,851	1,684	167
8	Parks and Recreation Master Plan	2020	50,000	-	50,000	12,500		37,500	3,750	33,750	30,713	3,038
9	Roads Needs Study	2019-2028	50,000	-	50,000	25,000		25,000		25,000	22,750	2,250
10	Parking Needs Study	2019-2028	25,000	-	25,000	23,972		1,028	103	925	842	83
	Reserve Fund Adjustment							(74,685)		(74,685)	(67,963)	(6,722)
	Total		536,200	-	536,200	250,665	-	210,850	23,428	187,421	170,554	16,868



Chapter 6

D.C. Calculation



6. D.C. Calculation

The calculation of the maximum D.C.s that could be imposed by Council have been undertaken using both a quantum approach (Table 6-1) and a cash-flow approach (Table 6-2) for the growth-related capital costs identified in Chapter 5 for Municipal-wide services over the 10-year planning horizon (i.e. 2019-2028).

The D.C. quantum calculation (pre cash-flow) has been undertaken on an average cost basis, whereby the calculated charge seeks to recover the total costs from the anticipated development over the planning period. For the residential calculations, charges are calculated on a single detached unit equivalent basis and converted to three forms of dwelling unit types (single and semi-detached, apartments, and other multiples). The non-residential D.C. has been calculated uniformly on a per sq.m. of G.F.A. basis.

The cash-flow calculations of the maximum D.C.s s that could be imposed by Council have been undertaken to account for the timing of revenues and expenditures and the resultant financing needs. The cash-flow calculations have been undertaken by service for each forecast development type, i.e. residential, and non-residential. D.C. cash flow calculation tables are provided in Appendix C and have been undertaken to account for 1% earnings on D.C. reserve fund balances and 3% interest charged for reserve fund borrowing). Table 6-2 shows the

Green Energy developments (wind or solar) are included within the forecast of industrial development. As these developments do not produce G.F.A. similar to other industrial developments, a charging mechanism is deemed. For Green Energy developments, each 500 kilowatts of nameplate generating capacity for wind or solar developments is deemed to be equivalent to a residential single detached unit, as it relates to Roads and Related, Fire, and Administration Studies Services only.

Table 6-2 summarizes the recommended schedule of charges, utilizing the cash-flow approach, reflecting the maximum D.C.s by residential dwelling type, per sq.m. of G.F.A. for non-residential development, and per wind 500 kW of nameplate generating capacity for Green Energy developments.

Table 6-3 compares the Municipality's existing charges to the charges proposed herein (Table 6-2), for a single detached residential dwelling unit and per sq.m. of G.F.A. for



non-residential development. The calculated charges are \$4,897 for a single detached residential dwelling unit, and \$54.40 per sq.m. of non-residential G.F.A. The residential charges for a single detached dwelling unit represent a 27% increase (+\$1,037) over the current charges of \$3,860. For non-residential development, the proposed charges are 900% greater than the current charges of \$6.00 per sq.m. (+\$48.40/sq.m.).

The charges per sq.m. of non-residential G.F.A. are increasing much more significantly than for residential development due to a difference in the approach utilized to allocate growth-related costs to future residential and non-residential development. As discussed in Chapter 5, D.C. eligible costs have been apportioned to residential and non-residential development based on the relationship of incremental population and employment growth over the 10-year forecast period (i.e. 91% residential and 9% non-residential). This approach differs from that used in the Municipality's 2014 D.C. Background Study, in which the eligible D.C. recoverable costs were allocated to residential and non-residential development based on the assessment ratio of Residential, Farm and Commercial/Industrial land uses (i.e. 99% residential and 1% non-residential).

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

SERVICE	2019\$ D.C.-Eligible Cost		2019\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.m.
1. <u>Roads and Related</u>	\$ 1,381,443	\$ 136,626	\$ 3,169	\$ 36.05
2. <u>Fire Services</u>	441,553	43,670	1,013	11.52
3. <u>Parks and Recreation</u>	79,844	4,202	183	1.11
4. <u>Library Services</u>	20,803	1,095	48	0.29
5. <u>Administration Studies</u>	170,554	16,868	391	4.45
6. <u>Municipal Parking</u>	5,979	591	14	0.16
TOTAL	\$2,100,174	\$203,053	\$4,818	\$53.58
D.C.-Eligible Capital Cost	\$2,100,174	\$203,053		
10-Year Gross Population/GFA Growth (sq.m.)	1,046	3,790		
Cost Per Capita/Non-Residential GFA (sq.m.)	\$2,007.81	\$53.57		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.399	\$4,817		
Other Multiples	1.946	\$3,907		
Apartments	1.423	\$2,857		



Table 6-2
Schedule of Calculated D.C.s
Cash Flow Calculation

Service	RESIDENTIAL			NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments	(per sq.m. of Gross Floor Area)	Per 500kW Nameplate Generating Capacity (Green Energy Developments)
Municipal Wide Services:					
Roads and Related	3,232	2,285	1,404	36.77	3,232
Fire Services	1,016	718	441	11.56	1,016
Parks and Recreation	190	134	83	1.15	
Library Services	54	38	24	0.33	
Administration Studies	390	276	170	4.44	390
Municipal Parking	14	10	6	0.16	
Total Municipal Wide Services	4,897	3,461	2,128	54.40	4,638

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

Residential (Single Detached) Comparison			Non-Residential (per sq.m.) Comparison		
Service	Current	Calculated	Service	Current	Calculated
Municipal Wide Services:			Municipal Wide Services:		
Roads and Related	2,303	3,232	Roads and Related	4.13	36.77
Fire Services	729	1,016	Fire Services	1.18	11.56
Parks and Recreation	242	190	Parks and Recreation	-	1.15
Library Services	107	54	Library Services	-	0.33
Administration Studies	202	390	Administration Studies	0.31	4.44
Municipal Parking		14	Municipal Parking		0.16
Bylaw Enforcement	24		Bylaw Enforcement	0.03	
Health Services	249		Health Services	0.34	
Police Services	4		Police Services	0.01	
Total	3,860	4,897	Total	6.00	54.40



Chapter 7

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



7. D.C. Policy Recommendations and D.C. Policy Rules

7.1 Introduction

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

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

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

Paragraph 10 of subsection 5(1) goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

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

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development;
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development; and
- with respect to “the rules,” subsection 6 states that a D.C. by-law must expressly address the matters referred to above re s.s.5(1) para. 9 and 10, as well as how the rules apply to the redevelopment of land.

7.2 D.C. By-law Structure

It is recommended that:

- the Municipality uses a uniform municipal-wide D.C. calculation for all municipal services; and



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

7.3 D.C. By-law Rules

The following 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., 1997.

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., 1997, s.2(2), a D.C. be calculated, payable and collected where the development requires one or more of the following:

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

7.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

1. Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous 15 years. Costs allocated to non-residential uses will be assigned to industrial, commercial and institutional uses based on the G.F.A. constructed. In the case of green energy development, costs will be allocated based on the kilowatts of nameplate generating capacity created for solar and wind energy developments. G.F.A. is defined as:



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

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

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

- the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable; and/or
- the G.F.A. of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable.

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

No credit shall be given with respect to the redevelopment, conversions, demolition, or change of use of a building or structure or part thereof where the existing building or structure or part thereof would have been exempt from D.C.s in accordance with the



active by-law. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

7.3.4 Exemptions (full or partial)

Statutory exemptions

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

Non-statutory exemptions

- Buildings or structures used as public hospitals governed by the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended;
- Land, building or structures used for institutional church use and exempt from taxation under the Assessment Act R.S.O. 1990, c.A.31, as amended;
- The development of bona fide farm uses, which qualify as a farm business, being that which operated with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class;
- Affordable housing. Council may also waive a D.C. for a related use upon request (i.e. Non-profit agency-sponsored construction - example: Habitat for Humanity);
- The first 100 KW of generating capacity of a wind turbine system or photovoltaic generating installation (solar farm); and
- Accessory uses.

7.3.5 Phase in Provision(s)

The proposed D.C. By-law will come into effect at the time of By-law passage, and no transition policy has been proposed.



7.3.6 Timing of Collection

The D.C.s for all services 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., 1997.

7.3.7 Indexing

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

7.3.8 D.C. Spatial Applicability

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

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

- The ten-year service level from all applicable services across the Municipality can be included to establish an upper ceiling on the amount of funds which can be collected. If a D.C. by-law applied to only a part of the municipality, the level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. As such, when applied to forecast growth within the specific area, it would establish an area specific level of service ceiling which could reduce the total revenue recoverable for the Municipality, potentially resulting in D.C. revenue shortfalls and impacts on property taxes and user rates.
- Municipality-wide D.C.s ensures a consistent approach to financing the entire cost associated with growth-related capital projects. For example, user rates and



property taxes are required to finance the share of growth-related capital projects not recoverable by D.C.s and all associated operating costs. Therefore, the use of area specific D.C.s results in a share of growth-related capital costs being recovered from a specific area, with the remaining capital costs of the projects (i.e. non-D.C. recoverable share) and the associated operating costs with those new assets being recovered from uniform user rates and property taxes, applied to the entire Municipality.

- Attempting to impose an area-specific D.C. potentially causes equity issues in transitioning from a Municipality-wide approach to an area-specific approach. An area of a municipality that is less developed and becomes subject to an area specific D.C., could face a significant increase in D.C. rates, as the municipality will not benefit from drawing on the pool of D.C. funding and may have contributed regional D.C.s to fund capital required to support development in other communities of the Municipality. Whereas, another part of the municipality that has experienced significant growth which required substantial capital investments, benefitted from the capital investments being financed by Municipality-wide D.C.s. The implementation of area specific development charges could result in varying D.C.s across the Municipality, which may impact the ability to attract investment into parts of the community.
- Services are generally available across the Municipality, used often by all residents and are not restricted to one specific geographic area. The use of a Municipality-wide D.C. approach reflects these system-wide benefits of service and more closely aligns with the funding principles of service provision (e.g. uniform Municipality-wide property tax rates, etc.).

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

7.4 Other D.C. By-law Provisions

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Municipality's D.C. collections be contributed into six (6) separate reserve funds, including: Roads and Related Services, Fire Services,



Municipal Parking, Parks and Recreation Services, Library Services, and Administration Studies.

7.4.2 *By-law In-force Date*

The proposed by-law under D.C.A., 1997 will come into force on the date of by-law passage.

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

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

7.5 Other Recommendations

It is recommended that Council:

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated February 14, 2019, subject to further annual review during the capital budget process;”

“Approve the D.C. Background Study dated February 14, 2019”

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

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



Chapter 8

Asset Management Plan



8. Asset Management Plan

8.1 Introduction

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

The A.M.P. shall,

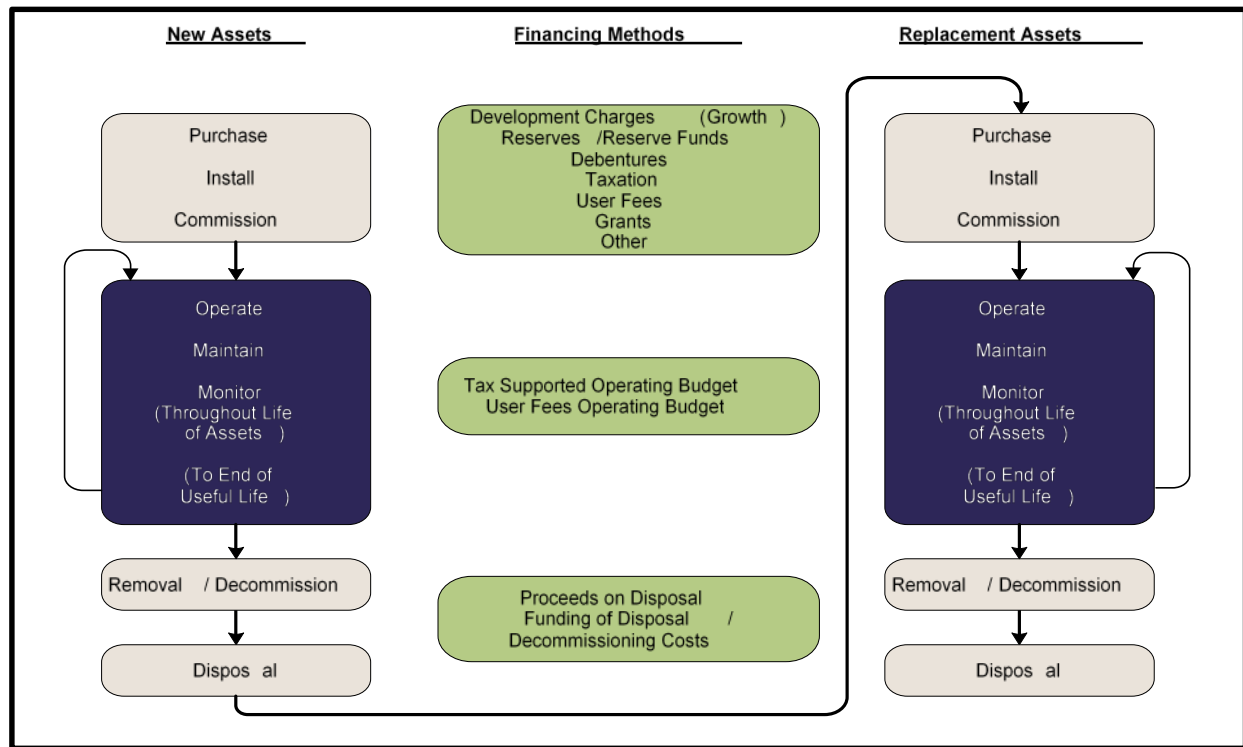
- a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;**
- b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;**
- c) contain any other information that is prescribed; and**
- d) be prepared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

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

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

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

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



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

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

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities hence leaving discretion to individual municipalities as to how they plan for the long-term replacement of their assets. The Municipality has previously completed its AMP and is in the process of updating its plans and policies in line with legislated time lines. As a result, the asset management requirement for this D.C. Background Study must be undertaken in the absence of this complete information.

In recognition to the schematic in Section 8.1, the following table (presented in 2019\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C.



capital needs or their associated operating costs so these are omitted from the table below. Furthermore, as only the present infrastructure gap has been considered at this time within the A.M.P., the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects which will require financing from Municipality financial resources (i.e. taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2019 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are \$702,000.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$400,000. This amount, totalled with the existing operating revenues of \$12.2 million, provides annual revenues of \$12.6 million by the end of the period.
6. In consideration of the above, the capital plan is deemed to be financially sustainable.



Table 8-1
Municipality of Trent Lakes
Asset Management – Future Expenditures and Associated Revenues (2019\$)

	2029 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	\$87,926
Annual Debt Payment on Post Period Capital ²	\$310,943
Annual Lifecycle - Town Wide Services	\$381,810
Incremental Operating Costs (for D.C. Services)	\$231,773
Total Expenditures (Net of Interim funding of Post Period Benefit)	\$701,509
Revenue (Annualized)	
Total Existing Revenue ³	\$12,240,304
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$400,238
Total Revenues	\$12,640,542

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

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Chapter 9

By-Law Implementation



9. By-Law Implementation

9.1 Public Consultation

This chapter addresses the mandatory, formal public consultation process (subsection 9.1.2), as well as the optional, informal consultation process (subsection 9.1.3). The latter is designed to seek the co-operation and involvement of those involved, in order to produce the most suitable policy. Section 9.2 addresses the anticipated impact of the D.C. on development, from a generic viewpoint.

9.1.1 Public Meeting of Council

Section 12 of the D.C.A., 1997 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, the Council must determine whether a further meeting (under this section) is necessary. For example, if the by-law which is proposed for adoption has been changed in any respect, the Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the Local Planning Appeal Tribunal (L.P.A.T.) (formerly the Ontario Municipal Board (O.M.B.)).

9.1.2 Other Consultation Activity

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

1. 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 (e.g. in encouraging a higher non-automobile modal split).
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basement, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

9.2 Anticipated Impact of the Charge on Development

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

On the other hand, D.C.s or other 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.



9.3 Implementation Requirements

Once the Municipality 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 following provides an overview of the requirements in each case.

9.3.1 *Notice of Passage*

In accordance with s.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 not later than 20 days after the day the by-law is passed (i.e. as of the day of newspaper publication or the mailing of the notice).

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

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

9.3.2 *By-law Pamphlet*

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

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



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

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

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

9.3.3 Appeals

Sections 13 to 19 of the D.C.A., 1997 set out requirements relative to making and processing a D.C. by-law appeal and an L.P.A.T. Hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the L.P.A.T. by filing a notice of appeal with the 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.

9.3.4 Complaints

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

- the amount of the charge was incorrectly determined;
- the credit 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., 1997 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 municipal council to the L.P.A.T.

9.3.5 Credits

Sections 38 to 41 of the D.C.A., 1997 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.

9.3.6 Front-Ending Agreements

The Municipality and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the Municipality 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., 1997 (Sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the D.C.A., 1989. Accordingly, the Municipality assesses whether this mechanism is appropriate for its use, as part of funding projects prior to municipal funds being available.

9.3.7 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A., 1997 prevents a Municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under s.51 or s.53 of the Planning Act, except for:

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

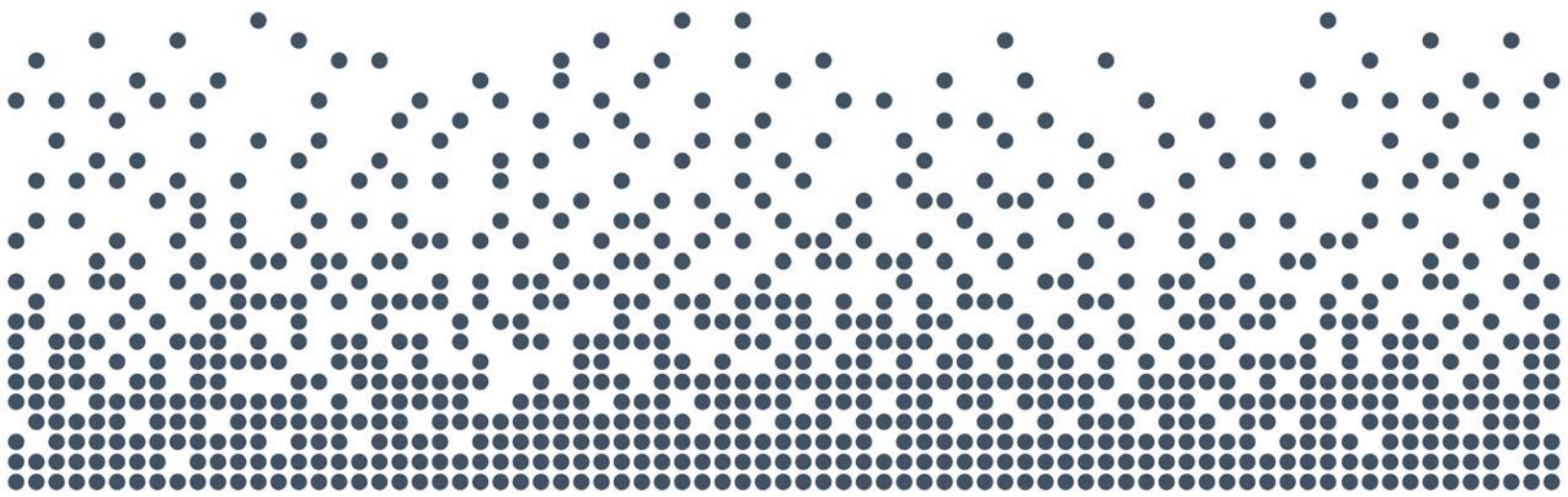
It is also noted that s.s.59(4) of the D.C.A., 1997 requires that the municipal approval authority for a draft plan of subdivision under s.s.51(31) of the Planning Act, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.



In this regard, if the Municipality in question is a commenting agency, in order to comply with subsection 59(4) of the D.C.A., 1997 it would need to provide to the approval authority, information regarding the applicable municipal D.C.s related to the site.

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

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



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



**Schedule 1
Municipality of Trent Lakes
Residential Growth Forecast Summary**

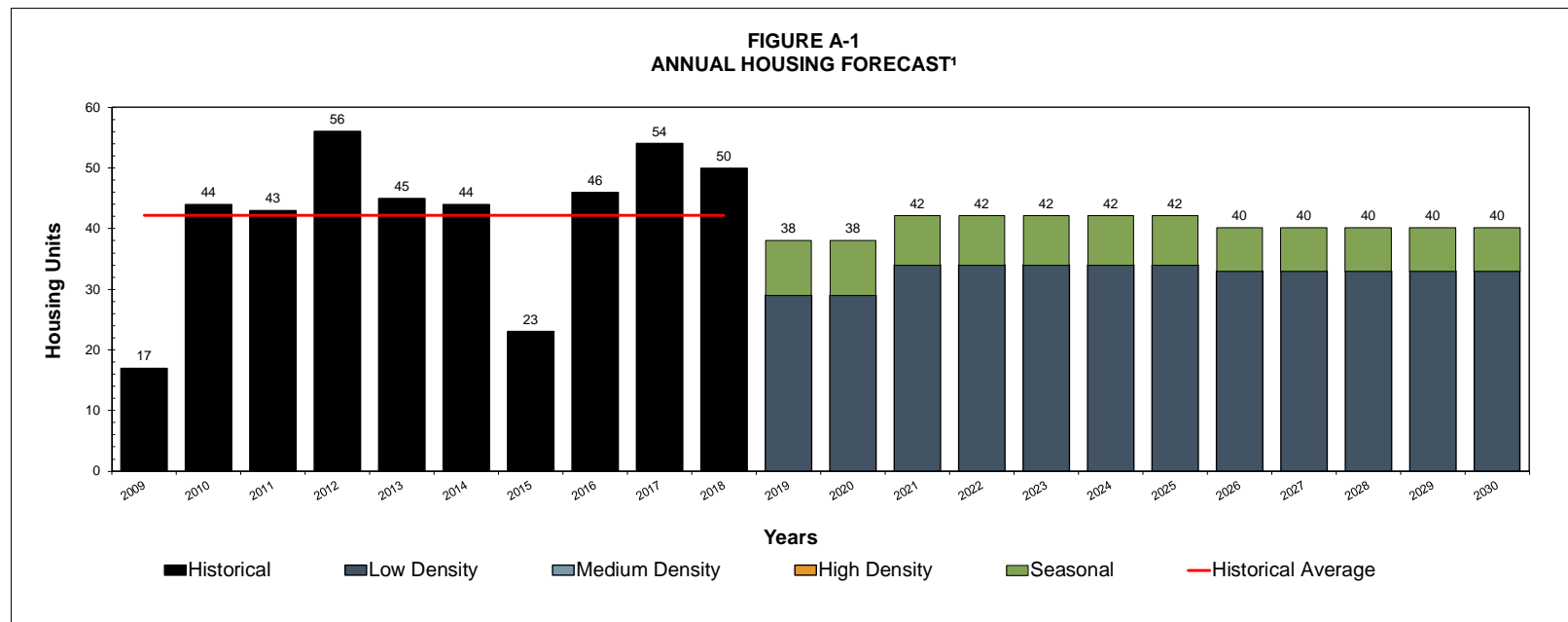
Year	Permanent Population (Including Census Undercount) ¹	Excluding Census Undercount					Housing Units						Permanent Person Per Unit (P.P.U.)	Permanent + 100% Seasonal Person Per Unit (P.P.U.)		
		Permanent Population	Institutional Population	Permanent Population Excluding Institutional	Seasonal Population	Total Permanent and Seasonal Population	Singles & Semi-Detached	Multiples ²	Apartments ³	Other	Total Households	Seasonal Households			Total Households Including Seasonal	
Historical	Mid 2006	5,420	5,284	54	5,230	9,515	14,799	2,200	5	10	15	2,230	3,172	5,402	2.370	2.740
	Mid 2011	5,240	5,105	50	5,055	9,140	14,245	2,230	5	0	5	2,240	3,047	5,287	2.279	2.694
	Mid 2016	5,540	5,397	57	5,340	9,580	14,977	2,425	10	10	0	2,445	3,194	5,639	2.207	2.656
Forecast	Early 2019	5,740	5,594	60	5,534	9,651	15,245	2,550	10	10	0	2,570	3,217	5,787	2.177	2.634
	Early 2029	6,160	6,007	64	5,943	9,891	15,898	2,886	10	10	0	2,906	3,297	6,203	2.067	2.563
	Mid 2031	6,280	6,118	65	6,053	9,945	16,063	2,968	10	10	0	2,988	3,315	6,303	2.047	2.548
Incremental	Mid 2001 - Mid 2006	934	912	54	5,230	80	992	375	0	0	-15	360	27	387		
	Mid 2006 - Mid 2011	-180	-179	-4	-175	-375	-554	30	0	-10	-10	10	-125	-115		
	Mid 2011 - Mid 2016	300	292	7	285	440	732	195	5	10	-5	205	147	352		
	Mid 2016 - Early 2019	200	197	3	194	71	268	125	0	0	0	125	23	148		
	Early 2019 - Early 2029	420	413	4	409	240	653	336	0	0	0	336	80	416		
Early 2019 - Mid 2031	540	524	5	519	294	818	418	0	0	0	418	98	516			

Source: Watson & Associates Economists Ltd., 2019.

¹ Census undercount estimated at approximately 2.6%. Note: Population including the undercount has been rounded.

² Includes townhouses and apartments in duplexes.

³ Includes bachelor, 1-bedroom and 2-bedroom+ apartments.



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



Schedule 2
Municipality of Trent Lakes
Estimate of the Anticipated Amount, Type and Location of
Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Singles & Semi-Detached	Multiples ¹	Apartments ²	Total Residential Units	Seasonal Units	Total Units Including Seasonal
Hamlet of Buckhorn	2019 - 2029	54	-	-	54	5	59
	2019 - 2031	67	-	-	67	6	73
Rest of Trent Lakes	2019 - 2029	282	-	-	282	75	357
	2019 - 2031	351	-	-	351	92	443
Trent Lakes	2019 - 2029	336	-	-	336	80	416
	2019 - 2031	418	-	-	418	98	516

Development Location	Timing	Gross Permanent Population in New Units	Existing Unit Population Change	Permanent Net Population Increase	Institutional Population	50% Seasonal Population Equivalent	100% Seasonal Population Equivalent	Net Population Increase (including Institutional and 50% Seasonal Population Equivalent)	Net Population Increase (including Institutional and 100% Seasonal Population Equivalent)
Hamlet of Buckhorn	2019 - 2029	130	(4)	125	0	8	15	133	140
	2019 - 2031	161	(5)	155	0	9	18	164	173
Rest of Trent Lakes	2019 - 2029	676	(392)	284	4	113	225	401	513
	2019 - 2031	842	(478)	364	5	138	276	507	645
Trent Lakes	2019 - 2029	806	(396)	409	4	121	240	534	653
	2019 - 2031	1,003	(483)	519	5	147	294	671	818

Source: Watson & Associates Economists Ltd., 2019.

Residential distribution based on a combination of historical permit activity and discussions with Municipality of Trent Lakes staff regarding future development prospects.

¹ Includes townhomes and apartments in duplexes.

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

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



**Schedule 3
Municipality of Trent Lakes
Current Year Growth Forecast
Mid 2016 to Early 2019**

		Population
Mid 2016 Population (Permanent and Seasonal)		14,977
Occupants of Permanent New Housing Units, Mid 2016 to Early 2019	<i>Units (2)</i>	125
	<i>multiplied by P.P.U. (3)</i>	2,536
	<i>gross population increase</i>	317
		317
Occupants of New Seasonal Units Mid 2016 to Early 2019	<i>Net Seasonal Units (2)</i>	23
	<i>multiplied by P.P.U. (3)</i>	3,000
	<i>gross population increase</i>	69
		69
Occupants of New Equivalent Institutional Units Mid 2016 to Early 2019	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	3
		3
Total Units (Permanent and Seasonal)	<i>Total Units</i>	148
	<i>Total gross population increase</i>	389
Decline in Housing Unit Occupancy, Mid 2016 to Early 2019	<i>Units (4)</i>	2,445
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.0495
	<i>total decline in population</i>	-121
		-121
Population Estimate to Early 2019 (Permanent and Seasonal)		15,245
<i>Net Population Increase, Mid 2016 to Early 2019 (Permanent and Seasonal)</i>		268

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.536	100%	2.536
<i>Multiples (6)</i>	2.045	0%	0.000
<i>Apartments (7)</i>	1.429	0%	0.000
Permanent Total		100%	2.536
Seasonal Total	3.000	100%	3.000

¹ Permanent persons per unit based on 2016 Census custom database.

² Based on Building permit/completion activity.

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

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



**Schedule 4
Municipality of Trent Lakes
Ten Year Growth Forecast
Early 2019 to Early 2029**

		Population
Early 2019 Population (Permanent and Seasonal)		15,245
Occupants of Permanent New Housing Units, Early 2019 to Early 2029	<i>Units (2)</i>	336
	<i>multiplied by P.P.U. (3)</i>	2,399
	<i>gross population increase</i>	806
Occupants of New Seasonal Units Early 2019 to Early 2029	<i>Net Seasonal Units (2)</i>	80
	<i>multiplied by P.P.U. (3)</i>	3,000
	<i>gross population increase</i>	240
Occupants of New Equivalent Institutional Units Early 2019 to Early 2029	<i>Units</i>	3
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	3
Total Units (Permanent and Seasonal)	<i>Total Units</i>	416
	<i>Total gross population increase</i>	1,049
Decline in Housing Unit Occupancy, Early 2019 to Early 2029	<i>Units (4)</i>	2,570
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.1542
	<i>total decline in population</i>	-396
Population Estimate to Early 2029 (Permanent and Seasonal)		15,898
<i>Net Population Increase, Early 2019 to Early 2029 (Permanent and Seasonal)</i>		653

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

2016 Population (14,977) + Mid 2016 to Early 2019 estimated housing units to beginning of forecast period (125 x 2.536 = 317) + (2,445 x -0.0495 = -121) + Seasonal population (23 x 3,000 = 69) + Institutional (3 x 1,100 = 3) = 15,245

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2,399	100%	2,399
<i>Multiples (6)</i>	1,946	0%	0.000
<i>Apartments (7)</i>	1,423	0%	0.000
<i>one bedroom or less</i>	1,042		
<i>two bedrooms or more</i>	1,696		
Permanent Total		100%	2,399
Seasonal Total	3,000	100%	3,000

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

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

(4) Early 2019 households based upon 2,445 (2016 Census) + 125 (Mid 2016 to Early 2019 unit estimate) = 2,570

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

(6) Includes townhomes and apartments in duplexes.

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

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



**Schedule 5
Municipality of Trent Lakes
2031 Growth Forecast
Early 2019 to Mid 2031**

		Population
Early 2019 Population (Permanent and Seasonal)		15,245
Occupants of Permanent New Housing Units, Early 2019 to Mid 2031	<i>Units (2)</i>	418
	<i>multiplied by P.P.U. (3)</i>	2,399
	<i>gross population increase</i>	1,003
		1,003
Occupants of New Seasonal Units Early 2019 to Mid 2031	<i>Net Seasonal Units (2)</i>	98
	<i>multiplied by P.P.U. (3)</i>	3,000
	<i>gross population increase</i>	294
		294
Occupants of New Equivalent Institutional Units Early 2019 to Mid 2031	<i>Units</i>	4
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	4
		4
Total Units (Permanent and Seasonal)	<i>Total Units</i>	516
	<i>Total gross population increase</i>	1,301
Decline in Housing Unit Occupancy, Early 2019 to Mid 2031	<i>Units (4)</i>	2,570
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.1880
	<i>total decline in population</i>	-483
		-483
Population Estimate to Mid 2031 (Permanent and Seasonal)		16,063
<i>Net Population Increase, Early 2019 to Mid 2031 (Permanent and Seasonal)</i>		818

- (1) Early 2019 Population (Permanent and Seasonal) based on:
2016 Population (14,977) + Mid 2016 to Early 2019 estimated housing units to beginning of forecast period (125 x 2.536 = 317) + (2,445 x -0.0495 = -121) + Seasonal population (23 x 3,000 = 69) + Institutional (3 x 1,100 = 3) = 15,245
- (2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.
- (3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2,399	100%	2,399
<i>Multiples (6)</i>	1,946	0%	0.000
<i>Apartments (7)</i>	1,423	0%	0.000
<i>one bedroom or less</i>	1,042		
<i>two bedrooms or more</i>	1,696		
Permanent Total		100%	2,399
Seasonal Total	3,000	100%	3,000

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

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

- (4) Early 2019 households based upon 2,445 (2016 Census) + 125 (Mid 2016 to Early 2019 unit estimate) = 2,570
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhomes and apartments in duplexes.
- (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

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



Schedule 6

Municipality of Trent Lakes
 Historical Residential Building Permits
 Years 2009 to 2018

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2009	17	0	0	17
2010	44	0	0	44
2011	43	0	0	43
2012	56	0	0	56
2013	45	0	0	45
Sub-total	205	0	0	205
Average (2009 - 2013)	41	0	0	41
% Breakdown	100.0%	0.0%	0.0%	100.0%
2014	44	0	0	44
2015	23	0	0	23
2016	46	0	0	46
2017	54	0	0	54
2018	50	0	0	50
Sub-total	217	0	0	217
Average (2014 - 2018)	43	0	0	43
% Breakdown	100.0%	0.0%	0.0%	100.0%
2009 - 2018				
Total	422	0	0	422
Average	42	0	0	42
% Breakdown	100.0%	0.0%	0.0%	100.0%

Source: Historical housing activity from Municipality of Trent Lakes building permit data.

¹ Includes townhouses and apartments in duplexes.

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



Schedule 7a
Municipality of Trent Lakes
Persons Per Unit By Age and Type of Dwelling
(2016 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Forecast ¹
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	2.609	-	2.536		
6-10	-	-	-	2.519	-	2.405		
11-15	-	-	-	2.370	-	2.528	2.490	2.399
16-20	-	-	-	2.364	-	2.519		
20-25	-	-	-	2.429	-	2.345		
25-35	-	-	-	2.064	-	2.197		
35+	-	-	1.771	2.056	3.235	2.030		
Total	-	-	1.822	2.205	3.200	2.193		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	2.652	-	2.516
6-10	-	-	-	2.654	-	2.405
11-15	-	-	-	2.462	-	2.528
16-20	-	-	-	2.391	-	2.500
20-25	-	-	-	2.381	-	2.310
25-35	-	-	2.273	2.043	-	2.161
35+	-	-	1.741	2.031	3.294	2.053
Total	-	-	1.826	2.208	3.108	2.200

¹ Adjusted based on 2001-2016 historical trends.

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

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



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

Age of Dwelling	Multiples ¹						15 Year Average	15 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.731	2.433	-	2.045		
6-10	-	-	1.540	2.538	-	1.958		
11-15	-	-	1.684	2.083	-	1.863	1.955	1.946
16-20	-	-	1.852	2.313	-	2.057		
20-25	-	1.167	1.514	2.676	-	2.012		
25-35	-	1.200	1.868	2.932	-	2.364		
35+	-	1.308	1.802	2.835	3.706	2.202		
Total	-	1.286	1.744	2.721	3.237	2.150		

Age of Dwelling	Apartments ²						15 Year Average	15 Year Forecast ³
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.429	1.483	-	-	1.429		
6-10	-	1.130	1.861	-	-	1.642		
11-15	-	1.154	-	-	-	1.400	1.490	1.423
16-20	-	1.353	1.786	-	-	1.729		
20-25	-	1.233	1.689	-	-	1.591		
25-35	-	1.160	1.739	2.500	-	1.556		
35+	1.080	1.183	1.798	2.767	-	1.592		
Total	0.838	1.191	1.772	2.830	-	1.585		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.361	1.679	2.718	4.091	2.461
6-10	-	1.242	1.754	2.862	4.019	2.627
11-15	-	1.200	1.796	2.690	3.800	2.526
16-20	-	1.353	1.904	2.662	4.034	2.479
20-25	-	1.262	1.704	2.686	3.364	2.365
25-35	-	1.176	1.803	2.650	3.420	2.430
35+	1.032	1.245	1.815	2.531	3.492	2.262
Total	1.031	1.244	1.801	2.595	3.577	2.339

¹ Includes townhouses and apartments in duplexes.

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

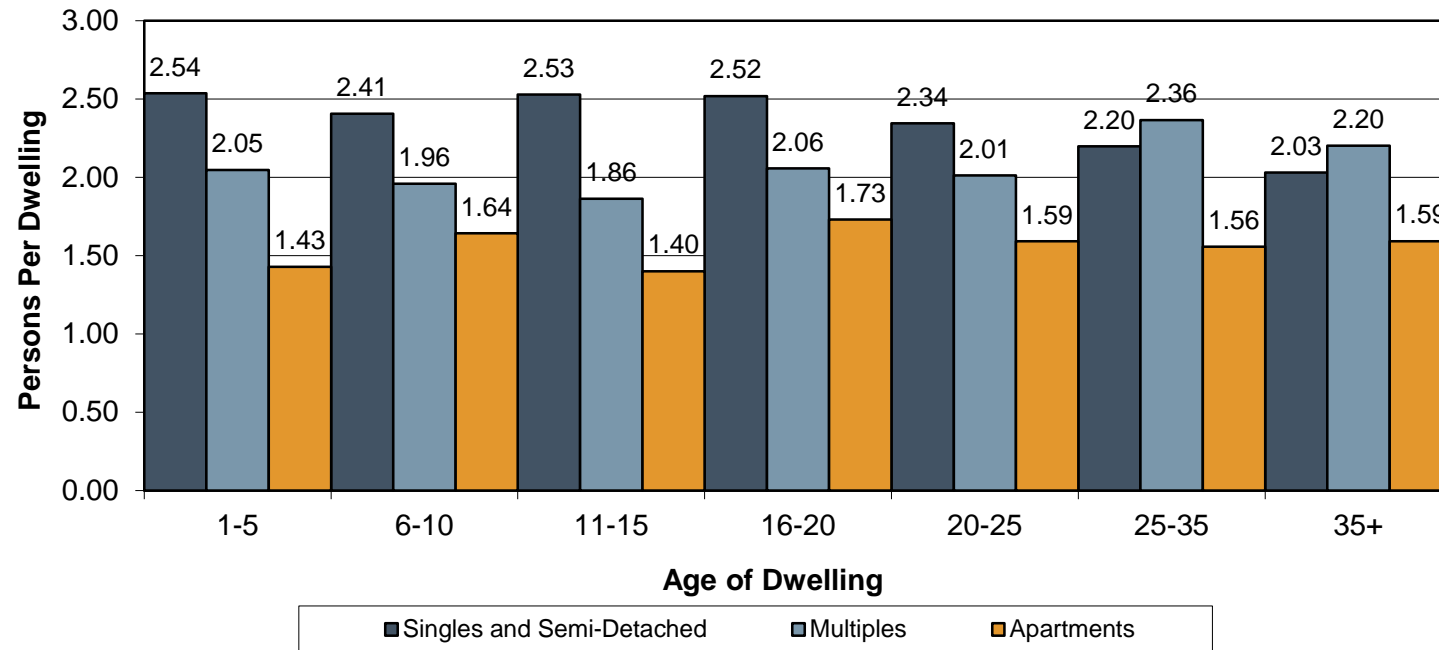
³ Adjusted based on 2001-2016 historical trends.

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

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



**Schedule 8
Municipality of Trent Lakes
Persons Per Unit By Structural Type and Age of Dwelling
(2016 Census)**



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



**Schedule 9a
Municipality of Trent Lakes
Employment Forecast, 2019 to 2031**

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Including NFPOW	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ¹	Total Employment (Including N.F.P.O.W.)	
Mid 2006	5,284	0.000	0.056	0.031	0.074	0.013	0.174	0.055	0.229	0	295	165	390	70	920	289	1,209	625
Mid 2016	5,397	0.005	0.059	0.010	0.055	0.006	0.135	0.039	0.174	25	320	53	298	35	730	210	940	410
Early 2019	5,594	0.005	0.059	0.010	0.056	0.006	0.136	0.039	0.175	25	332	55	313	36	761	218	979	429
Early 2029	6,007	0.005	0.061	0.010	0.060	0.007	0.144	0.041	0.185	25	368	62	363	42	860	246	1,106	492
Mid 2031	6,118	0.005	0.062	0.010	0.061	0.007	0.145	0.041	0.186	25	377	63	376	44	885	252	1,137	508
Incremental Change																		
Mid 2006 - Mid 2016	113	0.005	0.003	-0.021	-0.019	-0.007	-0.039	-0.016	-0.055	25	25	-113	-93	-35	-190	-79	-269	-215
Mid 2016 - Early 2019	197	0.0000	0.0000	0.0000	0.0008	0.0000	0.0009	0.0000	0.0009	0	12	3	16	1	31	8	39	19
Early 2019 - Early 2029	413	0.0000	0.0020	0.0005	0.0045	0.0005	0.0075	0.0020	0.0095	0	36	7	50	6	99	28	127	63
Early 2019 - Mid 2031	524	0.0000	0.0024	0.0006	0.0055	0.0007	0.0091	0.0022	0.0113	0	45	8	63	8	124	34	158	79
Annual Average																		
Mid 2006 - Mid 2016	11	0.00046	0.00035	-0.00215	-0.00187	-0.00068	-0.00389	-0.00158	-0.00546	3	3	-11	-9	-4	-19	-8	-27	-22
Mid 2016 - Early 2019	79	0.0000	0.0000	0.0000	0.0003	0.0000	0.0004	0.0000	0.0004	0	5	1	6	0	12	3	16	8
Early 2019 - Early 2029	41	0.00000	0.00020	0.00005	0.00045	0.00005	0.00075	0.00020	0.00095	0	4	1	5	1	10	3	13	6
Early 2019 - Mid 2031	42	0.00000	0.00019	0.00004	0.00044	0.00005	0.00073	0.00018	0.00091	0	4	1	5	1	10	3	13	6

Source: Watson & Associates Economists Ltd., 2019.



Schedule 9b
Municipality of Trent Lakes
Employment & Gross Floor Area (G.F.A) Forecast, 2019 to 2031

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹				
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total	
Mid 2006	5,284	0	165	390	70	625					
Mid 2016	5,397	25	53	298	35	410					
Early 2019	5,594	25	55	313	36	429					
Early 2029	6,007	25	62	363	42	492					
Mid 2031	6,118	25	63	376	44	508					
Incremental Change											
Mid 2006 - Mid 2016	113	25	-113	-93	-35	-215					
Mid 2016 - Early 2019	197	0	3	16	1	19	3,200	8,600	700	12,500	
Early 2019 - Early 2029	413	0	7	50	6	63	9,100	27,500	4,200	40,800	
Early 2019 - Mid 2031	524	0	8	63	8	79	10,400	34,600	5,600	50,600	
Annual Average											
Mid 2006 - Mid 2016	11	3	-11	-9	-4	-22					
Mid 2016 - Early 2019	79	0	1	6	0	8	1,280	3,440	280	5,000	
Early 2019 - Early 2029	41	0	1	5	1	6	910	2,750	420	4,080	
Early 2019 - Mid 2031	42	0	1	5	1	6	832	2,768	448	4,048	

Source: Watson & Associates Economists Ltd., 2019.

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

² Square Foot Per Employee Assumptions

Industrial	1,300
Commercial/ Population Related	550
Institutional	700

* Reflects Early 2019 to Mid 2031 forecast period

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



Schedule 9c
Estimate of the Anticipated Amount, Type and Location of
Non-Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Industrial G.F.A. S.F. ¹	Commercial G.F.A. S.F. ¹	Institutional G.F.A. S.F. ¹	Total Non-Residential G.F.A. S.F.	Employment Increase ²
Hamlet of Buckhorn	2019 - 2029	-	9,900	-	9,900	18
	2019 - 2031	-	12,100	-	12,100	22
Rest of Trent lakes	2019 - 2029	9,100	17,600	4,200	30,900	45
	2019 - 2031	10,400	22,600	5,600	38,600	57
Municipality of Trent Lakes	2019 - 2029	9,100	27,500	4,200	40,800	63
	2019 - 2031	10,400	34,600	5,600	50,600	79

Source: Watson & Associates Economists Ltd., 2019.

¹ Employment Increase does not include No Fixed Place of Work.

² Square feet per employee assumptions:

Industrial 1,300

Commercial 550

Institutional 700

*Reflects Mid 2019 to Mid 2039 forecast period

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



**Schedule 10
Municipality of Trent Lakes
Non-Residential Construction Value
Years 2007 to 2016
(000's 2018 \$)**

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2007	306	0	0	306	248	66	0	314	1,001	186	0	1,187	1,555	253	0	1,808
2008	537	34	0	571	62	7	524	593	0	40	0	40	599	81	524	1,204
2009	364	0	0	364	76	1,006	0	1,081	0	0	0	0	440	1,006	0	1,445
2010	583	223	0	806	1,543	920	0	2,463	0	0	0	0	2,126	1,143	0	3,269
2012	110	0	0	110	446	434	0	880	0	29	0	29	556	463	0	1,019
2013	189	6	0	196	1,834	5	0	1,839	0	0	0	0	2,023	12	0	2,035
2014	26	62	0	88	0	15	0	15	0	0	0	0	26	77	0	103
2015	0	0	0	0	0	2	0	2	1,605	0	0	1,605	1,605	2	0	1,607
2016	80	0	216	296	9	10	0	19	0	0	0	0	89	10	216	314
Subtotal	2,207	325	216	2,748	4,624	2,468	524	7,617	2,606	386	0	2,992	9,436	3,180	740	13,356
Percent of Total	80%	12%	8%	100%	61%	32%	7%	100%	87%	13%	0%	100%	71%	24%	6%	100%
Average	245	81	216	305	578	247	524	762	1,303	96	#DIV/0!	598	944	318	370	1,336
2007 - 2011 Period Total				2,058				4,862				1,358				8,278
2007 - 2011 Average				412				972				272				1,656
% Breakdown				24.9%				58.7%				16.4%				100.0%
2012 - 2016 Period Total				689				2,755				1,634				5,078
2012 - 2016 Average				138				551				327				1,016
% Breakdown				13.6%				54.2%				32.2%				100.0%
2007 - 2016 Period Total				2,748				7,617				2,992				13,356
2007 - 2016 Average				275				762				299				1,336
% Breakdown				20.6%				57.0%				22.4%				100.0%

Source: Statistics Canada Publication, 64-001-XIB

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



**Schedule 11
Municipality of Trent Lakes**

Employment to Population Ratio by Major Employment Sector, 2006 to 2016

NAICS	Employment & Gross Floor Area (G.F.A) Forecast, 2016 To Buildout	Year		Change	Comments
		2006	2016	06-16	
Employment by industry					
Primary Industry Employment					
11	<i>Agriculture, forestry, fishing and hunting</i>	30	40	10	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	10	20	10	
Sub-total		40	60	20	
Industrial and Other Employment					
22	<i>Utilities</i>	0	0	0	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	65	55	-10	
31-33	<i>Manufacturing</i>	80	50	-30	
41	<i>Wholesale trade</i>	50	15	-35	
48-49	<i>Transportation and warehousing</i>	0	0	0	
56	<i>Administrative and support</i>	13	20	8	
Sub-total		208	140	-68	
Population Related Employment					
44-45	<i>Retail trade</i>	110	100	-10	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	15	10	-5	
52	<i>Finance and insurance</i>	30	15	-15	
53	<i>Real estate and rental and leasing</i>	0	20	20	
54	<i>Professional, scientific and technical services</i>	40	95	55	
55	<i>Management of companies and enterprises</i>	0	0	0	
56	<i>Administrative and support</i>	13	20	8	
71	<i>Arts, entertainment and recreation</i>	105	70	-35	
72	<i>Accommodation and food services</i>	165	90	-75	
81	<i>Other services (except public administration)</i>	60	40	-20	
Sub-total		538	460	-78	
Institutional					
61	<i>Educational services</i>	60	30	-30	
62	<i>Health care and social assistance</i>	25	25	0	
91	<i>Public administration</i>	50	15	-35	
Sub-total		135	70	-65	
Total Employment		920	730	-190	
Population		5,284	5,397	-5,397	
Employment to Population Ratio					
Industrial and Other Employment		0.04	0.03	-0.01	
Population Related Employment		0.10	0.09	-0.02	
Institutional Employment		0.03	0.01	-0.01	
Primary Industry Employment		0.01	0.01	0.00	
Total		0.17	0.14	-0.04	

Source: Statistics Canada Employment by Place of Work

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



Appendix B

Historical Level of Service Calculations



Service: Fire Facilities
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Buckhorn Fire Hall #1	2,874	2,874	2,874	2,874	2,874	2,874	2,874	2,874	2,874	2,874	\$197	\$231
Cavendish Fire Hall #2	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	\$197	\$231
Galway Fire Hall #3	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	\$197	\$231
Oak Shores	1,055	1,055	1,055	1,055	1,055	1,055	1,055	1,055	-	-	\$197	\$231
Nogies Creek Fire Hall #4	-	-	-	-	-	-	-	-	11,840	11,840	\$197	\$231
Total	12,572	12,572	12,572	12,572	12,572	12,572	12,572	12,572	23,358	23,358		

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.8615	0.8740	0.8826	0.8735	0.8628	0.8538	0.8451	0.8395	1.5527	1.5438

10 Year Average	2009-2018
Quantity Standard	0.9989
Quality Standard	\$231
Service Standard	\$231

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$231
Eligible Amount	\$149,757



Service: Fire Vehicles
 Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Ford F-150	5	5	5	6	6	6	6	7	7	7	\$60,000
Boat	3	3	3	3	3	3	3	3	3	3	\$40,800
Boat Trailer	3	3	3	3	3	3	3	3	3	3	\$5,100
Boat Motor	3	3	3	3	3	3	3	3	3	3	\$4,700
ATV	2	2	2	2	2	2	3	3	3	3	\$18,000
Utility Trailer/Trailer	3	3	4	5	5	5	5	5	5	5	\$5,100
Heavy Rescue Unit	2	2	2	2	2	2	2	2	2	2	\$380,000
Mini Pumper	1	1	1	1	1	1	1	1	1	1	\$410,000
Pumper/Tanker	6	6	6	6	6	6	6	6	6	7	\$600,000
Rescue Unit	4	4	4	4	4	4	4	4	4	4	\$600,000
Total	32	32	33	35	35	35	36	37	37	38	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0022	0.0022	0.0023	0.0024	0.0024	0.0024	0.0024	0.0025	0.0025	0.0025

10 Year Average	2009-2018
Quantity Standard	0.0024
Quality Standard	\$221,417
Service Standard	\$531

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$531
Eligible Amount	\$344,879



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Equipped Firefighters	50	51	53	54	56	58	59	61	63	65	\$8,000
SCBA Air Compressor	1	1	1	1	1	1	1	1	1	1	\$4,000
SCBA Units	32	32	32	32	32	32	32	32	32	32	\$6,500
SCBA Air Bottles	66	66	66	66	66	66	66	66	66	66	\$115
ERT Suits	6	6	12	23	29	33	33	33	42	42	\$1,300
Radio Communications	1	1	1	1	1	1	1	1	1	1	\$6,000
Total	156	157	165	177	185	191	192	194	205	207	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0107	0.0109	0.0116	0.0123	0.0127	0.0130	0.0129	0.0130	0.0136	0.0137

10 Year Average	2009-2018
Quantity Standard	0.0124
Quality Standard	\$3,922
Service Standard	\$49

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$49
Eligible Amount	\$31,561



Service: Roads
 Unit Measure: m² of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/m ²)
Road Base	1,497,644	1,497,644	1,497,644	1,497,644	1,501,060	1,501,060	1,526,140	1,526,140	1,534,113	1,534,113	\$11
Gravel / Sand	508,816	508,816	508,816	508,816	509,976	509,976	518,497	518,497	521,206	521,206	\$5
HCB	17,125	17,125	17,125	17,125	17,164	17,164	17,451	17,451	51,633	51,633	\$27
LCB	11,331	11,331	11,331	11,331	11,357	11,357	11,547	11,547	1,015,090	1,015,090	\$5
Total	2,034,916	2,034,916	2,034,916	2,034,916	2,039,557	2,039,557	2,073,634	2,073,634	3,122,041	3,122,041	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	139.4447	141.4708	142.8513	141.3823	139.9641	138.5098	139.3946	138.4638	207.5411	206.3477

10 Year Average	2009-2018
Quantity Standard	153.5370
Quality Standard	\$9
Service Standard	\$1,438

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$1,438
Eligible Amount	\$933,457



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Culverts	563	578	597	606	611	639	661	694	702	702	\$2,700
Bridge (Crowe's Line)	1	1	1	1	1	1	1	1	1	1	\$294,200
Total	564	579	598	607	612	640	662	695	703	703	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0386	0.0403	0.0420	0.0422	0.0420	0.0435	0.0445	0.0464	0.0467	0.0465

10 Year Average	2009-2018
Quantity Standard	0.0433
Quality Standard	\$3,157
Service Standard	\$137

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$137
Eligible Amount	\$88,718



Service: Depots and Domes
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Buckhom Roads Depot / Sand/Salt Dome / Sand/Salt Shed	6,835	6,835	6,835	6,835	6,835	6,835	6,835	6,835	6,835	6,835	\$180	\$202
Galway Roads Depot /Sand Dome	3,380	3,380	3,380	3,380	3,380	3,380	3,380	3,380	3,380	3,380	\$180	\$202
County Road 49 Depot/Sand Domes (2)	4,596	4,596	4,596	4,596	4,596	4,596	4,596	4,596	4,596	4,596	\$180	\$202
Domes (4)	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	\$63	\$73
Sheds (4)	2,320	2,320	2,320	2,320	2,320	2,320	2,320	2,320	2,320	2,320	\$90	\$103
Total	49,131	49,131	49,131	49,131	49,131	49,131	49,131	49,131	49,131	49,131		

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	3.3668	3.4157	3.4490	3.4135	3.3716	3.3366	3.3027	3.2807	3.2660	3.2473

10 Year Average	2009-2018
Quantity Standard	3.3450
Quality Standard	\$113
Service Standard	\$379

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$379
Eligible Amount	\$245,971



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Truck #475	-	-	-	-	-	1	1	1	1	1	\$140,300
Truck #502	-	-	1	1	1	1	1	1	1	1	\$102,000
Tandem Unit	8	8	8	8	9	9	9	9	9	9	\$357,000
Tractor Mower	-	-	-	1	1	1	1	1	1	1	\$210,400
Grader	2	2	2	2	2	2	2	2	2	2	\$377,100
Loader	2	2	2	2	2	3	4	5	5	5	\$263,300
Bulldozer	1	1	1	1	1	1	1	1	1	1	\$122,400
Sweeper	1	1	1	1	1	1	1	1	1	1	\$191,300
Chipper	1	1	1	1	1	1	1	1	1	1	\$63,800
Excavator	-	-	-	1	1	1	1	1	2	2	\$252,500
Trailer	1	1	1	1	1	1	1	1	1	1	\$37,200
Gravel Pit/Quarry/Sand Pit (acres)	110	110	110	110	110	110	110	110	110	110	\$1,200
Total	126	126	127	129	130	132	133	134	135	135	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0086	0.0088	0.0089	0.0090	0.0089	0.0090	0.0089	0.0089	0.0090	0.0089

10 Year Average	2009-2018
Quantity Standard	0.0089
Quality Standard	\$43,269
Service Standard	\$385

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$385
Eligible Amount	\$249,923



Service: Parking Spaces
 Unit Measure: No. of spaces

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/space)
Gravel Parking Lots	700	700	700	700	700	700	700	700	700	700	\$500
Paved Parking Lots	40	40	40	40	40	40	40	40	40	40	\$2,600
Total	740	740	740	740	740	740	740	740	740	740	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0507	0.0514	0.0519	0.0514	0.0508	0.0503	0.0497	0.0494	0.0492	0.0489

10 Year Average	2009-2018
Quantity Standard	0.0504
Quality Standard	\$613
Service Standard	\$31

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$31
Eligible Amount	\$20,061



Service: Parkland Development
 Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Acre)
Sandy Beach	6.99	6.99	6.99	6.99	6.99	6.99	6.99	6.99	6.99	6.99	\$49,200
Crowe's Line Beach	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	\$286,700
White's Beach	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	\$114,700
Ode' Naang Park	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	1.75	\$131,100
Dettmand Park	20.93	20.93	20.93	20.93	20.93	20.93	20.93	20.93	20.93	20.93	\$5,500
Total	29.07	29.07	29.07	29.07	29.07	29.07	29.07	29.07	29.07	30.62	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0019	0.0019	0.0020

10 Year Average	2009-2018
Quantity Standard	0.0020
Quality Standard	\$22,070
Service Standard	\$44

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$44
Eligible Amount	\$28,647



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Buckhorn Sports Complex (Outdoor Arena)	1	1	1	1	1	1	1	1	1	1	\$678,500
Kings Sports Pad	-	1	1	1	1	1	1	1	1	1	\$170,200
Playground Equipment (Cavendish Community Ctr)	1	1	1	1	1	1	1	1	1	1	\$77,400
Boat Launches	10	10	10	10	10	10	10	10	10	10	\$34,400
Ball Diamond	-	1	1	1	1	1	1	1	1	1	\$86,000
Total	12	14	14	14	14	14	14	14	14	14	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0008	0.0010	0.0010	0.0010	0.0010	0.0010	0.0009	0.0009	0.0009	0.0009

10 Year Average	2009-2018
Quantity Standard	0.0009
Quality Standard	\$100,633
Service Standard	\$91

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$91
Eligible Amount	\$58,780



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Deer Bay Community Centre	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	1,618	\$260	\$290
Galway Community Hall	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	5,403	\$260	\$290
Cavendish Community Hall	2,239	2,239	2,239	2,239	2,239	2,239	2,239	2,239	2,239	2,239	\$260	\$290
Lakehurst Community Hall	3,552	3,552	3,552	3,552	3,552	3,552	3,552	3,552	3,552	3,552	\$260	\$290
Parks and Recreation Administration Space						400	400	400	400	400	\$260	\$290
Storage						200	200	200	200	200	\$90	\$103
Total	12,812	12,812	12,812	12,812	12,812	13,412	13,412	13,412	13,412	13,412		

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.8780	0.8907	0.8994	0.8902	0.8793	0.9109	0.9016	0.8956	0.8916	0.8865

10 Year Average	2009-2018
Quantity Standard	0.8924
Quality Standard	\$289
Service Standard	\$258

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$258
Eligible Amount	\$167,143



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/Vehicle)
Zamboni	1	1	1	1	1	1	1	1	1	1	\$100,000
Zero Turn Mower	1	1	1	1	1	1	1	1	1	1	\$12,800
Dump Trailer	-	-	-	-	-	-	-	-	-	1	\$7,600
Enclosed Trailer	1	1	1	1	1	1	1	1	1	1	\$11,000
Truck - 1/2 Ton	1	1	1	1	1	1	1	1	2	4	\$37,300
Total	4	4	4	4	4	4	4	4	5	8	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.0003	0.0003	0.0003	0.0003	0.0003	0.0003	0.0003	0.0003	0.0003	0.0005

10 Year Average	2009-2018
Quantity Standard	0.0003
Quality Standard	\$40,033
Service Standard	\$12

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$12
Eligible Amount	\$7,794



Service: Library Facilities
 Unit Measure: ft² of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Buckhorn Library	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	2,490	\$260	\$318
Cavendish Library	560	560	560	560	560	560	560	560	560	560	\$260	\$318
Total	3,049	3,049	3,049	3,049	3,049	3,049	3,049	3,049	3,049	3,049		

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	0.2090	0.2120	0.2141	0.2119	0.2093	0.2071	0.2050	0.2036	0.2027	0.2015

10 Year Average	2009-2018
Quantity Standard	0.2076
Quality Standard	\$318
Service Standard	\$66

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$66
Eligible Amount	\$42,847



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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 Value (\$/item)
Collections Materials	20,532	20,532	20,532	20,532	20,217	20,336	20,429	20,825	20,882	20,882	\$25
E-Resource subscriptions	1	1	1	1	1	1	1	1	1	1	\$1,634
Database Subscriptions	1	1	1	1	1	1	1	1	1	1	\$219
Total	20,534	20,534	20,534	20,534	20,219	20,338	20,431	20,827	20,884	20,884	

Population	14,593	14,384	14,245	14,393	14,572	14,725	14,876	14,976	15,043	15,130
Per Capita Standard	1.4071	1.4276	1.4415	1.4267	1.3875	1.3812	1.3734	1.3907	1.3883	1.3803

10 Year Average	2009-2018
Quantity Standard	1.4004
Quality Standard	\$25
Service Standard	\$35

D.C. Amount (before deductions)	10 Year
Forecast Population	649
\$ per Capita	\$35
Eligible Amount	\$22,799



Appendix C

D.C. Cash-Flow Calculations



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Fire - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$423.40	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings/ (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	(89,383)	35,217	35,217		105	423.40	44,287	(80,312)	(2,545)	(82,858)
2020	(82,858)	35,217	36,274		105	436.10	45,616	(73,515)	(2,346)	(75,861)
2021	(75,861)	35,217	37,362		105	449.18	46,984	(66,238)	(2,131)	(68,369)
2022	(68,369)	35,217	38,483		105	462.66	48,394	(58,458)	(1,902)	(60,360)
2023	(60,360)	35,217	39,637		105	476.54	49,846	(50,152)	(1,658)	(51,809)
2024	(51,809)	35,217	40,826		105	490.83	51,341	(41,294)	(1,397)	(42,691)
2025	(42,691)	35,217	42,051		105	505.56	52,881	(31,860)	(1,118)	(32,979)
2026	(32,979)	35,217	43,312		105	520.73	54,468	(21,823)	(822)	(22,645)
2027	(22,645)	35,217	44,612		105	536.35	56,102	(11,155)	(507)	(11,662)
2028	(11,662)	35,217	45,950		105	552.44	57,785	172	(172)	0
Total		352,170	403,723	-	1,046		507,705		(14,599)	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Fire - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$11.556	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	(8,840)	3,483	3,483		379	11.556	4,380	(7,943)	(252)	(8,195)
2020	(8,195)	3,483	3,587		379	11.902	4,511	(7,271)	(232)	(7,503)
2021	(7,503)	3,483	3,695		379	12.259	4,647	(6,551)	(211)	(6,762)
2022	(6,762)	3,483	3,806		379	12.627	4,786	(5,782)	(188)	(5,970)
2023	(5,970)	3,483	3,920		379	13.006	4,930	(4,960)	(164)	(5,124)
2024	(5,124)	3,483	4,038		379	13.396	5,078	(4,084)	(138)	(4,222)
2025	(4,222)	3,483	4,159		379	13.798	5,230	(3,151)	(111)	(3,262)
2026	(3,262)	3,483	4,284		379	14.212	5,387	(2,158)	(81)	(2,240)
2027	(2,240)	3,483	4,412		379	14.638	5,549	(1,103)	(50)	(1,153)
2028	(1,153)	3,483	4,545		379	15.077	5,715	17	(17)	0
Total		34,830	39,929	-	3,790		50,213		(1,444)	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Roads & Related - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,347.34	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	342,659	172,410	172,410		105	1,347.34	140,932	311,181	3,269	314,450
2020	314,450	172,410	177,583		105	1,387.76	145,160	282,028	2,982	285,010
2021	285,010	172,410	182,910		105	1,429.40	149,515	251,615	2,683	254,298
2022	254,298	172,410	188,397		105	1,472.28	154,000	219,901	2,371	222,272
2023	222,272	172,410	194,049		105	1,516.45	158,620	186,844	2,046	188,889
2024	188,889	172,410	199,871		105	1,561.94	163,379	152,397	1,706	154,104
2025	154,104	172,410	205,867		105	1,608.80	168,280	116,518	1,353	117,871
2026	117,871	172,410	212,043		105	1,657.06	173,329	79,157	985	80,142
2027	80,142	172,410	218,404		105	1,706.78	178,529	40,266	602	40,868
2028	40,868	172,410	224,956		105	1,757.98	183,885	(203)	203	0
Total		1,724,102	1,976,490	-	1,046		1,615,630		18,201	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Roas & Related - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$36,772	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	33,889	17,052	17,052		379	36,772	13,938	30,776	323	31,099
2020	31,099	17,052	17,563		379	37,875	14,356	27,893	295	28,188
2021	28,188	17,052	18,090		379	39,012	14,787	24,885	265	25,150
2022	25,150	17,052	18,633		379	40,182	15,231	21,748	234	21,983
2023	21,983	17,052	19,192		379	41,388	15,688	18,479	202	18,681
2024	18,681	17,052	19,767		379	42,629	16,158	15,072	169	15,241
2025	15,241	17,052	20,360		379	43,908	16,643	11,524	134	11,658
2026	11,658	17,052	20,971		379	45,225	17,142	7,829	97	7,926
2027	7,926	17,052	21,600		379	46,582	17,657	3,982	60	4,042
2028	4,042	17,052	22,248		379	47,980	18,186	(20)	20	0
Total		170,516	195,477	-	3,790		159,788		1,800	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Municipal Parking - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$5.72	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	-	598	598		105	5.72	598	(0)	(0)	(0)
2020	(0)	598	616		105	5.89	616	(0)	(0)	(0)
2021	(0)	598	634		105	6.06	634	(0)	(0)	(0)
2022	(0)	598	653		105	6.25	653	(0)	(0)	(0)
2023	(0)	598	673		105	6.43	673	(0)	(0)	(0)
2024	(0)	598	693		105	6.63	693	(0)	(0)	(0)
2025	(0)	598	714		105	6.82	714	(0)	(0)	(0)
2026	(0)	598	735		105	7.03	735	(0)	(0)	(0)
2027	(0)	598	757		105	7.24	757	(0)	(0)	(0)
2028	(0)	598	780		105	7.46	780	(0)	(0)	(0)
Total		5,979	6,854	-	1,046		6,854		(0)	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Municipal Parking - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$0.156	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	-	59	59		379	0.156	59	(0)	(0)	(0)
2020	(0)	59	61		379	0.161	61	(0)	(0)	(0)
2021	(0)	59	63		379	0.165	63	(0)	(0)	(0)
2022	(0)	59	65		379	0.170	65	(0)	(0)	(0)
2023	(0)	59	67		379	0.176	67	(0)	(0)	(0)
2024	(0)	59	69		379	0.181	69	(0)	(0)	(0)
2025	(0)	59	71		379	0.186	71	(0)	(0)	(0)
2026	(0)	59	73		379	0.192	73	(0)	(0)	(0)
2027	(0)	59	75		379	0.198	75	(0)	(0)	(0)
2028	(0)	59	77		379	0.204	77	(0)	(0)	(0)
Total		591	678	-	3,790		678		(0)	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Parks & Recreation - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$79.28	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	37,939	11,778	11,778		105	79.28	8,293	34,454	362	34,815
2020	34,815	11,778	12,132		105	81.66	8,542	31,226	330	31,556
2021	31,556	11,778	12,496		105	84.11	8,798	27,858	297	28,156
2022	28,156	11,778	12,870		105	86.63	9,062	24,347	263	24,610
2023	24,610	11,778	13,257		105	89.23	9,334	20,687	226	20,914
2024	20,914	11,778	13,654		105	91.91	9,614	16,873	189	17,062
2025	17,062	11,778	14,064		105	94.67	9,902	12,901	150	13,050
2026	13,050	11,778	14,486		105	97.51	10,199	8,764	109	8,873
2027	8,873	11,778	14,920		105	100.43	10,505	4,458	67	4,525
2028	4,525	11,778	15,368		105	103.45	10,821	(23)	23	(0)
Total		117,782	135,024	-	1,046		95,070		2,015	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Parks & Recreation - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$1.152	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	1,997	620	620		379	1.152	436	1,813	19	1,832
2020	1,832	620	639		379	1.186	450	1,643	17	1,661
2021	1,661	620	658		379	1.222	463	1,466	16	1,482
2022	1,482	620	677		379	1.258	477	1,281	14	1,295
2023	1,295	620	698		379	1.296	491	1,089	12	1,101
2024	1,101	620	719		379	1.335	506	888	10	898
2025	898	620	740		379	1.375	521	679	8	687
2026	687	620	762		379	1.416	537	461	6	467
2027	467	620	785		379	1.459	553	235	4	238
2028	238	620	809		379	1.502	570	(1)	1	0
Total		6,199	7,107	-	3,790		5,004		106	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Library - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$22.64	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings/ (Cost)	
2019	35,325	5,613	5,613		105	22.64	2,368	32,080	337	32,417
2020	32,417	5,613	5,781		105	23.31	2,439	29,074	307	29,382
2021	29,382	5,613	5,955		105	24.01	2,512	25,939	277	26,216
2022	26,216	5,613	6,133		105	24.73	2,587	22,670	244	22,914
2023	22,914	5,613	6,317		105	25.48	2,665	19,262	211	19,473
2024	19,473	5,613	6,507		105	26.24	2,745	15,711	176	15,887
2025	15,887	5,613	6,702		105	27.03	2,827	12,012	139	12,151
2026	12,151	5,613	6,903		105	27.84	2,912	8,160	102	8,262
2027	8,262	5,613	7,110		105	28.67	2,999	4,151	62	4,213
2028	4,213	5,613	7,323		105	29.53	3,089	(21)	21	0
Total		56,128	64,344	-	1,046		27,143		1,876	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Library - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$0.329	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	1,859	295	295		379	0.329	125	1,688	18	1,706
2020	1,706	295	304		379	0.339	128	1,530	16	1,546
2021	1,546	295	313		379	0.349	132	1,365	15	1,380
2022	1,380	295	323		379	0.359	136	1,193	13	1,206
2023	1,206	295	332		379	0.370	140	1,014	11	1,025
2024	1,025	295	342		379	0.381	144	827	9	836
2025	836	295	353		379	0.393	149	632	7	640
2026	640	295	363		379	0.404	153	429	5	435
2027	435	295	374		379	0.416	158	218	3	222
2028	222	295	385		379	0.429	163	(1)	1	0
Total		2,954	3,387	-	3,790		1,429		99	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Administration Studies - Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$162.70	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3% D.C. Reserve Fund Interest Earnings/ (Cost)	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		Per Capita per Year Inflated at (3%) Starting in 2020				
2019	67,963	88,332	88,332		105	162.70	17,019	(3,350)	323	(3,027)
2020	(3,027)	74,190	76,416		105	167.58	17,529	(61,913)	(974)	(62,888)
2021	(62,888)	33,240	35,264		105	172.61	18,055	(80,097)	(2,145)	(82,242)
2022	(82,242)	2,528	2,762		105	177.79	18,597	(66,407)	(2,230)	(68,637)
2023	(68,637)	2,528	2,845		105	183.12	19,155	(52,327)	(1,814)	(54,142)
2024	(54,142)	27,589	31,983		105	188.62	19,729	(66,396)	(1,808)	(68,204)
2025	(68,204)	2,528	3,018		105	194.27	20,321	(50,901)	(1,787)	(52,687)
2026	(52,687)	2,528	3,109		105	200.10	20,931	(34,865)	(1,313)	(36,179)
2027	(36,179)	2,528	3,202		105	206.11	21,559	(17,822)	(810)	(18,632)
2028	(18,632)	2,528	3,298		105	212.29	22,205	275	(275)	(0)
Total		238,517	250,229	-	1,046		195,099		(12,833)	

Note: Numbers may not add due to rounding



**Municipality of Trent Lakes
2019 Development Charges Study
Cash Flow Calculation - Administration Studies - Non-Residential**

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Sq. m. of Gross Floor Area	\$4.441	Anticipated Revenues	Annual Surplus/ (Deficit)	1% / 3%	D.C. Reserve Fund Closing Balance after Interest
		Nominal Project Cost	Project Cost Inflated at 3%	Existing Debt Payments		per sq.m. per Year Inflated at (3%) Starting in 2020			D.C. Reserve Fund Interest Earnings /(Cost)	
2019	6,722	8,736	8,736		379	4.441	1,683	(331)	32	(299)
2020	(299)	7,337	7,558		379	4.574	1,734	(6,123)	(96)	(6,220)
2021	(6,220)	3,287	3,488		379	4.711	1,786	(7,922)	(212)	(8,134)
2022	(8,134)	250	273		379	4.852	1,839	(6,568)	(221)	(6,788)
2023	(6,788)	250	281		379	4.998	1,894	(5,175)	(179)	(5,355)
2024	(5,355)	2,729	3,163		379	5.148	1,951	(6,567)	(179)	(6,745)
2025	(6,745)	250	298		379	5.302	2,010	(5,034)	(177)	(5,211)
2026	(5,211)	250	307		379	5.461	2,070	(3,448)	(130)	(3,578)
2027	(3,578)	250	317		379	5.625	2,132	(1,763)	(80)	(1,843)
2028	(1,843)	250	326		379	5.794	2,196	27	(27)	0
Total		23,590	24,748	-	3,790		19,295		(1,269)	

Note: Numbers may not add due to rounding



Appendix D

Long-Term Capital and Operating Cost Examination



Appendix D: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A., 1997 under subsection 10(2)(c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost 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 Municipality's 2017 Financial Information Return.

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

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



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

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Roads and Related	340,140	171,456	511,596
2. Fire Services	27,760	43,637	71,397
3. Parks and Recreation	7,350	6,995	14,345
4. Library Services	6,080	9,685	15,765
5. Administration Studies			
6. Municipal Parking	480	-	480
Total	381,810	231,773	613,583



Appendix E

Proposed D.C. By-Law



CORPORATION OF THE MUNICIPALITY OF TRENT LAKES BY-LAW 2019-XX

BEING A BY-LAW TO ESTABLISH DEVELOPMENT CHARGES

WHEREAS the Council of the Corporation of the Municipality of Trent Lakes (hereinafter referred to as "the Council") anticipates that the Corporation of the Municipality of Trent Lakes (hereinafter called "the Municipality") will experience additional development, including redevelopment throughout the Municipality in the next ten years and Council further anticipates that this development will increase the need for services;

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

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

AND WHEREAS the Council of The Corporation of the Municipality of Trent Lakes has given notice of and held a public meeting on the 19th of March, 2019 in accordance with the Act and the regulations thereto;

AND WHEREAS Council desires to ensure that the capital cost of meeting growth-related demands for, or burden on, municipal services does not place a financial burden on the Municipality or its existing taxpayers;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF TRENT LAKES HEREBY ENACTS AS FOLLOWS:

DEFINITION AND USES:

1. In this By-law, unless a contrary intention appears, a term has the same meaning as that which exists in the Act or any Regulation made pursuant to Section 68 of the Act, both as amended from time to time. ·
2. In this By-law:
 - a) "Act" means the *Development Charges Act*, as amended, or any successor thereof;



- b) “accessory” means where used to describe a use, building, or structure that the use, building or structure is naturally and normally incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building or structure;
- c) “agricultural use” means lands, buildings, or structures, excluding any portion thereof used as a dwelling unit, used, designed or intended to be used for the purpose of a bona fide farming operation including, but not limited to, animal husbandry, bee keeping, dairying, fallow, field crops, fish farming, forestry, fruit farming, horticulture, livestock, market gardening, pasturage, poultry keeping, the growing, raising, packing, treating, storing, and sale of produce produced on the premises, and other activities customarily carried on in the field of agriculture;
- d) “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;
- e) “board” means a board of education, public school board, secondary school board, Catholic school board, Protestant school board, or a board as defined in Subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E.2, as amended;
- f) “building or structure” means a structure occupying an area greater than ten square metres consisting of a wall, roof, and floor or any of them or a structural system serving the function thereof including an air-supported structure, excluding a farm building;
- g) “Building Code Act” means the *Building Code Act*, S.O. 1992, c.23, as amended, and all Regulations thereto including the Ontario Building Code, 1997, as amended;
- h) “capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board,
 - i. to acquire land or an interest in land, including a leasehold interest,
 - ii. to improve land,
 - iii. to acquire, lease, construct or improve buildings and structures,



- iv. to acquire, construct or improve facilities including,
 - 1. furniture and equipment other than computer equipment, and
 - 2. material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 19990, Chap. P.44, as amended, or any successor thereof; and
 - 3. rolling stock with an estimated useful life of seven years or more, and
 - v. 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
 - vi. required for the provision of services designated in this By-law within or outside the municipality, including interest on borrowing for those expenditures under clauses (i) to (v) above that are growth-related;
- i) "Council" means the Council of the Municipality;
 - j) "Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size thereof and includes preparation for such building activity and redevelopment;
 - k) "Development Charge" means a charge calculated in accordance with the rules set out in the Development Charges Act, 1997 and imposed against development in the Municipality as set out in this By-law;
 - l) "Dwelling Unit" means one or more habitable rooms designed or intended to be used together as a single and separate housekeeping unit by one or more persons, containing its own culinary facilities;
 - m) "existing" means the number, use and size that existed as of the date this by-law was passed;
 - n) "Farm Building" means any part of a building which is not used for residential purposes and which building is located on 3 or more hectares of land and which building is used solely for farm and farm related activities carried out on the same farm and includes barns, implement sheds,



seasonal roadside stands and silos but does not include processing or year round wholesale or retail facilities;"Grade" means the average level of finished ground adjoining a building or structure at all exterior walls;

- o) "Green Energy" means lands, buildings or structures that that are not of an accessory use and that:
 - i. form, support or accommodate a system or utility used, designed or intended to convert wind or solar energy into electricity and feed it into the general power grid, and includes such systems or utilities that are subject to the Green Energy Act or are participating or intended to participate in the Independent Electricity System Operator's Feed-In Tariff Program, or successor thereof, or similar program; and
- p) "Gross Floor Area" means the sum total of the total areas of all floors in a building or structure, whether at, above, or below-grade, measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses, or from the outside edge of a floor where the outside edge of the floor does not meet an exterior or common wall, and;
 - i. includes the floor area of a mezzanine and air-supported structure and the space occupied by interior walls partitions;
 - ii. excludes any parts of the building or structure used for the parking and loading of vehicles; and
 - iii. where a building or structure does not have any walls, the gross floor area of the building or structure shall be the total of the area of all floors, including the ground floor, that are directly beneath the roof of the building or structure;
- q) "industrial building" means a building used for or in connection with,
 - i. manufacturing, producing, processing, storing or distributing something;
 - ii. research or development in connection with manufacturing, producing or processing something;



- iii. retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production, or processing takes place; or
 - iv. office or administrative purposes, if they are;
 - 1. carried out with respect to manufacturing, producing, processing, storage or distributing of something, and;
 - 2. in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;
 - r) "Institutional" means lands, buildings or structures used or designed or intended for use by an organized body, society, health care organization, or religious group, and shall include, without limiting the generality of the foregoing, places of worship, senior's residences and special care facilities;
 - s) "non-residential development" means development other than residential development as defined herein, and includes development for commercial, farm, industrial, institutional, and Green Energy uses;
 - t) "Owner" means the owner of land or any person authorized by such owner to make one or more applications described in Section 7 of this By-law for the development of such land;
 - u) "Place of Worship," means that part of a building or structure that is exempt from taxation as a place of worship under the Assessment Act, R.5.0., 1990, as amended;
 - v) "regulation" means any regulation made pursuant to the Act
 - w) "Use" means occupation and utilization for a particular purpose, practice or benefit; and
 - x) "Wind Turbine" means a rotary engine that extracts energy from the flow of wind, converts it to mechanical energy by causing a bladed rotor to rotate, and further converts it to electrical energy through an electrical generator.
3. Pursuant to Section 2 of the Act, all uses of any land, buildings or structures upon which Development Charges are imposed within the Municipality are:
- a) a residential development;



- b) a non-residential development.
4. The Development Charge with respect to the use of any land, buildings or structures shall be calculated as follows:
- a) in the case of residential development, or the residential portion of a mixed-use development, based upon the number of dwelling units;
 - b) in the case of non-residential development or the non-residential portion of a mixed-use development based upon the Gross Floor Area devoted to the use.
5. In this By-law
- a) "residential" means designed, adopted or used as a home or residence of one or more individuals who reside or dwell there permanently or seasonally and includes:
 - i. an "apartment building" means a residential building, consisting of four or more dwelling units, which is not a single detached dwelling, a semi-detached dwelling, a row dwelling, a duplex or a triplex;
 - ii. a "duplex dwelling" means a residential building that is divided horizontally into two dwelling units;
 - iii. "multiple dwellings" means all dwellings other than single-detached, semi-detached, and apartment unit dwellings;
 - iv. a "row dwelling or townhouse" means a residential building containing not less than three units with each unit separated by a common or party wall or walls with a separate outside entrance to each unit;
 - v. a "Park Model Trailer" means a trailer conforming to National Standard of Canada CAN CSA-Z241 .0-92 or similar standard that is up to a maximum size of 50 square metres and designed to facilitate relocation from time to time;
 - vi. a "seasonal dwelling" means a single detached dwelling occupied on a non-permanent basis, the owner(s), occupant(s), having another permanent address, but does not include nursing homes, hotels, motels, tourist homes, bed & breakfast establishments, student residences, barracks, or any other development of an



institutional nature and included in the Municipality's Zoning By-law as a non- residential use.

- vii. a "semi-detached dwelling" means a residential building that is divided vertically into two or more dwelling units, each dwelling unit having one or two vertical walls, but no other parts attached to another structure;
 - viii. "senior Apartment" means an apartment building or unit that is occupied by one or more individuals who require accessibility modifications or provincially-funded support services in order to live independently in the community.
 - ix. a "single detached dwelling" means a residential building consisting of one dwelling unit and not attached to another structure;
 - x. a "triplex dwelling" means a residential building that is divided into three dwelling units;
- b) "non-residential development" means development other than residential development as defined above, and includes development for commercial, farm, hunt camp, industrial and institutional uses.
- i. "Institutional Uses" include student residences, nursing homes, and seniors' accommodation which consist of bedrooms with or without private sanitary facilities, plus common areas for kitchen and eating facilities and common recreation/activity areas.

LANDS AFFECTED

- 6. Pursuant to Section 2 (7) of the Act, this By-law applies to all lands within the geographic limits of the Corporation of the Municipality, whether or not the land or use is exempt from taxation under Section 3 of the *Assessment Act, R.S.O., 1990*.

DESIGNATED SERVICES

- 7. Pursuant to Section 7 of the Act, the Municipality hereby designates the services listed in Schedule "A" attached hereto and forming part of this By- law as the services for which the Development Charge is imposed.



DEVELOPMENT CHARGES IMPOSED

8. Subject to Section 14 below and Section 6 of the Act, Development Charges as hereinafter provided shall be imposed upon, and shall be applied, calculated and collected in accordance with the provisions of this By-law in connection with the development of all land within the Municipality for residential uses and non-residential uses where,
 - a) the development of the land will increase the need for services, and
 - b) the development requires,
 - i. the passing of a Zoning By-law or of an amendment thereto under section 34 of the Planning Act, R.S.O., 1990,
 - ii. the approval of a minor variance under section 45 of the Planning Act, R.S.O., 1990,
 - iii. a conveyance of land to which a By-law passed under subsection 50 (7) of the Planning Act, R.S.O., 1990,
 - iv. the approval of a plan of subdivision under section 51 of the Planning Act, R.S.O., 1990,
 - v. a consent under section 53 of the Planning Act, R.S.O., 1990,
 - vi. the approval of a description under section 9 of the Condominium Act, or
 - vii. the issuing of a permit under the Building Code Act, in relation to a building or structure

DEVELOPMENT CHARGES – AMOUNTS

9. Residential – The amount of the Residential Development Charge payable with respect to lands which are the subject of any approvals mentioned in Section 8, above shall be calculated in accordance with Schedule "B", subject to any exemption hereinafter provided.
10. Non-residential – The amount of the Non-Residential Development Charge payable with respect to lands which are the subject of any approvals mentioned in Section 8 above shall be calculated in accordance with Schedule "B", subject to any exemptions hereinafter provided.



11. Development charges will be imposed for park model trailers at the residential apartment dwelling unit rate established in Schedule B to this by-law.

CREDITS/ANNUAL ADJUSTMENTS

12. Credit for previous Development Charge Payments and lot levies: A credit shall be applied to the Development Charge calculated in Sections 9 and 10 above for any previous Development Charge or lot levy payment. The onus shall be upon the owner/applicant to provide proof of earlier payments.
13. The Development Charge shall be adjusted annually on January 1st of each year to reflect the change in Construction Prices as reported in the Statistics Canada Quarterly Construction Price Statistics publications (catalog no. 62-007).

EXEMPTIONS

14. This By-law does not apply with respect to approvals related to the residential development of land, buildings or structures that would have the affect only,
 - a) of permitting the enlargement of an existing dwelling unit;
 - b) of creating a maximum of two additional dwelling units in an existing single detached dwelling where the total gross floor area of the additional dwelling unit or units is less than or equal to the gross floor area of the dwelling unit already in the building;
 - c) of creating a maximum of one additional dwelling unit in an existing semi-detached dwelling or row dwelling where the gross floor area of the additional dwelling unit is less than or equal to the gross floor area of the dwelling unit already in the building; or
 - d) of creating a maximum of one additional dwelling unit in any other existing residential building where the gross floor area of the additional dwelling unit is less than or equal to the gross floor area of the smallest dwelling unit already in the building.
15. If a development includes the enlargement of the gross floor area of an existing industrial building, the amount of the development charge that is payable is the following:



- a) if the gross floor area is enlarged by 50 per cent or less, the amount of the development charge in respect of the enlargement is zero; and
 - b) if the gross floor area is enlarged by more than 50 per cent, development charges are payable on the amount by which the enlargement exceeds 50 per cent of the gross floor area before the enlargement.
16. For the purpose of this By-law only the terms “gross floor area” and “existing industrial building” shall have the same meaning as those terms have in O.Reg 82/98 made under the Act.
17. In this Section, for greater certainty in applying the exemption herein:
- a) the gross floor area of an existing industrial building shall be determined as of the date this By-law comes into force; and
 - b) the gross floor area of an existing industrial building is enlarged where there is a bona fide increase in the size of the existing building and the enlarged area is attached to existing industrial building and is used for or in connection with an industrial purpose as set out in Subsection 1(1) of O.Reg. 82/98. Without limiting the generality of the foregoing, the exemption in this Section shall not apply where the enlarged area is attached to the existing industrial building by means only of a tunnel, bridge, canopy, corridor or other passageway, or through a shared below grade connection such as a service tunnel, foundation, footing or a parking facility.
 - c) for the purpose of interpreting the definition of “existing industrial building” contained in O. Reg. 82/98, regard shall be had for the classification of the lands in question pursuant to the Assessment Act, R. S. O. 1990, c. A.31, as amended, and in particular; whether the lands fall within a tax class such that taxes on the land are payable at an industrial rate; and, whether more than 50% of the gross floor area of the building or structure on the land has an industrial property code for assessment purposes.

CATEGORIES OF EXEMPT USES

18. The following categories of uses are hereby designated as being exempt from the payment of development charges:



- a) land, buildings or structures owned by and used for the purposes of a municipality and exempt from taxation under Section 3 of the Assessment Act, R.S.O. 1990, c.A.31, as amended;
- b) lands, buildings or structures owned by and used for the purposes of a board and exempt from taxation under Section 3 of the Assessment Act, R.S.O. 1990, c.A.31;
- c) buildings or structures used as public hospitals governed by the Public Hospitals Act, R.S.O. 1990, c.P.40, as amended;
- d) land, buildings or structures used for institutional church use and exempt from taxation under the Assessment Act, R.S.O. 1990, c.A.31, as amended;
- e) the development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class;
- f) affordable housing. Council may also waive a development charge for a related use upon request (i.e. Non-profit agency);
- g) for the first 100 kW of generating capacity of a Wind Turbine System or Photovoltaic Generating Installation (Solar Farm); and
- h) accessory uses

SPECIAL PROVISIONS

- 19. Development Charges are hereby imposed upon all lands that are developed for residential, non-residential and institutional uses, in accordance with Sections 9, 10, and 11 respectively above insofar as;
 - a) the growth-related net capital costs are attributable development; and
 - b) Where two or more of the actions described in Section 8(b) are applicable only one Development Charge shall be calculated and collected in accordance with the provisions of this By-law.
 - c) Notwithstanding Subsection (c), if two or more of the actions described in Section 8(b) occur at difference times, and if the subsequent action has the effect of increasing the need for municipal services as designated in



Schedule “A”, an additional Development Charge on the additional residential units and/or non-residential gross floor area shall be calculated and collected in accordance with the provision of this By-law.

TIMING AND CALCULATION OF PAYMENT

20. The Development Charge shall be calculated as of, and shall be payable on.
 - a) the date a building permit is issued in relation to a building of structure on land to which the Development Charge applies, less any amount paid pursuant to subsection (b) after the enactment of this By-law.
21. Notwithstanding Section 20 above, an Owner and the Municipality may enter into an agreement:
 - a) providing for the payment of a Development Charge before otherwise required;
 - b) providing for payment of all or any portion of the Development Charge on dates later than the issuing of a building permit or the entering into of a subdivision agreement; or
 - c) whereby an owner provides services in lieu of the payment of all or any portion of a Development Charge.

DEMOLITION CREDIT

22. In accordance with Subsections 22.a), 22.b), and 22.c), where there is a redevelopment, conversion, demolition or change of use of a building or structure or part thereof, the Development Charges payable by the new or proposed development shall be credited by the amount to which the previous use of the building or structure was subject to Development Charges at the time this By-law was passed.
 - a) A credit shall not be warranted where a building or structure or part thereof was demolished and no building permit has been issued within 5 years from the date of issuance of the demolition permit.
 - b) The credit with respect to a redevelopment, conversion, demolition, or change of use of a building or structure or part thereof shall not exceed the amount of the Development Charges payable with respect to new or proposed development.



- c) 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 Development Charges in accordance with this By-law.

PAYMENT BY MONEY OR THE PROVISION OF SERVICES:

- 23. Payment of Development Charges to the Municipality shall be by;
 - a) cash or by cheque.
 - b) In the alternative to payment by the means provided in subsection (a), the Municipality may, by an agreement entered into with the owner, accept the provision of services in full or partial satisfaction of the Development Charge otherwise payable.

BUILDING PERMIT ISSUANCE:

- 24. Where Development Charges apply to land in relation to which a building permit is required, unless an agreement is entered into pursuant to Section 23(b) above, the building permit shall not be issued until the Development Charge has been paid in full.

DEVELOPMENT CHARGE RESERVE FUNDS:

- 25. All payments received by the Municipality pursuant to this By-law, including income on investments of the reserve funds, shall be apportioned among the reserve funds in accordance with Schedule “B” and paid into the respective reserves as follows:

WITHDRAWAL FROM RESERVE FUNDS:

- 26. That no monies be withdrawn from the said Reserve Funds except:
 - a) refunds, including interest, if applicable, as hereinafter set out, and
 - b) to meet growth related net capital costs for which the Development Charge was imposed, as set out in the Municipality’s Development Charges Background Study, subject to any modifications to project definition, budget priority and phasing, as may occur as part of the Municipality’s annual Capital Budget process, or amendments to this By-



law. Council may withdraw funds from the Municipal Services Reserve Fund based on project definition, budget priority and phasing as aforesaid.

REFUNDS:

27. Notwithstanding the foregoing, if a Development Charge is paid at the time a building permit is issued and no building proceeds pursuant to the said permit and the building permit has expired, the registered owner may apply to the Treasurer of the Municipality for a refund of the Development Charge paid at the time the building permit was issued within one year of payment to the Municipality provided the building permit is surrendered.

Where this By-law or any Development Charge prescribed under this Bylaw is amended or repealed either by order of the Ontario Municipal Board or by resolution of the Council, the Treasurer shall forthwith calculate and refund the amount of any overpayment as a result of such amendment or repeal.

Upon issuing a refund, the Municipality will retain an administrative fee of \$150.00 per building application.

28. Refunds that are required to be paid under Section 29 shall be paid with interest to be calculated from the date on which the overpayment was collected to the date on which the refund is paid. The interest rate shall be the Bank of Canada rate on the day the by-law comes into force, updated on the first business day of every January, April, July and October.

FULL FORCE AND EFFECT

29. This By-law, known as the "Development Charges By-law, 2019", shall come into force and effect on April 16, 2019.
30. This By-law shall continue in force and effect until five years from the date of adoption by Council, unless it is repealed at an earlier date.

READ A FIRST TIME THIS 16th DAY OF APRIL, 2019.

READ A SECOND TIME THIS 16th DAY OF APRIL, 2019.

READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF APRIL, 2019.



_____, Mayor

_____, Clerk



Schedule “A” to By-law 2019-XX

Designated Service Categories for which Development Charges are imposed

1. Roads and Related
2. Fire Services
3. Parks and Recreation
4. Library Services
5. Administration
6. Municipal Parking



Schedule 'B' to By-law 2019-XX

Schedule of Development Charges

Service	RESIDENTIAL			NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments	(per sq.m. of Gross Floor Area)	Per 500kW Nameplate Generating Capacity (Green Energy Developments)
Municipal Wide Services:					
Roads and Related	3,232	2,285	1,404	36.77	3,232
Fire Services	1,016	718	441	11.56	1,016
Parks and Recreation	190	134	83	1.15	
Library Services	54	38	24	0.33	
Administration Studies	390	276	170	4.44	390
Municipal Parking	14	10	6	0.16	
Total Municipal Wide Services	4,897	3,461	2,128	54.40	4,638