

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Wednesday, June 12, 2024

6:00 PM

LPRCA

4 Elm St

Tillsonburg

1. **Call to Order**
2. **Moment of Silence**
3. **Adoption of Agenda (6:00 p.m.)**

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the agenda as prepared for the Council meeting of June 12, 2024, be approved with the following amendments:

- Item 12.4.1 - FIN-24-034 - 2024 Development Charges By-Law Adoption - has been added to the agenda
 1. address the Council decision regarding Development Charges made at the May 27th Council Meeting; and
 2. incorporate the potential changes resulting from the passing of Bill 185 if Royal Assent occurs prior to the Council Meeting.

4. **Disclosures of Pecuniary Interest and the General Nature Thereof**
5. **Adoption of Council Minutes of Previous Meeting**

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the Council Meeting Minutes dated May 27, 2024, be approved.

6. Presentations

6.1 Warden Marcus Ryan and Sarah Hamulecki, Safe and Well Oxford Steering Committee Re: Safe and Well Oxford Steering Committee Update

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the presentation from Warden Marcus Ryan and Sarah Hamulecki regarding Safe and Well Oxford Update be received as information.

7. Public Meetings

7.1 CP 2024-157 Official Plan Amendment and Zone Change Application OP 23-14-7 and ZN 7-23-11

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT Council supports the application to amend the Official Plan (File No. OP 23-14-7) as submitted by Southside Construction Management for lands legally described as Block38, Plan 41M-392, Town of Tillsonburg, to redesignate the lands from Medium Density Residential to High Density Residential; and

THAT Council approves in-principle Zone Change Application (ZN 7-23-11), submitted by Southside Construction Management, whereby the lands legally described as Block 38, Plan 41M-392, Town of Tillsonburg are to be rezoned from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp), as described in Report CP 2024-157.

8. Planning Reports

9. Delegations

10. Deputation(s) on Committee Reports

10.1 Downtown Tillsonburg Business Improvement Area

10.1.1 Decision Letter - 147 Broadway Unhoused Shelter + Drop In Centre

10.1.2 Decision Letter - DTBIA report and resolution regarding unhoused 147 Broadway

10.1.3 Decision Letter - Harvey Street Public Realm Improvements

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the decision letters from the Downtown Tillsonburg Business Improvement Area be received as information.

11. Information Items

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT The following item be received as information:

- 11.1 Long Point Region Conservation Authority Board of Director Meeting Minutes - May 1, 2024**

12. Staff Reports

12.1 Chief Administrative Officer

12.2 Corporate Services

12.3 Economic Development

12.4 Finance

12.4.1 FIN-24-034 2024 Development Charges By-Law Adoption

Moved By: _____

Seconded By: _____

- A. THAT report FIN 24-034 titled “2024 Development Charges By-law Adoption” be received as information; and
- B. THAT Council adopt the Development Charges (D.C.) approach to calculate the charges on a uniform Town-wide basis for all services within this background study; and
- C. THAT Council approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 12, 2024, as amended, subject to further annual review during the capital budget process; and
- D. THAT Council approve the D.C.s Background Study dated April 12, 2024, as amended; and
- E. THAT Council determine that no further public meeting is required;

and

- F. THAT the 2024 D.C. By-law be presented to Council for consideration.

12.5 Fire and Emergency Services

12.6 Operations and Development

12.7 Recreation, Culture and Parks

12.7.1 RCP-24-025 Trans Canada Trail - Award of Grant

Proposed Resolution #

Moved By: _____

Seconded By: _____

- A. THAT report RCP 24-025 titled “Trans Canada Trail – Award of Grant” be received as information; and
- B. THAT a By-law to authorize the Mayor and Clerk to execute all agreements and contracts associated with this project be presented to Council for consideration.

13. New Business

14. Consideration of Minutes

14.1 Advisory Committee Minutes

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the following minutes of advisory committees be received as information:

- Recreation and Sports Advisory Committee Meeting minutes dated March 7, 2024
- Parks, Beautification and Cemeteries Advisory Committee minutes dated April 2, 2024
- Parks, Beautification and Cemeteries Advisory Committee minutes dated April 30, 2024
- Recreation and Sports Advisory Committee minutes dated May 2, 2024

15. Motions/Notice of Motions

15.1 Councillor Rosehart - Property Tax Deadlines

Proposed Resolution #

Moved By: _____

Seconded By: _____

WHEREAS the Town of Tillsonburg tax installment deadlines are normally set for the second last Thursday of the months of February, May, August and October; and

WHEREAS those residents receiving payments from the Canada Pension Plan and Old Age Security don't receive their payments until the 26th to the 29th of each month;

BE IT THEREFORE RESOLVED

THAT going forward, tax due dates be set for Feb. 28th, May 30th, August 30th and October 30th of each year; and

THAT a By-law to effect the change to the tax due dates be presented to Council at the next meeting.

16. Resolutions/Resolutions Resulting from Closed Session

17. By-Laws

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the following By-Laws be read for a first, second, third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto:

17.1 By-Law 2024-067 A By-law to Establish Town-Wide Development Charges for the Town of Tillsonburg

17.2 By-Law 2024-068 - A BY-LAW to authorize an agreement with Trans Canada Trail for a grant for resurfacing and drainage improvements

18. Confirm Proceedings By-law

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT By-Law 2024-066, A By-Law to Confirm the proceedings of the Council Meeting held on June 12, 2024, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

19. Items of Public Interest

20. Closed Session

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session to consider the following:

2.5.1 CLD-EDM-24-006 Surplus Langrell Avenue Lands - Offer to Purchase

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

2.5.2 CLD-EDM-24-007 Offer to Purchase - 20 Cranberry Road Property

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

20.1 Adoption of Agenda**20.2 Disclosure of Pecuniary Interest****20.3 Adoption of Closed Session Minutes****20.4 Reports****20.4.1 CLD-EDM-24-006 - Surplus Langrell Avenue Lands - Offer to Purchase****20.4.2 CLD-EDM-24-007 - Offer to Purchase - Cranberry Road Property****20.5 Back to Open Session****21. Adjournment**

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the Council meeting June 12, 2024, be adjourned at _____ p.m.

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES



Monday, May 27, 2024
5:00 PM
LPRCA
4 Elm St
Tillsonburg

ATTENDANCE: Mayor Gilvesy (Chair)
Deputy Mayor Beres
Councillor Luciani
Councillor Parker
Councillor Parsons
Councillor Rosehart
Councillor Spencer

Staff: Kyle Pratt, Chief Administrative Officer
Tanya Daniels, Director of Corporate Services/Clerk
Renato Pullia, Interim Director of Finance/Treasurer
Johnathon Graham, Director of Operations & Development
Cephas Panschow, Development Commissioner
Andrea Greenway, Interim Director of Recreation, Culture and Parks
Julie Ellis, Deputy Clerk

1. Call to Order

The meeting was called to order at 5:00pm

2. Closed Session (5:00 p.m.)

Resolution # 2024-245**Moved By:** Councillor Spencer**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

2.4.1 CLD-FIN-24-003 Information Technology Programs and Services

239 (2) (a) the security of the property of the municipality or local board;

239 (2) (d) labour relations or employee negotiations;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried**2.1 Adoption of Agenda****2.2 Disclosures of Pecuniary Interest and the General Nature Thereof****2.3 Adoption of Closed Session Minutes****2.4 Reports****2.4.1 CLD-FIN-24-003 Information Technology Programs and Services Follow-up****2.5 Back to Open Session****3. Moment of Silence****4. Adoption of Agenda (6:00 p.m.)****Resolution # 2024-250****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parker

THAT the Agenda as prepared for the Council meeting of May 27, 2024, be approved with the following amendments:

- Agenda Item 7.1, Report RCP-24-024 Tennis Court Resurfacing Project has been moved to directly follow Agenda Item 10.2 – Delegation from Henrietta Van hulle.
- Agenda Item 18.6 – By-Law 2024-023 has been added to the agenda

Due to a delayed arrival of the Development Charges Study consultant, the Planning Public Hearing items were to be heard prior to Development Charges Study.

Carried

5. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

6. Adoption of Council Minutes of Previous Meeting

Resolution # 2024-251

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

THAT the Council Meeting Minutes dated May 13, 2024, be approved.

Carried

7. Presentations

8. Public Meetings

8.2 Planning Items

Items within 8.2 were considered in advance of item 8.1

8.2.1 CP-2024-244 Application for Zone Change ZN 7-24-04 (671 Broadway)

Eric Gilbert, County Planner, attended before Council and provided an overview of Item 8.2.1. Mr. Gilbert answered questions from Council member regarding Daycare operation.

Rob Koppert attended before Council to speak in support of the application and provided comment on the daycare outdoor space use.

No other speakers, either for or against the application, attended before Council.

Resolution # 2024-252

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

THAT Town of Tillsonburg Council approve the zone change application submitted by KerMar Holdings Inc., whereby the 'Special Service Commercial (SC-29)' zoning for the lands described as Part of Lot 1, Plan 41M-103, Part 2 of 41R-5579, Town of Tillsonburg, known municipally as 671 Broadway are to be amended to permit a pharmacy and a day care as additional permitted uses.

Carried

8.2.2 CP-2024-156 Application for Minor Variance A03-24 (1, 3, 5 and 7 Greenhill Drive)

Eric Gilbert, County Planner, attended before Committee and provided an overview of Item 8.2.2.

No individuals spoke in favour or opposition of the application.

Resolution # 2024-253

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:08 p.m.

Carried

Resolution # 2024-254

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT the Committee of Adjustment **approve** Application A03-24, submitted by 2407774 Ontario Limited for lands described as Lot 17 Plan 41M-395 in the Town of Tillsonburg as it relates to:

1. **Table 8.2: Zone Provisions – Front Yard, Minimum Depth**, to reduce the minimum required front yard depth from 6 m (19.7 ft) to 4.5 m (14.9 ft);
2. **Section 8.6.22.2.4 – Rear Yard, Minimum Depth**, to reduce the minimum required rear yard depth from 6.0 m (19.7 ft) to 1.2 m (3.11 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief is considered minor variances from the provisions of the Town's Zoning By-law in that the requested relief from the front yard depth and rear yard depth will not impact neighbouring properties, is compatible with surrounding land uses, is minor, and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated due to the proposed reduction in the required yards.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

Carried

Resolution # 2024-255

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parker

THAT Council move out of Committee of Adjustment and move back into regular Council session at 6:13 p.m.

Carried

8.1 Development Charges

Item 8.1 was considered following the items within section 8.2.

8.1.1 Town of Tillsonburg Development Charge Background Study

Item 8.1.1 was a public meeting under section 12 of the *Development Charges Act, 1997*, as amended. The purpose of the meeting was to give the public an opportunity to make

representations on the 2024 Development Charges Background Study. This study calculates new development charges for Services Related to a Highway, Fire Protection Services, Parks and Recreation Services, and Policing services.

Prior to receiving the public comments, the Town's consultant Sean-Michael Stephen, Watson & Associates Economists Ltd., completed a brief presentation of the findings of the study. The presentation included:

- Timeline;
- Explanation of the Development Charges;
- Growth forecast;
- Anticipate Capital Needs;
- Calculated Schedule of D.C's and Comparison information;
- Development Charges Policies; and
- Next Steps.

No members of the public spoke to the Item.

Mr. Stephen answered questions from Mayor Gilvesy regarding policing service funding within this study as well as affordable housing.

Council then moved to Item 8.1.2.

8.1.2 FIN-24-032 - Development Charges By-law Recommendations

Resolution # 2024-256

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

- A. THAT report FIN 24-032 titled "Development Charges By-law Recommendations" be received as information; and
- B. THAT the exemption for Development Charges for the Commercial class be removed; and
- C. THAT the exemption for Development Charges for the Industrial class continue, as part of a proactive approach to attracting Industrial growth and employment.

Carried

9. Planning Reports

9.1 CP 2024-177 Application for Zone Change ZN 7-24-07 (Potters Road and West Town Line)

Eric Gilbert, County Planner, attended before Council for Item 9.1. providing a brief overview.

Resolution # 2024-257

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

THAT Council approve the zone change application submitted by Oxnard Potters Gate Inc. for lands legally described as Part Lot 24, Plan 1653, Part 1, 41R-10426 in the Town of Tillsonburg, to remove the Holding Provisions from lands as identified on Plate 3 of Report No. CP 2024-177.

Carried

10. Delegations

10.1 Jodie Konior Re: VIBE Youth Social Space - 1 Year Pilot Update

Jodie Konior and Stephanie Ellens-Clark attended before Council to provide an update on their one year pilot program. The presentation included an overview of Communities Building Youth Futures, an overview of VIBE Youth social space and observations, and next steps for the program. Presenters answered questions from members of Council.

Resolution # 2024-258

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

THAT the delegation from Jodie Konior regarding VIBE Youth Social Space - 1 Year Pilot Update, be received as information.

Carried

10.2 Henrietta Van hulle Re: Dedicated Space for the Sport of Tennis

Henrietta Van hulle attended before Council regarding dedicated space for the sport of tennis. Henrietta Van hulle requested Council consider the logistics of the tennis and do not include pickleball lines on the new tennis courts allowing for dedicated courts. Further, it was requested to indefinitely have the separation of the two sports.

Resolution # 2024-259

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

THAT the delegation from Henrietta Van hull regarding Dedicated Space for the Sport of Tennis be received as information.

Carried

13.7.1 RCP-24-024 Tennis Court resurfacing project

Item 13.7.1 was considered immediately following the delegation Item 10.2.

Andrea Greenway, Acting Director, Recreation, Culture and Parks, answered various questions.

Resolution # 2024-260

Moved By: Councillor Parker

Seconded By: Councillor Parsons

- A. THAT report RCP 24-024 titled “Tennis Court Resurfacing Project” be received as information; and
- B. THAT Council maintains the project scope for the tennis resurfacing project and approve the designation of separate tennis and pickleball courts for the 2024 season; and
- C. THAT Council directs staff to monitor and collect data on court usage and to solicit community feedback on multi-use courts; and
- D. THAT the issue of multi-use courts be referred to the Recreation and Sports Advisory Committee.

Carried

11. Deputation(s) on Committee Reports

11.1 RCP-24-023 Parks, Beautification and Cemeteries Committee Recommendation - Bert Newman Park Fencing

Resolution # 2024-261**Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

- A. THAT report titled Bert Newman Park Fencing be received as information; and
- B. THAT Council approve the recommendation of the Parks, Beautification & Cemeteries Committee and direct staff to remove three sides of fencing around Bert Newman Park and complete remediation efforts through beautification of the park upon passing of the Parks Use By-Law.

Carried

11.2 CS-24-059 Museum, Heritage and Special Awards Advisory Committee Recommendation - Museum, Culture and Heritage Master Plan

Deputy Mayor Beres assumed the Chair in order to the Mayor to present a friendly amendment to the motion. Upon passing of the amended recommendation, the Mayor reassumed the Chair.

Resolution # 2024-262**Moved By:** Councillor Spencer**Seconded By:** Deputy Mayor Beres

- A. THAT report titled Museum, Culture, Heritage and Special Advisory Awards Committee Recommendation - Museum, Culture and Heritage Master Plan be received as information; and
- B. THAT Council refer the recommendation of the Museum, Culture, Heritage and Special Advisory Awards Committee that a Museum, Culture and Heritage Master Plan to the 2025 Operating Budget.

Carried**12. Information Items****13. Staff Reports****13.1 Chief Administrative Officer****13.2 Corporate Services**

13.2.1 CS-24-030 Records Retention By-Law Update**Resolution # 2024-263****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parker

- A. THAT report CS 24-030 titled “Records Retention By-Law Update” be received as information; and
- B. THAT a by-law to establish retention periods for records for the town of Tillsonburg, and to repeal By-Law 3933, be brought forward for Council Consideration.

Carried**13.3 Economic Development****13.4 Finance****13.4.1 FIN-24-029-Community Improvement Plan Property Tax Rebate Summary****Resolution # 2024-264****Moved By:** Councillor Rosehart**Seconded By:** Councillor Spencer

THAT report FIN 24-029 titled Community Improvement Plan Property Tax Rebate Summary be received as information.

Carried**13.4.2 FIN-24-011 Development Charges Reserve Fund Report****Resolution # 2024-265****Moved By:** Councillor Parker**Seconded By:** Deputy Mayor Beres

THAT report FIN 24-011 titled “Development Charges Reserve Fund Statements” for 2019 to 2023 be received as information.

Carried**13.5 Fire and Emergency Services****13.6 Operations and Development**

13.6.1 OPD-24-033 Encroachment Agreement - 500 Highway 3 Access from Newell Road

Resolution # 2024-266

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

- A. THAT report OPD 24-033 titled “Encroachment Agreement - 500 Highway 3 Access from Newell Road” be received as information; and
- B. THAT Town Council direct the Director of Operations and Development to execute an Encroachment Agreement between THE CORPORATION OF THE TOWN OF TILLSONBURG and E&E McLaughlin Ltd.

Carried

13.6.2 OPD-24-035 Hangar Land Lease Agreement Taxiway C2-1

Resolution # 2024-267

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

- A. THAT report OPD 24-035 titled Hangar Land Lease Agreement Taxiway C2-1 be received as information; and
- B. THAT a By-law to execute the Hanger Land Lease Agreement for Taxiway C2 Lot #1 with Permterra Development Corporation (John Gilvesy) be brought forward for Council consideration
- C. AND THAT the Mayor and CAO be authorized to enter into a new Land Lease Agreement for Taxiway C2 Lot #1 with Permterra Development Corporation (John Gilvesy)

Carried

13.6.3 OPD-24-034 Hangar Land Lease agreement Taxiway G1-6

Resolution # 2024-268

Moved By: Councillor Parsons

Seconded By: Councillor Parker

- A. THAT report OPD 24-034 titled Hangar Land Lease Agreement Taxiway G1-6 be received as information; and
- B. THAT a By-law to execute the Hanger Land Lease Agreement for Taxiway G1 Lot #6 with Isaac Froese be brought forward for Council consideration; and
- C. AND THAT the Mayor and CAO be authorized to enter into a new Land Lease Agreement for Taxiway G1 Lot #6 with Isaac Froese.

Carried

13.7 Recreation, Culture and Parks

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Resolution # 2024-269

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

THAT the following minutes of Advisory Committees be received as information:

- Youth Advisory Council minutes dated May 1, 2024
- Economic Development Advisory Committee minutes dated May 14, 2024
- Museum, Culture, Heritage and Special Awards Advisory Committee dated May 15, 2024
- Traffic Advisory Committee minutes dated May 16, 2024

Carried

16. Motions/Notice of Motions

16.1 Deputy Mayor Beres - Motion to Reconsider By-Law 2024-053

Resolution # 2024-270

Moved By: Deputy Mayor Beres
Seconded By: Councillor Parsons

THAT By-Law 2024-053, defeated at the Council Meeting of May 13, 2024, be reconsidered.

Carried

Resolution # 2024-271

Moved By: Councillor Rosehart
Seconded By: Councillor Parker

THat By-Law 2024-053 be referred to staff in order to bring two separate By-laws being one addressing Mr. Tomico's membership and one including all other committee members.

Defeated

Resolution # 2024-272

Moved By: Deputy Mayor Beres
Seconded By: Councillor Spencer

THAT By-Law 2024-053, A BY-LAW to amend By-Law 2023-009 being a by-law to appoint members to Town of Tillsonburg advisory committees, be read for a first, second, third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

A recorded vote was requested by Councillor Parker.

	For	Against	Abstain	Conflict
Mayor Gilvesy		X		
Deputy Mayor Beres	X			
Councillor Luciani	X			
Councillor Parker		X		

Councillor Parsons	X				
Councillor Rosehart		X			
Councillor Spencer	X				
Results	4	3	0	0	

Carried (4 to 3)

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

Resolution # 2024-273

Moved By: Councillor Parsons

Seconded By: Councillor Spencer

THAT the following By-Laws be read for a first, second, third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

18.1 By-Law 2024-060 A By-Law to amend Zoning By-Law Number 3295, as amended (ZN 7-24-04)

18.2 By-Law 2024-061 A By-Law to amend Zoning By-Law Number 3295, as amended (ZN 7-24-07)

18.3 By-Law 2023-062 A BY-LAW to establish retention periods for records of the Town of Tillsonburg, and to repeal By-Law 3933

18.4 By-Law 2024-063 A BY-LAW to enter into an Airport Hangar Land Lease Agreement with Permtterra Development (John Gilvesy) for Taxiway C2-1

18.5 By-Law 2024-064 A BY-LAW to enter into an Airport Hangar Land Lease Agreement with Isaac Froese for Taxiway G1-6

18.6 By-Law 2024-023 A BY-LAW to authorize an agreement with Mr. Don Huras of Northlands Adventure Properties Inc. for the provision of consulting services as the Tillsonburg Regional Airport Management Firm

Carried

19. Confirm Proceedings By-law

Resolution # 2024-274

Moved By: Councillor Parker

Seconded By: Councillor Spencer

THAT By-Law 2024-065, A By-Law to Confirm the proceedings of the Council Meeting held on May 27, 2024, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

20. Items of Public Interest

21. Adjournment

Resolution # 2024-275

Moved By: Councillor Rosehart

Seconded By: Councillor Luciani

THAT the Council meeting of May 27, 2024, be adjourned at 8:02 p.m.

Carried



Safe and Well Oxford

Area Municipality's Update

June 2024



Agenda



Brief History



Metrics Update and Overview

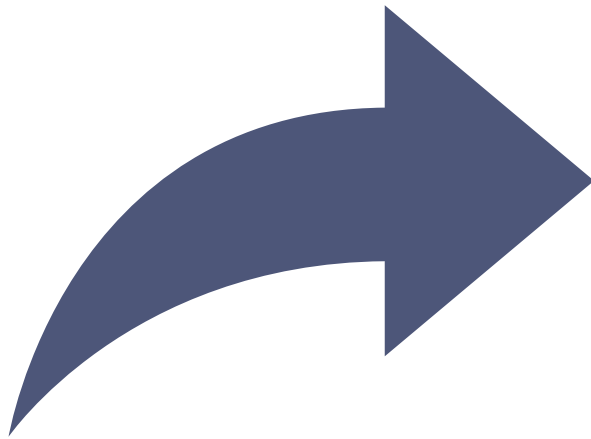


Inclusion Charter



Upcoming in 2024

How Did We Get Here?



Background:

- Legislated to have a Community Safety and Well-Being (CSWB) Plan through the Community Safety and Policing Act, 2019
- Established a single collaborative CSWB plan lead by Oxford County on behalf of all 8 area municipalities
- Process to develop the shared plan began in September 2020

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-305 THAT staff report C-040-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND FURTHER THAT the Council of the Corporation of the Town of Ingersoll endorse its commitment to community safety and well-being within the Town and all of its communities.

In response to Council questions, Mr. Kruger explained that the legislation requires every municipality to adopt a plan and within Oxford the intent is a joint plan. He advised that the Council was comfortable with the plan as laid out and the Township of Norwich would be the subject to any changes that may come out of the presentations to the other municipalities. If changes are forthcoming, they would come back for Council's consideration. The plan could be sent to County Council for their endorsement after which the work could be completed as outlined with key committee members.

Resolution #3
Moved by Lynne DePlancke,

That the Delegation by Anne Becker for the Community Safety and Wellbeing Plan, be

And Further that the Council of the County of Oxford endorse the Safe & Well Oxford: Community Safety and Wellbeing Plan as presented.

AN

Moved by: Phil SCHAEFER

Seconded by: Margaret LUPTON

Resolved that Council approve the draft Safe & Well Oxford: Community Safety and Well-being Plan, as presented to Council at their meeting held on June 16, 2021, and attached to Report #CSM2021-11;

And further that Council support the Community Safety and Well-being Plan being forwarded to Oxford County Council for their endorsement and support for the implementation of the Plan.

CARRIED.

RESOLUTION NO. 10

Moved By: Sandra Talbot
Seconded By: Trevor Birch

Whereas legislative amendments to the Police Services Act, 1990 came into effect on January 1st, 2019, which require every municipality to prepare and adopt a Community Safety and Well-being Plan and that municipalities work in partnership with the police services and other sectors including health/mental health, education, community/social services and children/youth services throughout their planning process;

And Whereas the requirement to prepare and adopt a Community Safety and Well-being Plan applies to lower-tier municipalities in the County of Oxford and in other counties, and regional municipalities throughout the Province (other than the County of Oxford);

Community Safety and Well-Being Plan

Lynsey Aarssen, Climb Consulting, presented the Community Safety and Well-Being Plan.

Opportunity was provided for comments and questions from Council.

Resolution # 2021-269

Moved by Councillor Luciani
Seconded by Deputy Mayor Beres

That the Township of Zorra Council approve the draft Safe & Well Oxford: Community Safety and Well-being Plan as presented to Council by Anne Becker, CEO, and Lynsey Aarssen, Consultant, on behalf of Climb Consulting Inc.

RESOLUTION #3

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Be it resolved that the Presentation of the Community Safety & Well-Being Plan be received.

Carried

THAT the Township of Zorra Council approve the draft Safe & Well Oxford: Community Safety and Well-being Plan as presented to Council by Anne Becker, CEO, and Lynsey Aarssen, Consultant, on behalf of Climb Consulting Inc.

Carried

And whereas all Councils across Oxford County, including the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra and Southwest Oxford, together with the Town of Ingersoll, the Town of Tilsonburg, and the City of Woodstock have approved [Safe & Well Oxford Communities: Community Safety and Well-being Plan](#);

Now therefore be it resolved that the Council of the County of Oxford support and endorse Safe and Well Oxford Communities: Community Safety and Well-being Plan (the Plan);

And further that the County of Oxford establish a Safe and Well Oxford Steering Committee as recommended in the Plan to oversee the implementation of the goals and objectives established and approved to address the following priority risk themes identified within the Plan:

F-2 Joint Community Safety and Well-being Plan: Safe & Well Oxford Communities

Moved by Councillor J. Acchione
Seconded by Councillor T. Poetter

That Woodstock City Council approve the Safe & Well Oxford Communities: Community Safety and Well-being Plan;

And further that City Council direct staff to send a copy of the approved Plan to Oxford County Council to request endorsement and support for the implementation of the Safe & Well Oxford: Community Safety and Well-being Plan.

Carried
Action - Clerks

- Mental Health;
- Affordable Housing;
- Substance Misuse;
- Equity, Diversity and Inclusion

DISPOSITION: Motion Carried



The Safe and Well Oxford Plan

- 5 Priority Risk Areas
- Mandate
 - *guide and enable Oxford County and its Area Municipalities to achieve the shared vision within the Plan*
 - *Cultivating and sustaining communities where individuals and families feel safe, supported, included and where they can access what they need, when they need it, to live fully*



Metrics

- working with SWPH and other key stakeholders (Action Coalitions, police services, OHT) to compile a relevant set
- primarily looking to utilize existing data for ease of collection
- joined research group focused on Rural Community Safety and Well-Being indicators and metrics
- will be conducting the Canadian Index of Well-Being Survey later this year
- indicators will evolve and change

Sample Indicators

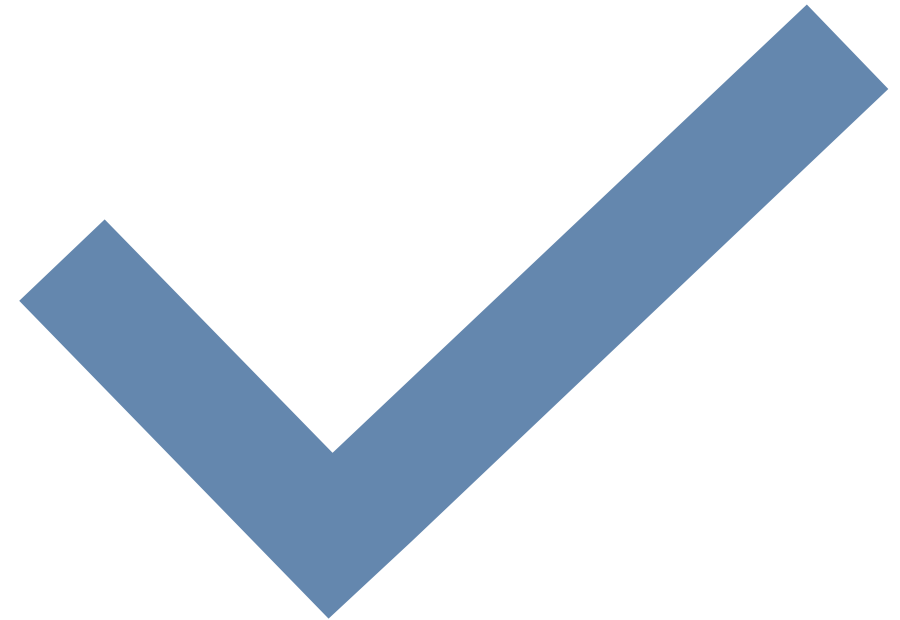
Mental Health	Affordable Housing
Emergency department visits for intentional self-harm	Per cent (%) of the population living in low-income (LIM-AT)
Hospitalizations for intentional self-harm	Per cent (%) of households spending 30% or more of their income on shelter costs
Perceived mental health (by youth)	Diversity, Equity and Inclusion
Perceived mental health (by the parent)	How well would you describe your sense of belonging to your local community
Substance Misuse	Per cent (%) visible minority population
Self-reported underage drinking	Gender Based Violence
Self-reported heavy drinking	Number of crisis calls related to IPV to various services (DASO, VASOC, OPP, police)
Emergency department visits or hospitalizations for conditions entirely attributable to alcohol	Number of women accessing services broken down by ethnicity, Indigeneity and age
Emergency department visits or hospitalizations for opioid-related visits	Number of people on waitlists for various services (including Ingamo and DASO)

Inclusion Charter

- Identified outcome within the Safe and Well Oxford Plan
- Created by the DEI Action Coalition in collaboration with Area Municipality representatives
- Guiding principles for our municipalities in fostering inclusive communities and workplaces
- Calls to Action represent more specific implementation pieces
- To be added to the Safe and Well Oxford website in the DEI Action Coalition section

Looking Ahead in 2024

- Planning the next update
- Summit – November 1, 2024 (Oxford Centre Hall)
- Grant Policy
- Space Sharing





Questions

To: Mayor and Members of Tillsonburg Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP23-14-7 and ZN7-23-11 Southside Construction Management Ltd.

REPORT HIGHLIGHTS

- The purpose of the Official Plan Amendment and Zone Change applications is to facilitate the development of one 6-storey apartment dwelling comprising up to 105 new residential units, a 4-unit townhouse block, and a 6-unit townhouse block for a total of up to 115 residential units, together with outdoor amenity space and on-site parking for all residential uses.
- The Official Plan Amendment proposes to redesignate the subject lands from 'Medium Density Residential' to 'High Density Residential' which would allow for an increased residential density from 62 units per hectare (25 units per acre) to approximately 91 units per hectare (36.8 units per acre).
- The application for Zone Change proposes to rezone the lands from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp)' to facilitate the proposed development and to provide site specific zoning provisions to permit 'multiple unit dwellings' (i.e. townhouses) as a permitted use in the 'RH' zone, and reduction of certain lot provisions.
- Planning staff recommend that Town of Tillsonburg Council support the proposal as it is consistent with the Provincial Policy Statement (PPS) and supports the strategic initiatives and objectives of the Official Plan with respect to residential development within large urban centres.

DISCUSSION

Background

APPLICANT/OWNER:

Southside Construction Management
75 Blackfriars Street, London, ON N6H 1K8

AGENT:

Zelinka Priamo (c/o Casey Kulchycki)
318 Wellington Road, London, ON, N6C 4P4

LOCATION:

The subject lands are identified as Block 38, Plan 41M-392, Town of Tillsonburg. The lands are located on southwest corner of North Street West and Quarter Town Line and are municipally known as 97 North Street West, Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:Existing

Schedule "T-1" Tillsonburg Land Use Plan – Residential

Schedule "T-2" Tillsonburg Residential Density Plan – Medium Density Residential

Proposed

Schedule "T-2" Tillsonburg Residential Density Plan – High Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: 'Special Medium Density Residential Zone (RM-8)'

Proposed Zoning: 'Special High Density Residential Zone (RH-sp)'

PROPOSAL:

The County of Oxford and the Town of Tillsonburg have received applications for an Official Plan Amendment and Zone Change to facilitate the development of one apartment dwelling comprising up to 105 new residential units, a 4-unit townhouse block, and a 6-unit townhouse block for a total of up to 115 new residential units, outdoor amenity space, and on-site parking for all residential uses. The general layout of the site is illustrated in Plate 3, as submitted by the applicant.

The applicant proposes to redesignate the subject lands from Medium Density Residential to High Density Residential which would allow for a residential density on the entire site of approximately 91 units/ha (36.8 units per acre).

The applicant further proposes to rezone the subject lands from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp)' with the following proposed modifications to the standard provisions of the 'RH' Zone:

- include a special provision to allow for 'Multiple Unit Dwelling' as an additional permitted use in the 'RH' zone to allow for the two Multiple Unit Dwellings (i.e. townhouse blocks);
- reduce the Minimum Front Yard Depth from 10.0 m (32.8 ft) to 6.0 m (19.6 ft) for the Apartment Dwelling;
- reduce the Minimum Exterior Yard Width from 10 m (32.8 ft) to 8.0 m (26.2 ft) for the Apartment Dwelling;
- reduce the Exterior Yard Width from 7.5 m (24.6 ft) to 6.0 m (19.6 ft) for the Multiple Unit Dwellings; and,
- reduce the Rear Yard Depth from 10.5 m (34.4 ft) to 3.0 m (9.8 ft) for the Multiple Unit Dwellings.

The subject lands are vacant and comprise an area of approximately 1.27 ha (3.14 ac). The lands are a block within an approved Plan of Subdivision (File No. SB 20-06-07) at the intersection of two arterial roads (North Street West and Quarter Town Line), near the western boundary between the Town of Tillsonburg and the Township of South-West Oxford. The land uses immediately adjacent to the subject lands include residential and institutional uses. Specifically, land uses to the north and east consist of predominantly single detached dwellings and an institutional use is located at the intersection of Quarter Town Line and Westwinds Gate. The lands to the south and west are being developed for single detached and semi-detached dwellings. The Broadway commercial corridor is located to the east of the subject lands.

A Servicing Brief, updated Transportation Impact Study, Planning Justification Report, and Proposed Building Shadow Study were completed by the Applicant in support of the applications.

Plate 1 – Location Map with Existing Zoning, shows the location of the subject property and the current zoning of the subject property and in the immediate vicinity.

Plate 2 – 2020 Aerial Map, shows an aerial view of the subject lands and surrounding properties.

Plate 3 – Applicant's Sketch, illustrates the proposed development as submitted by the applicant.

Application Review

PROVINCIAL POLICY STATEMENT (2020)

Section 1.1.1 of the Provincial Policy Statement (PPS) directs that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term, accommodating an appropriate affordable and market-based range and mix of residential types (including single detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment, institutional, recreation, park and open space, and other uses to meet long-term needs.

Section 1.1.2 of the PPS directs that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment, and compact form, while avoiding or mitigating risks to public health and safety.

Section 1.4, Housing, and specifically Subsection 1.4.3 states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;

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- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN

The subject lands are currently designated 'Medium Density Residential' according to the Residential Density Plan for the Town of Tillsonburg.

Generally, Medium Density Residential Areas (MDR) are those lands that are primarily developed or planned for low to medium profile multiple unit development that exceeds densities established for Low Density areas. Residential uses within the MDR designation include townhouses, medium density cluster development, converted dwellings and low rise apartments. The maximum net residential density in the MDR area is 62 units per hectare (25 units/acre) and no building shall exceed four storeys in height at street elevation.

To facilitate the development of the proposed apartment dwelling and allow for a residential density on the subject lands of approximately 91 units per hectare (36.8 units per acre), the applicant proposes to redesignate the subject lands from 'Medium Density Residential' to 'High Density Residential'.

As per Section 8.2.6, High Density Residential areas are primarily developed or planned for a limited range of intensive large-scale, multiple unit forms of residential development. This designation is typically applied in site-specific manner and in locations where high density, high-rise development can result in the preservation of features of the natural environment, efficient use of land, act as community landmarks or reference points, and/or support the viability and functionality of the Central Area.

The height and density limitations for development applicable in the High Density Residential Area shall be determined based on the nature, character, and scale of adjacent land uses. Height and density limitations will be specified in the Zoning By-law and may vary from location to location. Current policies of the Official Plan generally limit the maximum density of new high density development to 111 units/ha (45 units/acre), and under no circumstances will development within a High Density Residential area be less than 63 units per hectare (26 units per acre).

Lower height and/or density limits permitted by the Official Plan may be warranted for specific areas on the basis of the following criteria:

- sanitary sewage, water or storm drainage constraints;
- the limitations related to municipal fire protection;
- protection of significant or scenic views or vistas;
- to minimize the effect of development and required parking on significant natural features;
- where adjacent low profile residential land uses may be adversely affected in terms of sunlight, traffic, or privacy.

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In addition to areas predominantly composed of existing or planned High Density Residential development as designated on Schedule T-2, any further designations will be consistent with the following location criteria:

- sites which abut arterial or collector roads will have direct access to the arterial or collector road;
- on vacant or under-utilized sites adjacent to development which is already built at medium or high densities;
- close to shopping, recreation, cultural and community facilities;
- within or near the periphery of the Central Area in accordance with the policies of Section 8.3.4.

Section 8.2.6 also directs that any lands proposed for High Density Residential development not identified on Schedule T-2 will require an amendment to the Official Plan, and when considering proposals to designate lands for High Density Residential development, Town and County Councils will be guided by site specific criteria, including:

- the size, configuration and topography of the site is such that there is sufficient flexibility for site design to mitigate adverse effects on the amenities and character of any adjacent residential development through adequate setbacks, buffering and screening;
- the development results in a gradual transition from low profile residential buildings to higher profile residential buildings and vice versa;
- the location of vehicular access points and the likely effects of traffic generated by the proposal on public streets have been assessed and are acceptable;
- adequate hard service capacity including water distribution, sanitary and storm sewers, power and gas distribution facilities is or will be available to accommodate the proposed development;
- adequate off-street parking and outdoor amenity areas can be provided;
- the effect of the proposed development on environmental resources or the effect of environmental constraints on the proposed development will be addressed and mitigated as outlined in Section 3.2.

To achieve a consistent approach to the positioning of buildings, parking and landscaped areas, Site Plan Control will be used. Site Plan Control will also be used to ensure compatibility with adjacent residential uses and, where appropriate, to provide for pedestrian integration between residential land uses. A number of site design criteria will be evaluated prior to the approval of site plans including but not limited to access and internal traffic, parking, landscaping, lighting, servicing, drainage, barrier-free design, signage, buffering, and integration with adjacent residential uses.

TOWN OF TILLSONBURG ZONING BY-LAW

The subject lands are currently zoned 'Special Medium Density Residential Zone (RM-8)' which permits a range of dwelling types including an apartment dwelling (maximum height 15 m (49.2 ft), a boarding or lodging house, a converted dwelling containing two or more dwelling units, a home occupation, a group home, a multiple unit dwelling, a public use, a special needs home, a street fronting townhouse and, a single detached dwelling, a duplex dwelling or a semi-detached dwelling existing on the date of passing of the Town Zoning By-law, in accordance with the provisions contained in Section 7.2.

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As per Section 9.5.8.2.1, the special provisions of the 'RM-8' zoning permit the following minimum exterior side yard widths:

- 9.5.8.2.1.1 Adjacent to Arterial Road minimum 6.0 m (19.69 ft)
- 9.5.2.2.1.2 Adjacent to Local Street minimum 3.0 m (9.8 ft)

The applicant proposes to rezone the lands to 'Special High Density Residential Zone (RH-sp)' which permits an apartment dwelling (with a maximum height of 22 m (79.2 ft)), a public use, and a single detached dwelling, converted dwelling, duplex or semi-detached dwelling existing on the date of passing of the By-law. 'Multiple Unit Dwellings' are not permitted in the 'RH' Zone.

Special provisions have been proposed to allow 'Multiple Unit Dwellings' as a permitted use. Special provisions have also been requested to permit a reduced front yard depth of 6.0 m (19.6 ft) in lieu of 10.0 m (32.8 ft) for the apartment dwelling and reduced minimum exterior yard width of 8.0 m (26.2 ft) in lieu of 10 m (32.8 ft) for the Apartment Dwelling, and to permit a reduced rear yard depth of 3.0 m (9.8 ft) in lieu of 10.5 m (34.4 ft) and reduced exterior yard width of 6.0 m (19.6 ft) in lieu of 7.5 m (24.6 ft) for the Multiple Unit Dwellings.

Based on the applicant's proposed site plan (Plate 3) and the Planning Justification Report, the proposal appears to comply with the other relevant provisions of the RH zone. The applicant's proposed site plan provides all required on-site parking for residential units. Staff note that the proposed development will be subject to Site Plan approval, which considers matters including lighting, landscaping, screening, building facades, grading, and servicing.

Agency Comments

The application was circulated to various public agencies considered to have an interest in the proposal. All of the comments received through the circulation process are summarized below and have been provided to the applicant for their consideration.

Town of Tillsonburg Building Services Department commented that:

- the development is subject to Site Plan Guidelines and approval, including a Shadow Study; and,
- the proposed Site Plan has limited area for landscaping; suggest that the parking be reduced by eight (8) stalls to accommodate planting options along Quarter Town Line.

Town of Tillsonburg Engineering Services Department staff reviewed the Official Plan Amendment and Zone Change applications and do not have comments at this time. Comments will be provided during the Site Plan Application process.

Town of Tillsonburg Water/Wastewater Operations commented that the new water service(s) should be off the high pressure (pump) main to service the building height.

Oxford County Public Works staff have indicated that they have no comments at this time. Comments will be provided during the Site Plan Application process. Public Works have indicated that a Holding Provision ("H") is not necessary for the subject lands to manage capacity. Capacity will be allocated at time of Site Plan. It was noted that an approved rezoning from Medium Density Residential to High Density Residential will necessitate an updated FSR, SWM Report as the Draft Plan of Subdivision originally specified Block 104 as medium density residential. A design population for Block 104 of 231 people was used to size the infrastructure.

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An OPA was submitted in March 2024 to redesignate Block 104 from medium density residential to high density residential. This amendment would facilitate the development of three buildings on Block 104: one 6-storey apartment building with up to 105 dwelling units, one 6-unit cluster townhouse block, and one 4-unit cluster townhouse block. A total population of 192 is forecasted. As such, the water modelling completed for the Draft Plan of Subdivision is still applicable.

Ministry of the Environment, Conservation and Parks (MECP) Species at Risk Branch commented that there are no species at risk concerns or comments under the *Endangered Species Act, 2007*.

Canada Post commented that the completed project will be serviced through centralized mail delivery and the developer is responsible for installing and maintaining mail panels for the apartment building and consulting with Canada post to determine suitable permanent locations for the placement of Community Mailboxes.

Enbridge Gas and Long Point Regional Conservation Authority indicated that they do not have any comments or concerns.

Public Consultation

Notice of Complete Application and Notice of Public Meeting regarding the applications for Official Plan Amendment and Zone Change were provided to surrounding property owners in accordance with the requirements of the Planning Act on March 13, 2024, and May 29, 2024, respectively. As of the date of the writing of this report, Planning staff had received emails from three individuals and met with two of these individuals regarding the proposal. The emails received and a list of all individuals who submitted a Facebook Petition are attached to this report as Appendix A.

Planning Analysis

Applications have been received to amend the Official Plan and the Town's Zoning By-law to facilitate the development of one six-storey apartment dwelling and two multi-unit dwellings (townhouse blocks) on the subject lands as previously described in this report. The proposed general layout of the site is illustrated in Plate 3.

The proposed apartment dwelling will be located in the northeast corner of the subject lands and front on North Street West. One multi-unit dwelling with six townhouse units is proposed to the west of the apartment building, with the rear of the dwellings facing North Street West. The second multi-unit dwelling with four townhouse units is proposed to be located interior to the subject lands, south of the proposed six-unit townhouse dwelling.

The proposed site plan incorporates required amenity space and off-site parking. Parking for the apartment dwelling is proposed to be located to the south of the building. Each of the proposed townhouse dwellings will be provided with a private driveway and garage. For Council's information, staff note the parkland dedication for the Westwinds subdivision, and the subdivision to the south (Glendale West) was waived in lieu of the Town purchasing land for the Tillsontown Soccer Park.

Vehicular access to the subject lands is proposed via two entrances from Westwinds Gate, south of the subject lands, to connect the parking area for the apartment dwelling to the public road network and provide access to the townhouse dwellings. Pedestrian accesses are provided to public rights-of-way located north and east of the subject lands. Sidewalks are located throughout the proposed development to accommodate safe pedestrian movement separate from vehicular

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movement. Sidewalks currently exist on both sides of Quarter Town Line and on the north side of North Street West. A future sidewalk on the south side of North Street West will be part of the development of the subject lands. The proposed development will be serviced with municipal sanitary and water service connections.

Planning staff are of the opinion that the proposal is consistent with and supports the relevant policies of the Provincial Policy Statement (PPS) as the proposed development is compact and an efficient use of municipal infrastructure, services and lands within a designated settlement that will minimize land consumption. The proposed development consists of apartment dwellings and multi-unit dwellings which will contribute to an overall mix of housing types to accommodate current and future residents in Tillsonburg and the broader market area and provide residents with additional housing options and opportunities.

Planning Staff are also of the opinion that the proposal is consistent with the policies in Section 8.2.6 of the Official Plan which provide guidance for development of lands proposed for HDR use. The size of the site can suitably accommodate a substantial number of new residential units and the scope, form, and density of the proposed residential development will result in an efficient and responsible use of vacant land and resources that will provide support for the nearby Broadway commercial corridor and nearby community facilities (Tillsonburg Soccer Park, Trans Canada Trail). The lands are located at the intersection of two arterial roads (Quarter Town Line and North Street West), with frontage on North Street West which provides for adequate separation between the proposed development and adjacent residential uses.

Servicing

With respect to servicing capacity for the proposed residential use of the subject lands, the applicant submitted a Servicing Memo in support of the proposal which provided detailed site grading and engineering servicing design for development.

The infrastructure for the Westwinds Subdivision was designed assuming Medium Density Zoning on Block 104. County Public Works advised that rezoning the lands from Medium Density Residential to High Density Residential for the proposed use will necessitate an updated Functional Servicing Report (FSR) and Stormwater Management Report to ensure appropriate servicing infrastructure for the proposed development (to be completed through the Site Plan Approval process). With respect to the provision of stormwater management, Town Engineering staff have indicated the applicant has laid out a plan to address any needed on-site stormwater management and detailed design in accordance with the requirements of the Town's Development and Design Guidelines will also be reviewed via the Site Plan Approval process.

Further, Public Works has advised that the development of the subject lands was considered on the basis of a medium density scale development when the draft plan of subdivision was approved. A design population of Block 104 (being the subject lands) of 231 persons was used to size the infrastructure for this site. The amendment to redesignate Block 104 from medium density residential to high density residential to facilitate the development, as described in this report, will result in a total forecasted population of 192 persons, which is less than what was forecast with the original medium density residential designation.

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In light of the foregoing, Public Works has indicated that a holding provision is not required for the subject lands for the purpose of managing capacity for the proposed development. Water and wastewater capacity will be reviewed further at the time of Site Plan approval.

Transportation

As noted, the lands are located at the intersection of Quarter Town Line and North Street West, both of which are categorized as arterial roads that are capable of accommodating the expected additional traffic volume in this area (Quarter Town Line is under the jurisdiction of the Town of Tillsonburg and North Street West is under the jurisdiction of Oxford County). It is proposed that the site will be accessed via Westwinds Gate, which borders the subject lands to the south. Darrow Drive borders the subject lands to the east and is accessed via Westwinds Gate. Both of these roads are identified as Local Roads and connect to North Street West and Quarter Town Line respectively.

With respect to sightlines, the proposed apartment dwelling is 20.5 m (67.2 ft) from the centreline of Quarter Town Line and outside of the required 9 m (29.5 ft) sight triangle. There are sidewalks on Quarter Town Line and North Street and the subdivision has provided a 3 m (9.8 ft) road widening. Staff note that given this context, a sightline analysis was not warranted in this case. Staff also note that Westwinds Gate has been designed to align with Park Place (across Quarter Town Line to the east) and Darrow Drive has been designed to align with Brad Avenue (across North Street West to the north). This type of planned alignment for road networks provides for logical transitions between existing and developing areas, and appropriate sightlines for both pedestrians and vehicles.

The applicant provided an updated Traffic Impact Study (TIS) to analyze the current proposal; the original TIS having been completed for the Westwinds Subdivision in 2020 for the overall subdivision. Consistent with the findings of the 2020 TIS, the updated TIS confirms that the surrounding existing road network will function appropriately and is expected to accommodate the anticipated vehicular traffic generated by the proposed development. Oxford County Public Works and the Town of Tillsonburg have indicated that they are satisfied with the findings of the TIS. As indicated previously, North Street West and Quarter Town Line are Arterial Roads, and the intersection is a four-way stop.

Compatibility with Adjacent Uses

Planning staff are of the opinion that the overall design of the subject lands, as illustrated on Plate 3, adequately considers and maintains compatibility with adjacent uses. The proposed site plan situates the proposed apartment dwelling in the northeast corner of the subject lands, fronting North Street West. North Street West and Quarter Town Line are arterial roads, as identified in the Official Plan, and both have a 26 m (85.3 ft) road allowance which provides considerable and adequate separation between the subject lands and adjacent residential uses to the north and east of the subject lands. The design of the site will include new landscaping/tree planting along both North Street West and Quarter Town Line and balconies are proposed to be recessed into the façade of the building, which will assist in limiting the visual impact of the proposed apartment structure.

Staff are of the opinion that proposed increase in the maximum density of the site from 62 units per hectare (25 units per acre) to 91 units per hectare (36.8 units per acre) is appropriate and reasonable at this location. The subject lands have been designated for MDR use historically and lands to the immediate south (within the same subdivision) and southeast (an existing church property) are also designated for such purpose.

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While the redesignation of the lands for higher density use will increase the number of residential units permitted on the site, staff are of the opinion that the design of the proposed development is such that impacts on surrounding land uses beyond what would currently be permitted on the lands will be limited, based on the existing zoning provisions that are applicable to the lands.

Staff are of the opinion that the subject lands are of sufficient size to accommodate the proposed density without compromising the functionality of the site. The proposed development provides required on-site parking and amenity space and as noted, the proposal has been considered with a view to traffic and access, site design, and compatibility with surrounding uses. Planning staff are satisfied that the proposed density can be given favourable consideration by Council.

The applicant has provided a Proposed Building Shadow Study to in support of the proposal to demonstrate what the expected solar shadow impact will be on abutting residential areas relative to the proposed apartment building. While the Oxford County Official Plan does not have specific requirements or criteria for the review of shadow impact studies, by using the criteria for similar types of studies required in other jurisdictions (e.g. City of Waterloo Shadow Study Guidelines), Planning staff can support the findings of the Proposed Building Shadow Study submitted by the applicant as shadowing appears to be in-keeping with that considered acceptable for this type of development.

The Proposed Building Shadow Study submitted by the applicant concluded that the siting of the new development results in shadow impact being internal to the subject lands for the majority of the time and that shadow impact on surrounding buildings and properties is minimal. Regarding external impacts, the study notes that during winter months, shadow impacts are anticipated between approximately 10 am and noon, with the longest period of impact at the winter solstice (December 21). The predicted shadow impacts appear to be in-keeping with that considered acceptable for this type of development (i.e. meeting minimal shadow criteria). With respect to potential shadow impact on adjacent buildings and properties, the proposed apartment dwelling is considered compatible in this regard.

Zoning

The applicant proposes to rezone the subject lands from 'Special Medium Density Residential Zone (RM-8)' to 'High Density Residential Zone (RH)'. The specifics regarding the requested modifications to the standard provisions of the 'RH' zone have been described previously in this report. Staff note that all other provisions are being met, and Planning staff are generally of the opinion that the modifications proposed by the applicant will serve to facilitate an effective site design.

With respect to the height of the proposed apartment dwelling, Planning Staff note that the maximum permitted height for apartment dwellings in the 'RH' zone is 22 m (72.2 ft). The applicant is proposing a maximum height for the apartment dwelling of 20 m (approximately 66 ft), which is within the maximum height limit for apartment dwellings in the 'RH' zone.

With respect to parking, Planning staff note that for apartment dwellings, 1.5 spaces per residential unit are required which for 115 units, totals 173 spaces. The applicant is proposing to provide 178 on-site parking spaces.

Regarding special provisions proposed by the applicant to facilitate this development, staff are of the opinion that adding a 'multiple unit dwelling' as a permitted use in the 'RH' zone to allow for the development of the 6-unit and 4-unit townhouse blocks is an appropriate form of development on the subject lands and can be accommodated in the context of the overall site design, with a view to the provision of parking and other relevant zoning provisions. This type of residential use is compatible with adjacent land uses and will provide additional housing opportunities for current and future residents in the Town of Tillsonburg.

With respect to the request for site-specific zoning to permit a reduced front yard and reduced exterior yard width for the apartment dwelling, Planning staff are of the opinion that reducing the required front yard from 10.0 m (32.8 ft) to 6.0 m (19.6 ft) and reducing the required exterior yard width from 10 m (32.8 ft) to 8.0 m (26.2 ft) is appropriate as the reduced setbacks will continue to provide adequate space for drainage, maintenance and landscaped open space and the resulting location of buildings will not negatively impact sight lines along abutting streets or impede or otherwise impact pedestrian traffic.

Regarding the proposed reductions in rear yard depth and exterior yard width for the multiple unit dwellings, Planning staff are of the opinion that reducing the required rear yard from 10.5 m (34.4 ft) to 3.0 m (9.8 ft) and reducing the exterior yard width from 7.5 m (24.6 ft) to 6.0 m (19.6 ft) is appropriate as the reduced setback will provide sufficient room for access to buildings for maintenance, and the proposed relief does not create undesirable situations for the development of the lands (e.g. drainage, lot grading) or for neighbouring properties (e.g. visual impact). As illustrated by Plate 3, the rear yard of the six-unit townhouse block is oriented to North Street West and the rear yard of the four-unit townhouse block is oriented to Westwinds Gate.

Plate 3 illustrates the proposed site plan and staff are satisfied that the requested relief is in keeping with the intent of the Town's Zoning By-law. The proposed residential development will be subject to the site plan approval process by the Town of Tillsonburg. Through this review process, matters including but not limited to lighting, parking, accessibility, grading, stormwater management, landscaping, and garbage collection will be addressed.

In light of the foregoing, Planning staff are of the opinion that the proposal is consistent with the policies of the Provincial Policy Statement and supports the strategic initiatives and objectives of the Official Plan. This office is also of the opinion that the proposed Zoning By-law amendment is appropriate and can be given favourable consideration.

RECOMMENDATIONS

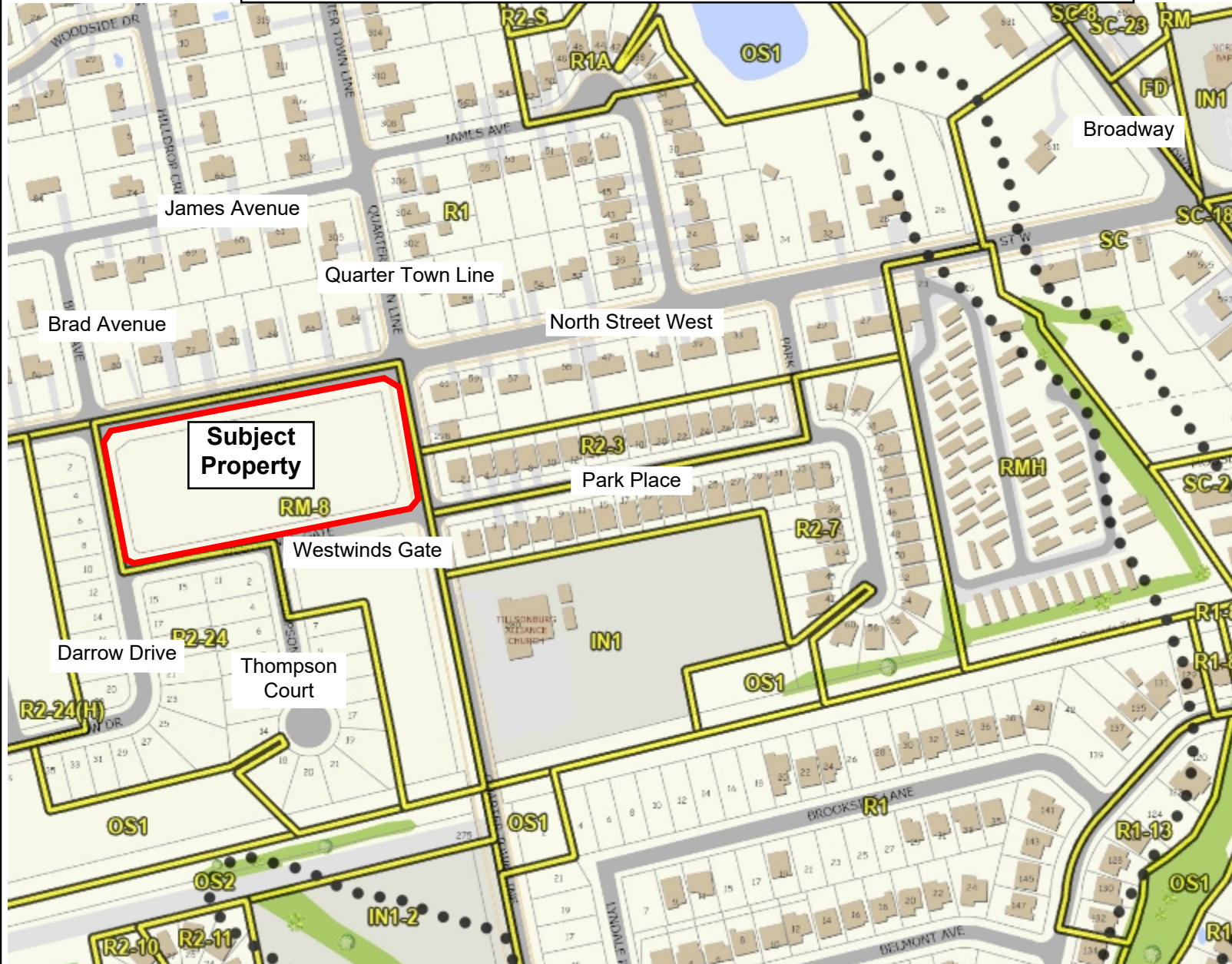
- **It is recommended that the Council of the Town of Tillsonburg advise County Council that the Town supports the application to amend the Official Plan (File No. OP 23-14-7) as submitted by Southside Construction Management for lands legally described as Block 38, Plan 41M-392, Town of Tillsonburg, to redesignate the lands from Medium Density Residential to High Density Residential;**
- **And further, it is recommended that the Council of the Town of Tillsonburg approve in-principle Zone Change Application (ZN 7-23-11), submitted by Southside Construction Management, whereby the lands legally described as Block 38, Plan 41M-392, Town of Tillsonburg are to be rezoned from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp), as described in Report CP 2024-157.**

SIGNATURES

Authored by: *"Original Signed by"* Laurel Davies Snyder, RPP, MCIP
Development Planner

Approved for submission: *"Original Signed by"* Gordon K. Hough, RPP
Director

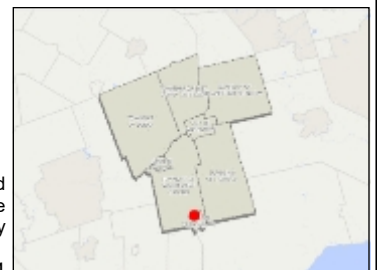
Plate 1: Location Map with Existing Zoning
File Nos.: OP 23-14-7 and ZN 7-23-11 - Southside Construction Management Ltd.
CON 11, Lot 8, Plan 41M-392, Block 38 - 97 North Street West, Tillsonburg



Legend

- Zoning Floodlines
- Regulation Limit
- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 96 192 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

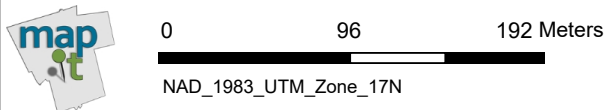
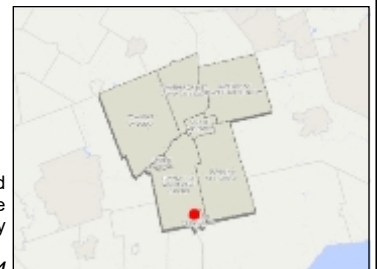
January 23, 2024



Legend

- Zoning Floodlines
- Regulation Limit
- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- ⊙ Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

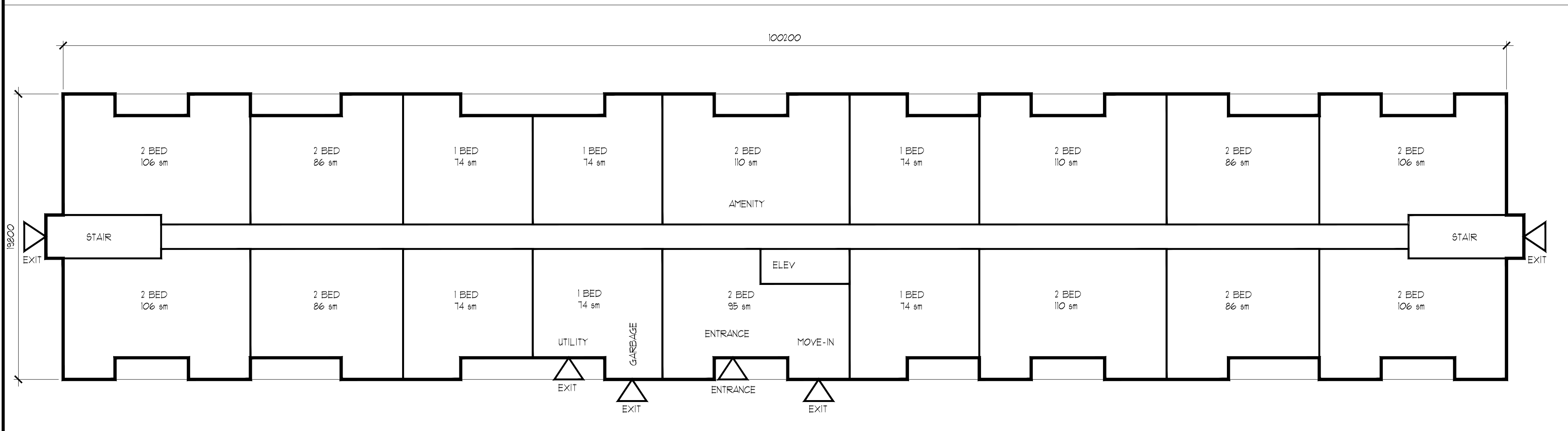
January 23, 2024

Plate 3: Applicant's Sketch

File Nos.: OP 23-14-7 and ZN 7-23-11 - Southside Construction Management Ltd.

CON 11, Lot 8, Plan 41M-392, Block 38 - 97 North Street, Tillsonburg

TO ARCHITECT & OFFICIALS
 CONCEALED CEILING SPACES USED AS RETURN AIR PLenums TO HAVE MAX. FLAME SPREAD RATING OF 25 AND A MAX. SMOKE DEVELOPMENT CLASSIFICATION OF 90



2 FLOOR PLAN
 1:200

Subject Property

site data		
1. GROSS SITE AREA: BEFORE ROAD WIDENING (13,562 s.m.) AFTER ROAD WIDENING (12,707 s.m.)		
2. BUILDING AREA (B.A.) & APARTMENT B.A.: = 1,847 s.m. MULTI-UNIT DWELLING B.A.: 892 s.m. GROSS FLOOR AREA (G.F.A.): APARTMENTS G.F.A.: 11,082 s.m. MULTI-UNIT DWELLING G.F.A.: 1,784 s.m.		
	TOTAL BUILDINGS B.A.: 2,739 s.m. TOTAL BUILDINGS G.F.A.: 12,866 s.m.	
3. ASPHALT AREA: 5,431 s.m.		
4. ZONES: 9.0 REQUIREMENTS R1H (HIGH DENSITY)		PROPOSED APARTMENT + M.U. DWELLING R1H (HIGH DENSITY)
5. LOT AREA (MIN.): 90 m ² /UNIT MIN. 160 m ² /UNIT MAX.		105 + 10 UNITS = 110 m ² /UNIT AFTER ROAD WIDENING
6. LOT FRONTAGE (MIN.): 30.0 m MIN.		72.1 m
7. FRONT YARD SETBACK: 50% OF THE HEIGHT OF THE BUILDING OR 7.5m WHICHEVER IS THE GREATER.		6.0m APARTMENT TO QUARTER TOWN LINE
8. REAR YARD SETBACK: 50% OF THE HEIGHT OF THE BUILDING OR 10.5m, WHICHEVER IS THE GREATER, WITH NO HABITABLE ROOM WINDOWS 3m.		67.8m APARTMENT TO DARROW DRIVE, 3.0m M.U. DWELLING TO DARROW DRIVE
9. EXTERIOR SIDE YARD SETBACK: 50% OF THE HEIGHT OF THE BUILDING OR 7.5m WHICHEVER IS THE GREATER.		8.0m APARTMENT TO NORTH STREET, 11.4m M.U. DWELLING TO NORTH STREET
10. INTERIOR SIDE YARD SETBACK: 50% OF THE HEIGHT OF THE BUILDING OR 10.5m, WHICHEVER IS THE GREATER, WITH NO HABITABLE ROOM WINDOWS 3m.		N.A.
11. SETBACK FROM CENTERLINE OF ARTERIAL ROAD: 20.5 m (67.3')		>20.5 m FROM NORTH STREET, >20.5 m FROM QUARTER TOWN LINE
12. LANDSCAPED OPEN SPACE (% MIN.): 35% OF THE LOT AREA		40% BEFORE ROAD WIDENING, 36% AFTER ROAD WIDENING
13. LOT COVERAGE MAX.: 40% OF THE LOT AREA		20% BEFORE ROAD WIDENING, 22% AFTER ROAD WIDENING
14. HEIGHT OF BUILDING (MAX.): 22 m		APARTMENT = 20 m
15. AMENITY AREA (MIN.): 40 m ² PER DWELLING UNIT 115x40 = 4,600 s.m. REQUIRED		722 s.m. BALCONIES, 110 s.m. AMENITY ROOM + 4,578 s.m. LANDSCAPED AREA, =5,410 s.m. PROVIDED
16. PARKING REQ.: M.U.DWELLING & APARTMENT: @ 1.5/UNIT = 173 SPACES (INCL. B/F) TOTAL REQUIRED = 173 B/F PARKING: 101-200 REQUIRED SPACES = 3% + AN ADDITIONAL 1. = 7 REQUIRED EQUAL TYPE A & B SPACES. 1.5 m PARKING SETBACK INTERIOR SIDE YARD & REAR YARD		178 SPACES (INCL. B/F) REQUIRED B/F PARKING 7 TYPE A = 4 TYPE B = 3

LEGAL DESCRIPTION

BLOCK 38
 PART OF LOT 8
 CONCESSION 11
 GEOGRAPHIC TOWNSHIP OF DEREHAM
 TOWN OF TILLSONBURG
 COUNTY OF OXFORD

NOTE:
 THE PURPOSE OF THIS DRAWING IS TO SHOW THE GENERAL LOCATION OF THE BUILDINGS, FIRE ROUTES, PARKING, SETBACKS, LIMITING DISTANCES, GARBAGE ENCLOSURES, SITE SIGNAGE AND THE GENERAL LOCATION AND ARRANGEMENT OF LANDSCAPED AREAS. ITS INTENDED USE IS FOR BUILDING PERMIT AND SITE PLAN APPROVAL SUBMISSION ONLY.

THIS DRAWING CONTAINS INFORMATION PROVIDED BY OTHERS, IT MAY NOT BE COMPLETE OR CURRENT, AND IS COMPILED HERE FOR GENERAL COORDINATION AND CONVENIENCE ONLY.

FOR ALL CONSTRUCTION PURPOSES, REFER TO THE MOST UP TO DATE COPY OF CONSTRUCTION DOCUMENTS PREPARED BY OTHER CONSULTANTS, I.E. SURVEY, SOIL REPORTS, SITE SERVICING, GRADING, SITE LIGHTING, LANDSCAPE AND OTHER CONSULTANT DRAWINGS AND SPECIFICATIONS.

OTHER THAN FOR COMPLIANCE WITH THE ARCHITECTURAL CONCEPT, THE ARCHITECT HAS NOT REVIEWED THE DETAILS OR DESIGNS OF OTHERS AND ACCEPTS NO LIABILITY WHATSOEVER FOR INFORMATION PROVIDED BY OTHERS.

SURVEY INFORMATION IS DERIVED FROM PLANS PROVIDED BY:
 KIM HUBERT SURVEYING LTD.
 FILE: 20-16-8-41, Plan 41M-392 DATED: MAY 11, 2023

LEGEND

- FIRE ACCESS ROUTE
- BICYCLE RACK
- ASPHALT PAVING
- CONC. SIDEWALK
- PROPOSED BUILDING
- FIRE FIGHTER/ BARRIER FREE ENTRY
- PRINCIPAL/ FIRE FIGHTER/ BARRIER FREE ENTRY
- FIRE HYDRANT
- HYDRANT POLE
- CATCH BASIN
- MANHOLE
- POLE LIGHT FIXTURE
- WALL MOUNTED LIGHT FIXTURE
- SOFT MOUNTED LIGHT FIXTURE
- FIRE ROUTE SIGN
- BARRIER/PRIVACY FENCE
- DROP CURB

1 DEC 12/23 ISSUED FOR ZBA
 2 JAN 31/24 REVISED PER CITY COMMENTS

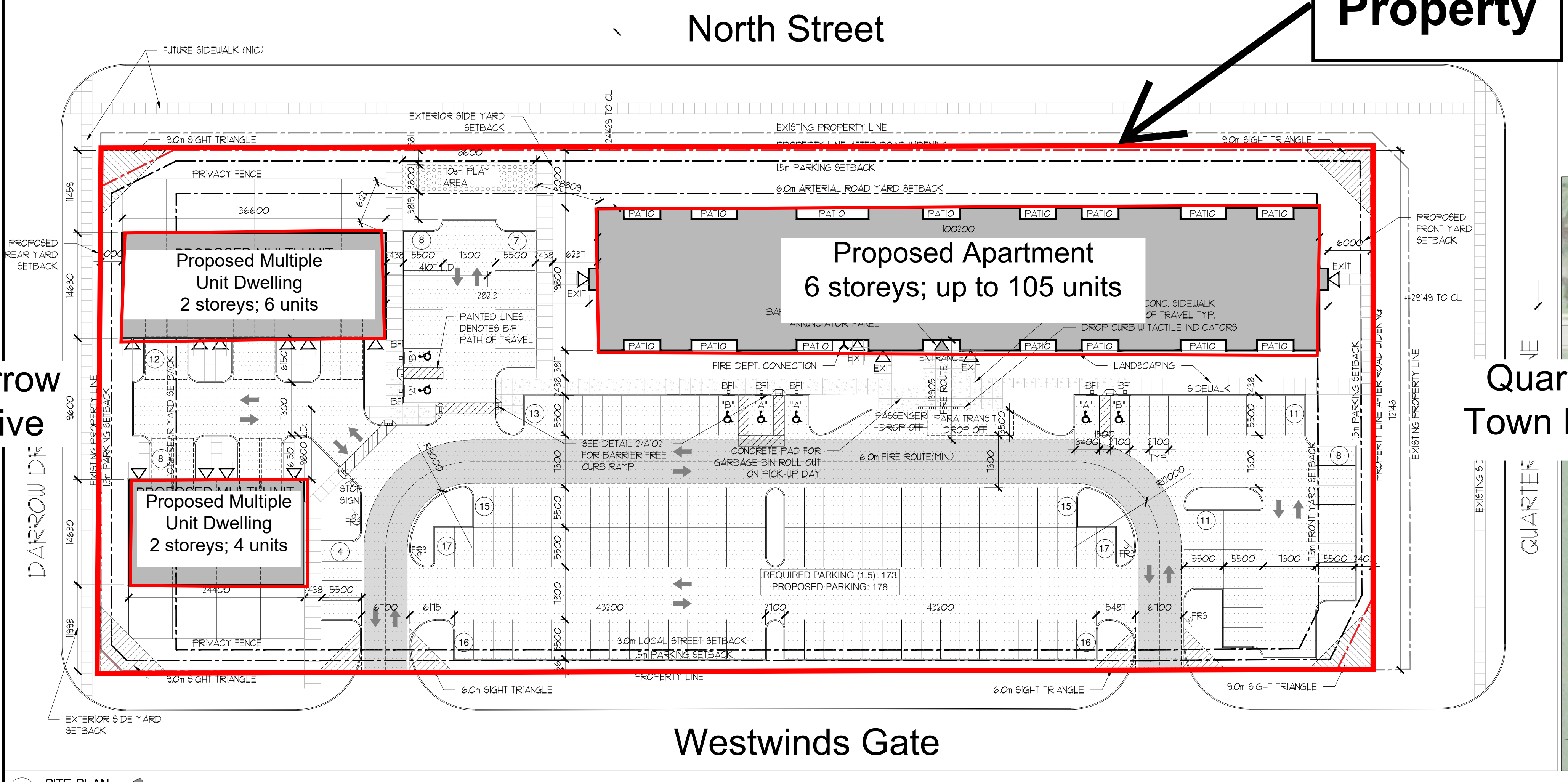
AGAR ARCHITECT
 philip agar architect inc.
 philip agar architect inc.
 513 queens avenue, london, on n6b 1y3
 tel: 519 452-7388 info@agar-architect.com

SITE PLAN
 PROPOSED APARTMENTS
 NORTH STREET
 TILLSONBURG, ONTARIO

SOUTHSIDE GROUP

Project No: 1267
 Scale: 1:400
 Dwn/Chkd. By: JH/SA
 Date: JULY 2023

Dwg. No: **A101**



1 SITE PLAN
 1:400



3 KEY PLAN
 NTS

Darrow Drive

North Street

Quarter Town Line

Westwinds Gate

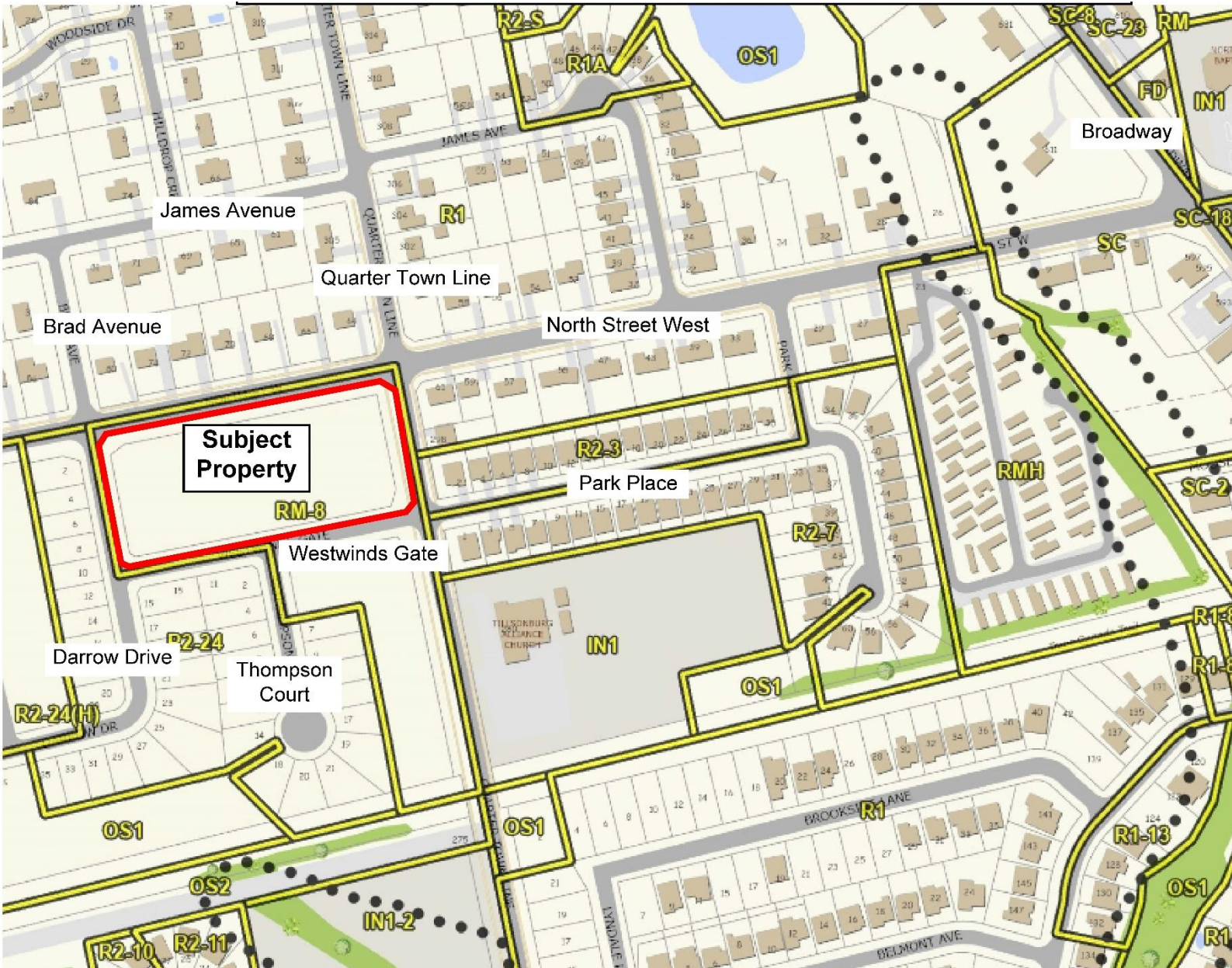
Last Saved: Friday, February 02, 2024
 Printed: Friday, February 02, 2024
 File: I:\Design\5001\187\187-1\01 SITE PLAN.dwg

Official Plan Amendment 23-14-7 and Zone Change Application 7-23-11

Southside Construction Management Ltd.



Location Map



1.27 ha (3.14 ac) vacant site

Southwest corner of North Street West and Quarter Town Line (arterial roads)

Has been designated 'Medium Density Residential' since at least the 1995 Official Plan approval

Currently zoned 'Special Medium Density Residential Zone (RM-8)'

Planning Applications

Official Plan Amendment

- Redesignate the subject lands to 'High Density Residential'.

Zone Change

- Rezone the subject lands to 'Special High Density Residential Zone (RH-sp)' with modifications to the standard provisions of the 'RH' zone.

Proposal

115 new residential units:

- 6-storey apartment building
 - 4-unit townhouse block
 - 6-unit townhouse block
-
- Required on-site parking provided (173 spaces required; 178 spaces provided).
 - Required amenity space provided (40 m² / unit required = 4,600 m²; 5,410 m² provided).
 - Proposed lot coverage is 22% (maximum of 40% in 'RH' zone).

Circulation of Applications

Agency Circulation: March 12, 2024

Public Circulation:

- Notice of Complete Application: March 13, 2024
- Notice of Public Meeting: May 29, 2024

At the time of writing the report, Planning staff had received three emails, one phone call, and, approximately 118 Facebook Petitions regarding the applications.

Postings on County website:

- Notice of Complete Application: March 13, 2024
- Notice of Public Meeting: May 29, 2024



Planning Review

Provincial Policy Statement (PPS)

Proposal consistent with and supports PPS policies

- Compact development of vacant land in a settlement area
- Efficient and responsible use of municipal services and lands
- Provides market-based housing and contributes to mix of housing types

Official Plan: Proposal consistent with and supports OP policies

- Appropriate land use for the site.
- Appropriate scope, form, density and type of residential use for High Density Residential.
- Existing road network, consisting of Arterial Roads (North Street, Quarter Town Line) can accommodate expected additional traffic volume.
- Water and sanitary services are available.
- Supports commercial corridor (Broadway) and nearby community facilities.
- Adequate separation between proposed development and adjacent residential uses (arterial roads over 30 m (98.4 ft) wide).
- Consistent with locational criteria for further designations for High Density Residential areas (site size and configuration sufficient to mitigate impacts on amenities and character of adjacent residential development through setbacks, buffering and screening; vehicular access points and likely effects of expected traffic on public streets assessed through Traffic Impact Study (TIS) and are acceptable; sufficient service capacity to accommodate the proposal; adequate off-street parking and outdoor amenity areas provided).

Zoning By-law: Proposed modifications will facilitate an effective site design

- Adequate amenity space, appropriate setbacks, and parking provided.

Recommendations

Official Plan Amendment

Council of the Town of Tillsonburg support the application to amend the Official Plan as submitted by Southside Construction Management Ltd. to redesignate the lands from Medium Density Residential to High Density Residential.

Zone Change

Council of the Town of Tillsonburg approve in principle the zone change application submitted by Southside Construction Management Ltd. to rezone the subject lands from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp), as described in Report CP 2024-157.

AMENDMENT NUMBER 318
TO THE COUNTY OF OXFORD OFFICIAL PLAN

DRAFT

The following text and schedules constitute
Amendment Number 318 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of the amendment is to redesignate certain lands in the Town of Tillsonburg from 'Medium Density Residential' to 'High Density Residential' to facilitate the development of a 105-unit apartment dwelling, a six-unit townhouse dwelling and a four-unit townhouse dwelling for a total of 115 new residential units.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to lands located at the westerly boundary of the Town of Tillsonburg, on the southwest corner of North Street West and Quarter Town Line. The lands comprise an area of approximately 1.27 ha (3.14 ac) and are legally described as Block 38, Plan 41M-392, in the Town of Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The subject amendment has been initiated to redesignate the subject lands from 'Medium Density Residential' to 'High Density Residential' to facilitate the development an apartment building of up to 105 units, together with a six-unit townhouse dwelling and a four-unit townhouse dwelling for a total of up to 115 new residential units.

The designation of the lands to facilitate high density residential use at this location is consistent with the relevant policies of the Provincial Policy Statement as the proposed development is an efficient use of municipal services and lands within a designated settlement area. The proposed development contributes to the overall mix of housing types and tenures to accommodate current and future residents of the Town and the broader market area and will provide an additional market-based housing option in the Town of Tillsonburg.

The lands are suitable for high density residential as the lands have direct access to Westwinds Gate, a local road with direct connection to Quarter Town Line and in proximity to North Street West, both of which are identified as arterial roads in the Official Plan.

The site is located in an area of predominantly lower density residential development with a nearby institutional use, and it is the opinion of Council that the proposed use of the lands is appropriate and compatible with existing and planned development in the area. Further, the scale and design of the development is considered to be adequate to ensure that impacts on existing residential and institutional uses can be appropriately mitigated.

It is also the opinion of Council that the subject proposal supports the strategic initiatives and objectives of the Official Plan with respect to the designation of High Density Residential areas within the Town.

The High Density Residential designation is intended for intensive, large-scale, multiple unit forms and the proposed apartment building and townhouse dwellings are considered to be a compatible form of development with existing and planned uses in the area, as noted above. Council is satisfied that the lands are of suitable size and configuration to support the development, including parking and amenity space to meet the needs of the use.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Schedule “T-2” – Town of Tillsonburg Residential Density Plan, as amended, is hereby amended by changing the designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto from ‘Medium Density Residential’ to ‘High Density Residential’.
- 4.3 That Section 8.2.6 – High Density Residential Areas, as amended, is hereby further amended by adding the following specific development policy at the end of Section 8.2.6.2 - *Specific Development Policies*.

“8.2.6.2.3 Southwest corner of North Street West and Quarter Town Line (Block 38, Plan 41M-392, Town of Tillsonburg)

On those lands identified as having reference to this section, the minimum net residential density shall be 63 units/ha (26 units/ac) and the maximum net residential density of approximately 91 units/ha (37 units/ac).”

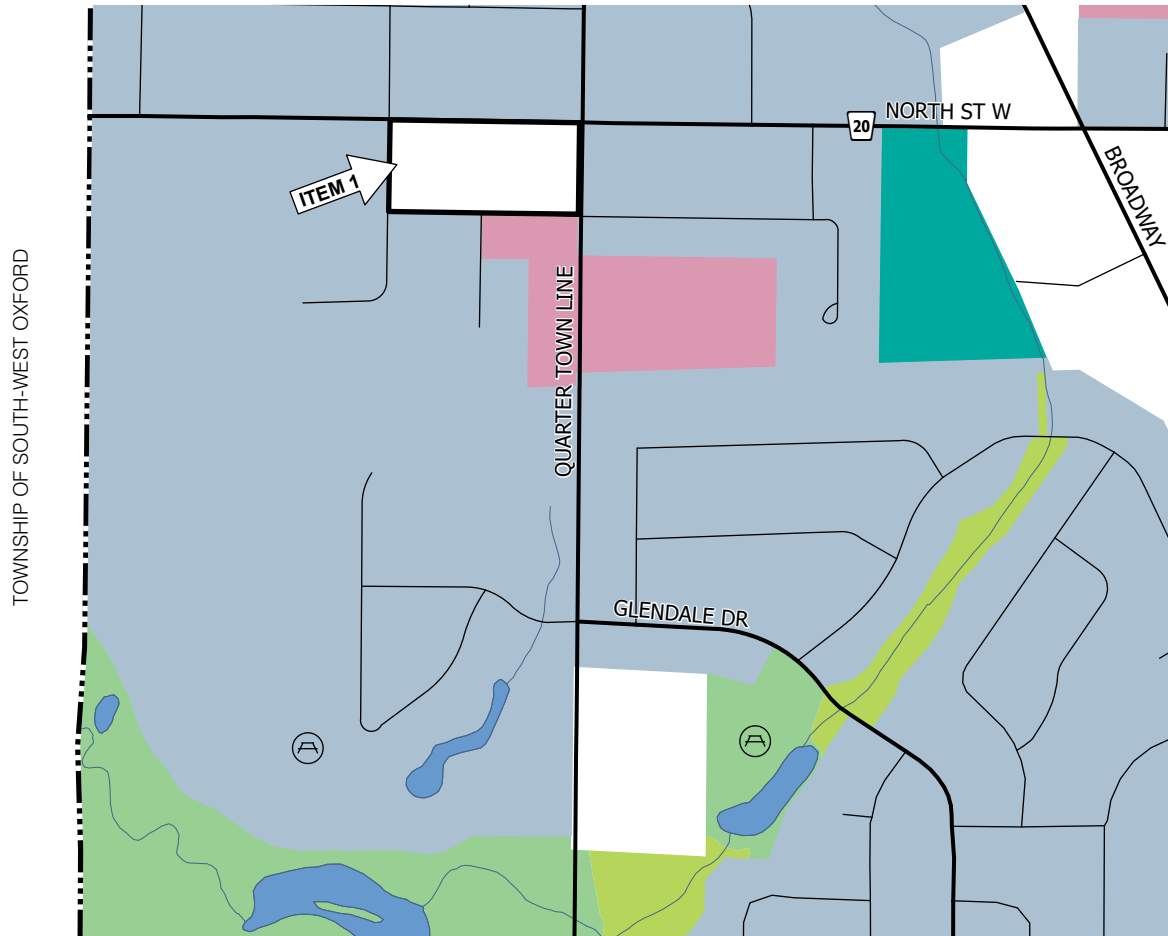
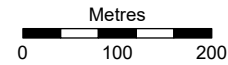
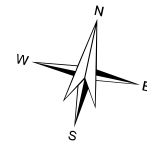
5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the relevant implementation policies contained in the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the relevant interpretation policies of the Official Plan.







SCHEDULE "A"
 AMENDMENT No. 318
 TO THE
COUNTY OF OXFORD
OFFICIAL PLAN
 SCHEDULE "T-2"
TOWN OF TILLSONBURG
RESIDENTIAL DENSITY PLAN



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM MEDIUM DENSITY RESIDENTIAL
 TO HIGH DENSITY RESIDENTIAL

**RESIDENTIAL DENSITY PLAN
 LEGEND**

-  LOW DENSITY RESIDENTIAL
-  MEDIUM DENSITY RESIDENTIAL
-  MOBILE HOME PARK
-  OPEN SPACE
-  ENVIRONMENTAL PROTECTION
-  PROPOSED PARK

Appendix A**Correspondence Received regarding OP23-14-7 and ZN7-23-11**

From: Kaylene Graydon [REDACTED]
Sent: Wednesday, March 27, 2024 11:59 AM
To: Planning <planning@oxfordcounty.ca>
Subject: Applicant : zelinka primo Ltd

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello I just received the planned building for the new subdivision [REDACTED]
[REDACTED] I was wondering if there is any way to protest or fight against this. I am not ok with a 6 story apartment building being built [REDACTED]
[REDACTED] I was told in earlier planning it would be residential houses. In houses most cases would put up fences and it wouldn't be much of an issues but I do not want an apartment building [REDACTED] I have owner my home for 6 years and liked the quietness of this location I would prefer residential houses not an apartment building ro be [REDACTED]. Wondering ahat I have to do to fight this.

Kaylene weil.

-----Original Message-----

From: David Roe [REDACTED]
Sent: Thursday, May 30, 2024 11:20 AM
To: Laurel Davies Snyder <ldaviessnyder@oxfordcounty.ca>
Subject: 97 North Street West OPA ZBA

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Laurel I have been reviewing the information related to the above application. I do have some questions and concerns with respect to the Zelinka Priamo Justification Report. Has the applicant provided any elevation drawings and simulation of how the massing of the 6 story will appear from the fronting streets. Without such information it is hard to imagine how this building will transition to the low density development located north and east of proposed building. A comparison of the transition between the low density development which will be constructed within the subdivision to which this project is part of.

My suggestion is that the OPA/ZBA and site plan approval be deferred until all three approvals are considered as one package. I would like to have discussion with you on this matter. Thanks David Sent from my iPhone

Letter to Tillsonburg Town Council

As a resident of Tillsonburg at [REDACTED] I formally submit to Town Council this letter of opposition to allow for the construction of a six-story apartment building, found in the proposed zoning change referenced to File no: OP 23-14-7 and ZN 7-23-11. My hope is that I am able to compel you to strongly consider supporting this opposition based upon the community concerns that I have raised with consideration for the residents of Tillsonburg.

While I anticipate that my property will be negatively impacted in several measurable ways. I have also been advised that my property value may well go down. The sheer size of the proposed building will create several unintended consequences for our small but bustling town.

After consultation with the city planner, the planner for the developer, members of Council whom I have been able to reach over a very small-time frame and after review of all available documentation, I respectfully submit the following concerns that the proposed six-story building would create for not only the immediate neighborhood but also for the entire Town of Tillsonburg.

1. **Safety/traffic concerns:** The intersection of Quarter Town Line and North Street West already has more accidents than you may be aware of. Locals are very familiar with frequent crashes and subsequent calls for emergency responders and tow trucks. The increased danger to pedestrians, bicycles, vehicles, farm vehicles and emergency responders needs to be strongly considered. Furthermore, future needs for traffic lights and/or environmentally sound roundabouts should be considered. The developer's planner within an email to me stated "sightlines in traffic studies...to identify physical impediments to driver visions". I respectfully request that a more thorough analysis be done consideration of these potential risks. Furthermore, as accidents may be considered "unpredictable", I believe that they are measurable and with thorough review may hopefully be minimized. Therefore, I also respectfully request that any traffic review make consideration for potential future accidents.
2. **Infrastructure Maintenance:** Tillsonburg's current rapid growth necessitates adequate expansion for both water and sewage service prior to new high density builds. Is there assurance that we have the capacity to support this building. I respectfully request that any buildings be put on hold pending the appropriate assurances that we have the necessary services.

3. **Shading Concerns:** The Proposed Building Shadow Analysis that I was provided looks to me to be an amended one done for the City of Waterloo based upon the recurring City of Waterloo reference. Regardless of this remark, a walk along the area during various times of day one observes that the single-family homes abutting the proposed six-story apartment building will likely be in shade during at least two-time intervals, especially the ones to the east. The planner for the developer in an email to me indicated that my front window will be shaded for 90 minutes in the mornings during the winter solstice. I can only imagine how this longer period of shading on North Street West will impact visibility, sightlines and road icing management for much of the day. Has this been considered?
4. **Transitioning concerns:** While the developer has described transitioning within the block, there appears to be no apparent transition between the proposed building and the single-family homes directly across the street to the north and to the east. Has a building elevation drawing been provided in consideration of nearby neighbourhoods to give a clearer picture of the transition.
5. **Community Services:** If you drive along Quarter Town Line to the north in the evenings and on weekends you will find a congestion of pick-up trucks parked along the road. Parking overflow to nearby streets and more specifically North Street West and Quarter Town Line could negatively impact public services such as garbage collection, street cleaning, or snow removal. Even worse would be the slowing of emergency responders. Has this been comprehensively considered?
6. **Environmental Concerns:** With 177 surface parking spaces there will be no green space included within this block of the development. I contend that a large building with a large above ground parking lot does not make sense at this corner. Has this been comprehensively reviewed?
7. **Footprint Concerns:** A six-story building will create a massive footprint at this intersection. This structure is roughly 1.7 times the height of the adjacent telephone poles. The widest side of the building, proposed to be facing North Street West, will consume approximately two-thirds the block between Quarter Town Line and Brad Ave. An apartment building of this size may be considered acceptable in a larger city. Its presence, however, at this intersection is truly a relatively mammoth structure. This proposed building will create an unsightly corridor that is inconsistent with the feeling of our town and will adversely affect the well-being and quality of life for Tillsonburg.

As a concerned resident of Tillsonburg I believe that addressing these issues is crucial to the safety, well-being, and prosperity of our community. My goal is to promote and support a solution that meets the needs of surrounding residents, the developer and our entire Tillsonburg community.

If Council decides that the solution is to deny this by-law amendment request, then I am in favour of this.

If Council decides to defer this decision to allow for all invested parties to be given opportunity to work collaboratively then I am equally in support of this.

One possible suggestion shared with me was for Council to work towards amendment of the planned subdivision to relocate the building footprint to different location. It is my understanding that there is precedent for this in Tillsonburg. I am hopeful that this is an acceptable consideration for the developer as it appears that only the first phase of the development is underway.

Furthermore, I have been made aware that in similar situations to this one, nearby communities including Delhi and Simcoe have engaged in open planning sessions. If appropriate, Tillsonburg Council could recommend that Oxford County invite residents, developer and any other involved parties to such a collaborative, open and honest dialogue.

I look forward to presenting my concerns at the next Council meeting, scheduled for June 12, 2024.

Furthermore, please find attached a petition signed by Tillsonburg Residents in support of this opposition.

Respectfully submitted,

A black rectangular redaction box covering the signature of the sender.

Derek Vaughan

Date: June 4, 2024

Petition to Tillsonburg Town Council and Oxford County Council

We, the undersigned residents of Tillsonburg, hereby petition both the Town Council and County Council to address and support our opposition to the proposed zoning change referenced to File no: OP 23-14-7 and ZN 7-23-11. We strongly believe that the proposed change would negatively impact not only our neighborhood but also the Town of Tillsonburg by:

1. **Safety/traffic concerns:** The intersection of Quarter Town Line and North Street West will face increased danger to pedestrians, bicycles, vehicles, farm vehicles and emergency responders. Plans need to be in place to consider future needs for traffic lights and or environmental sound roundabouts. A sight line analysis should be done for these considerations.
2. **Infrastructure Maintenance:** The Town of Tillsonburg's current rapid growth necessitates adequate expansion for both water and sewage service prior to new high density builds.
3. **Shading Concerns:** Single family homes to abutting the proposed six-story apartment building will be in shade during at least two-time intervals. The provided Proposed Building Shadow Analysis is confusing as it looks like a Waterloo analysis was modified to create a Tillsonburg one.
4. **Transitioning concerns:** There is no transition between the proposed building and single-family homes directly across the street.
5. **Community Services:** Parking overflow the nearby streets and more specifically North Street West and Quarter Line Road could negatively impact public services such as garbage collection, street cleaning, or snow removal.
6. **Environmental Concerns:** With 177 surface parking spaces there will be no green space included within this block of the development.
7. **Footprint Concerns:** A six-story building is roughly 1.7 times the height of the adjacent telephone poles. The longest side of the building, proposed to face North Street West, will consume approximately two-thirds the block between Quarter Town Line and Brad Ave. This will create an unsightly corridor inconsistent with the feeling of our town which will adversely affect the well-being and quality of life in our town.

As residents of Tillsonburg we believe that addressing these issues is crucial for the safety, well-being, and prosperity of our community. Therefore, we respectfully request that the Town Council take prompt and effective action to resolve these matters. By signing this petition we give our consent to you for Derek Vaughan of 66 North Street West to speak on our behalf at any Town or County Council meetings.

Sincerely,

Full Name	Address	Date	Signature
Derek Vaughan	[Redacted]		
Cheryl Vaughan	[Redacted]		
Kaylene Weil	[Redacted]		
Justin Weil	[Redacted]		
MICHAEL URBANSKI	[Redacted]		
Amy URBANSKI	[Redacted]		
Bob Cousineau	[Redacted]		
Darcy Debarshraue	[Redacted]		
Lob Szewo	[Redacted]		
Judy Wallis	[Redacted]		
Terry Foutre	[Redacted]		
Janine Foutre			
Linda Neudorf			
George Neudorf			
Iara Parat			
George Trebyck			

Petition to Tillsonburg Town Council and Oxford County Council

Full Name Address Date Signature

Brett Taylor

Katie Taylor

Peter Beechey

LAUREL A BEECHY

Stephanie VanBosien

Bradley Jones Larocque

Alice Hatchard

Esther Hatchard

Ian Hatchard

Nicole Delannoy

MIKE SCHONBERG

u

As residents of Tillsonburg we believe that addressing these issues is crucial for the safety, well-being, and prosperity of our community. Therefore, we respectfully request that the Town Council take prompt and effective action to resolve these matters. By signing this petition we give our consent to you for Derek Vaughan of 66 North Street West to speak on our behalf at any Town or County Council meetings.

Sincerely,

Full Name	Address	Date	Signature
BERNIE ROBERTS CHAUDINE GERSQUIERE	[Redacted]	[Redacted]	[Redacted]
THOMAS JAMES GREEN	[Redacted]	[Redacted]	[Redacted]
Jen Reece 	[Redacted]	[Redacted]	[Redacted]
Ron Bates Jessica Pette	[Redacted]	[Redacted]	[Redacted]
Yvonne Cox Kris TOBIAS	[Redacted]	[Redacted]	[Redacted]
Marlene Opdecam	[Redacted]	[Redacted]	[Redacted]
STEVE JAUMOL Amanda Wiggers	[Redacted]	[Redacted]	[Redacted]
Shelly Watson Hugh Baillie	[Redacted]	[Redacted]	[Redacted]
Annie Klassen	[Redacted]	[Redacted]	[Redacted]
Abe Klassen	[Redacted]	[Redacted]	[Redacted]
Sue Copeland	[Redacted]	[Redacted]	[Redacted]

Petition to Tillsburg Town Council and Oxford County Council

Full Name Address Date Signature

Julia Molloy

Tom Molloy

Hannah Rebellato

Albert Rendo

Nietouy

of Bap

Sophie Williams

J.R. Williams

Terry Bedford

Sandra McIntyre

Mark Melt

Egla Lottiglam

Kia Jansen

As residents of Tillsonburg we believe that addressing these issues is crucial for the safety, well-being, and prosperity of our community. Therefore, we respectfully request that the Town Council take prompt and effective action to resolve these matters. By signing this petition we give our consent to you for Derek Vaughan of 66 North Street West to speak on our behalf at any Town or County Council meetings.

Sincerely,

Full Name Address Date Signature

<u>John Audorf</u>	[Redacted]		
<u>Nancy Audorf</u>	[Redacted]		
<u>Kelly Wharram</u>	[Redacted]		
<u>Kevin Hodgson</u>	[Redacted]		
<u>Beth Hutchison</u>	[Redacted]		
<u>Pat Mooney</u>	[Redacted]		
<u>Peter Van Brugge</u>	[Redacted]		
<u>Krista Van Brugge</u>	[Redacted]		
<u>AUDRE BAIL</u>	[Redacted]		
<u>Sylvie Pail</u>	[Redacted]		
<u>Lynn Smith</u>	[Redacted]		
<u>Joanne Mackay</u>	[Redacted]		
<u>Louise Blake</u>	[Redacted]		
<u>Jane Smith</u>	[Redacted]		
<u>David Smith</u>	[Redacted]		

Tillsonburg Community Petition Against Zoning Change



We, the undersigned residents of Tillsonburg, hereby petition both the Town Council and County Council to address and support our opposition to the proposed zoning change referenced to File no: OP 23-14-7 and ZN 7-23-11. We strongly believe that the proposed change would negatively impact not only our neighborhood but also the Town of Tillsonburg by:

1. **Safety/traffic concerns:** The intersection of Quarter Line Road and North Street West will face increased danger to pedestrians, bicycles, vehicles, farm vehicles and emergency responders. Plans need to be in place to consider future needs for traffic lights and or environmental sound roundabouts. A sight line analysis should be done for these considerations.
2. **Infrastructure Maintenance:** The Town of Tillsonburg's current rapid growth necessitates adequate expansion for both water and sewage service prior to new high density builds.
3. **Shading Concerns:** Single family homes to abutting the proposed six-story apartment building will be in shade expanding at least two-time intervals. The provided Proposed Building Shadow Analysis is confusing as it looks like a Waterloo analysis was modified to create a Tillsonburg one.
4. **Transitioning concerns:** There is no transition between the proposed building and single-family homes directly across the street.
5. **Community Services:** Parking overflow onto the nearby streets and specifically North Street West and Quarter Line Road could negatively impact public services such as garbage collection, street cleaning, or snow removal.
6. **Environmental Concerns:** With 177 surface parking spaces there will be no green space included in this block of the development.
7. **Footprint Concerns:** A six-story building is 1.7 times the height of the current telephone poles. The wide side of the building will consume approximately two-thirds the block between Quarter Town Line and Brad Ave. This will create an unsightly corridor inconsistent with the feeling of our town which will adversely affect the well-being and quality of life in our town.

As residents of Tillsonburg we believe that addressing these issues is crucial for the safety, well-being, and prosperity of our community. Therefore, we respectfully request that the Town Council take prompt and effective action to resolve these matters. By signing this petition we give our consent to you for Derek Vaughan of 66 North Street West to speak on our behalf at any Town or County Council meetings.

Sincerely,

Name

E-mail

Signature

Address

Submission Date	Name	Comments
May 26, 2024	Greg Pharand	I really hate what is happening in tillsonburg, we are losing our small town feeling and this is why we are
May 26, 2024	Jake Price	
May 26, 2024	Vanessa Morse	
May 27, 2024	Ann McGhee	
May 27, 2024	Christine Klassen	
May 27, 2024	Dale Rex	
May 27, 2024	Dana Wallis	
May 27, 2024	Dianne Bates	
May 27, 2024	Eileen & Larry Wallis	We think a better location where high density housing is already in effect would be more appropriate. This huge complex would lower the real estate values of existing homes and create a dangerous volume level of traffic to a high traffic corridor that would be a safety hazard. We agree
May 27, 2024	Hetty Rutherford	
May 27, 2024	Holly Thomson	
May 27, 2024	Jennifer Crowe	
May 27, 2024	Kaylee Smith	
May 27, 2024	Megan Steen	It will swamp.westfeild public school.. and degrade
May 27, 2024	Shannon Sengbusch	
May 27, 2024	William Spence	We totally agree with you.
May 28, 2024	Caroline Peters	
May 28, 2024	Dalphine Davis	Not sure where all the infrastructure is going to come from to support all these new subdivisions
May 28, 2024	Haley Moulton	
May 28, 2024	Thomas Puhr	
May 29, 2024	Abbie Peters	this would be the biggest waste of space. The traffic is also already so bad in this area that this decision will only make it worse and child getting to and
May 29, 2024	Alan Cayford	Tillsonburg is in no way ready for this type of development, traffic already overwhelms our inadequate road system, parking is an issue everywhere in town, our water system is not up to task. Tillsoburg is growing at a rate that can't be sustained, we don't have the policing or fire services
May 29, 2024	Alicia Sandham	
May 29, 2024	Amanda Wiggers	
May 29, 2024	Amanda Armstrong	
May 29, 2024	Amanda Paterson	
May 29, 2024	Amanda Williams	

Submission Date	Name	Comments
May 29, 2024	Andrea Gilmar	
May 29, 2024	Ashley Knoflook	
May 29, 2024	Ashley M	This negatively affects WESTFIELD PUBLIC SCHOOL
May 29, 2024	Becky Iler	
May 29, 2024	Brad Iler	This town needs to stop building apartments and houses. We don't have the water and sewer or the electrical grid to supply this many buildings. Plus I'm
May 29, 2024	Bradley Scott	
May 29, 2024	Brenda Foris	
May 29, 2024	Brian Figueiredo	
May 29, 2024	Brianne McCutcheon	
May 29, 2024	Christie Hurren	
May 29, 2024	Danielle Donn	
May 29, 2024	Dawn DeBuck	
May 29, 2024	Dom Caporicci	
May 29, 2024	Dylan Taylor	
May 29, 2024	Faren Hale	
May 29, 2024	Felix Sarduy	
May 29, 2024	Gail Anderson	
May 29, 2024	Grace Williams	
May 29, 2024	Hayden Letoile	
May 29, 2024	James Paterson	
May 29, 2024	Jason Davis	
May 29, 2024	Jeffrey Prouse	I agree. No apartment buildings to be build there.
May 29, 2024	Jim Brotz	
May 29, 2024	Joanne Smith	
May 29, 2024	Jody Frei	
May 29, 2024	John Petropanagos	
May 29, 2024	Karen Bennett	I agree with everything that the petition states. There must be a better area to place an
May 29, 2024	Kelly Ball	
May 29, 2024	Kelsey Sanderson	
May 29, 2024	Kimberly Scott	Thanks Derek. Had no clue this was being proposed and we have lived on north end for 29 years.
May 29, 2024	Kirstie Jones	
May 29, 2024	Kresta Martin	Don't want it !
May 29, 2024	Kristi Donker	
May 29, 2024	Lauren Puhr	
May 29, 2024	Lee Cowell	Should be single family dwellings. And WHY no
May 29, 2024	Lisa Savoy	
May 29, 2024	Mackenzie Simmonds	Horrible spot to put an apartment building... and already a road that's getting increasingly busy with

Submission Date	Name	Comments
May 29, 2024	Megan Nobbs	
May 29, 2024	Michael Scott	This once cute quiet town has now grown way too big. The noise now from the excess traffic is unbearable. I think we are forgetting why we chose
May 29, 2024	Michelle Jackson	
May 29, 2024	Mike Jackson	
May 29, 2024	Mike Pollington	We also have hydro power concerns due to the
May 29, 2024	Mindy Conrad	
May 29, 2024	Morgan Avelar	
May 29, 2024	Paul Gray	
May 29, 2024	Peter Dey	
May 29, 2024	Rob Scott	I fully support your efforts to oppose this . Just look at the new builds that were approved on the west
May 29, 2024	Rob Vanderhaeghe	
May 29, 2024	Robert Sr Vanderhaeghe	
May 29, 2024	Ryan Wittet	
May 29, 2024	Serena VanDenBrink	
May 29, 2024	Sheree Friedmann	
May 29, 2024	Steffanie Hartnell	
May 29, 2024	Tawnya roswell	
May 29, 2024	Tucker Davis	
May 30, 2024	Beverley Major	
May 30, 2024	Brent Buchner	Traffic at the nearby 4 way stop is already bad enough. People that live in the vicinity of this
May 30, 2024	Brooke Sanderson	
May 30, 2024	Candy Hesch	
May 30, 2024	Christy Mogg	
May 30, 2024	Cindy Crease	
May 30, 2024	Corrin Lockey	
May 30, 2024	D Celebi	
May 30, 2024	Dianne Melchior	I agree with everything said above. Not a good spot
May 30, 2024	Douglas Gordon Rose	I respectfully agree with all the concerns submitted in this petition, this town of ours is so congested with traffic it's impossible to get onto Broadway
May 30, 2024	Dwayne VanDenBrink	
May 30, 2024	Erin Martin	
May 30, 2024	Frank Kovari	

Submission Date	Name	Comments
May 30, 2024	Gloria Collins	First and foremost, we need more connecting trails for pedestrians and bicycles within all new subdivisions. We need more green space for new subdivisions, not less! Why is it that Brookside, no longer has access to the trail? All the other submissions on the trail do, why is that? We bought in Tillsonburg for the small town vibe and lifestyle that it brings. We are slowly losing that, especially creating a high density area by building a high rise.
May 30, 2024	Henry Heeren	Park for kids. Absolutely do not want an apartment
May 30, 2024	Jaden Campbell	
May 30, 2024	Jeanette Van Ginkel	
May 30, 2024	Jenn Bathgate	I disagree with this zoning change and agree with
May 30, 2024	Jennifer Persia	
May 30, 2024	Jessica Prange	I know for a number of years Tillsonburg has had a problem with keeping up with houses built and the water treatment facility. Before adding high rise buildings and attracting more and more population. Look at the infrastructure of the town first. For
May 30, 2024	Karen Mullen	I've been a registered nurse at TDMH for 19 years. The town can not handle the rapid growth. More residents will lead to more people without doctors, longer wait times for needed tests, more emerge visits, more hospital stays and the same hospital
May 30, 2024	Kris Wiita	
May 30, 2024	Lena Furlong	
May 30, 2024	Lindsey Levesque	
May 30, 2024	Marion Elizabeth Legris	That appt should not go ahead. It will create too
May 30, 2024	Melinda Evans	Town is growing too fast for infrastructure. Traffic increase is creating problems. I heard there is to be a round about at quarter line and concession, this needs to be a light. Round about are not safe in
May 30, 2024	Merv Davis	
May 30, 2024	Mylee Gunby	
May 30, 2024	Patrick Dion	
May 30, 2024	Peter Northgraves	
May 30, 2024	Rebecca Pileski	
May 30, 2024	Shelley Heeren	A park for the kids would be great. I believe it will interfere with traffic and be an eyes sore. I nice
May 30, 2024	Stacey Coldham	

Presentation to:

Town of Tillsonburg

Mayor & Council Members

OP 23-14-7 and ZN7-23-11

Southside Construction

Presented by:

Bernard Chadillon

14 Woodside Drive, Tillsonburg

Bradburn Sub-division

June 12, 2024

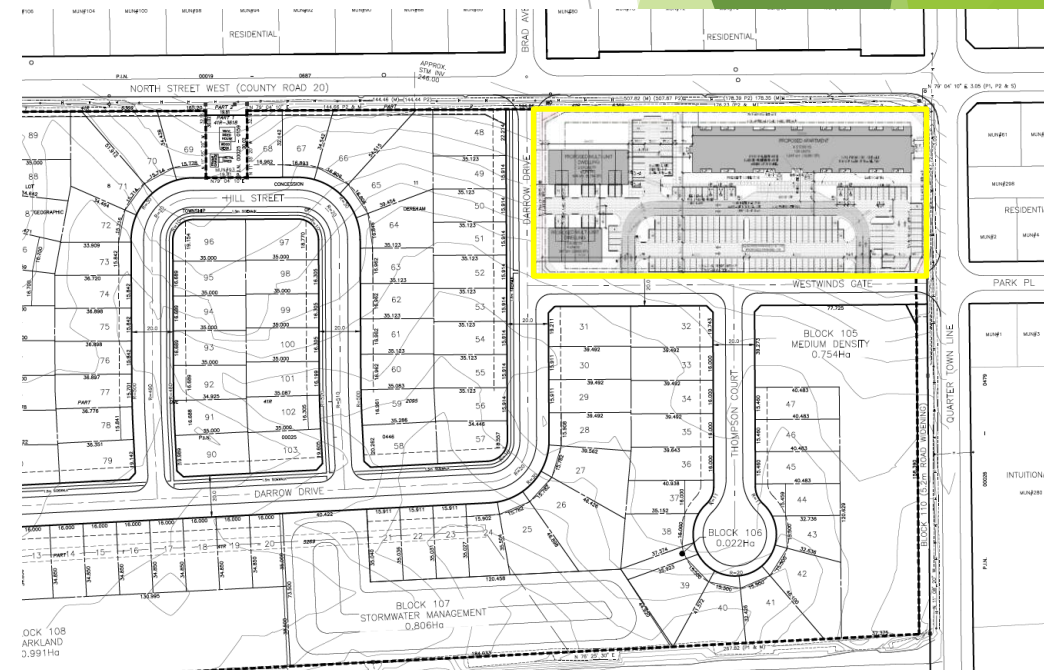
Town of Tillsonburg

4 Elm Street, Tillsonburg, ON

Introduction

Highlights of the Proposed Development Southside Construction Management Ltd.

- High and Medium Density development on the Southwest corner of North Street and Quarter Town Line
- Development is adjacent to Low-density neighbourhoods and Institutional along Quarter Town Line
- 2 x 2 Story Townhomes (6 + 4 Units)
- 6 storey Apartment Building, 9 units wide (105 Units)
- One of the largest apartment buildings in Tillsonburg
- Part of larger subdivision that includes:
 - 37 Single Family Units currently under construction
 - 66 Future Single Family Units
 - 27 Townhome units



Introduction

Quarter Town Line Background

- Mostly mature, quiet, quality single family and town home neighbourhoods on tree lined streets showing pride of ownership
- Churches, schools, soccer fields, green spaces
- Mix of seniors and young families
- Subdivisions have been constructed to blend in with existing home designs (mostly brick veneer or ½ brick and siding) to preserve the character of existing neighbourhoods
- For the most part current roads have supported existing vehicular traffic except for:
 - Parents picking children at school creating parking chaos along Quarter Town Line
 - Parents taking their children to soccer fields adjacent to new development, creating serious traffic congestion at times



Introduction

Mixed success with previous Quarter Town Line higher density projects

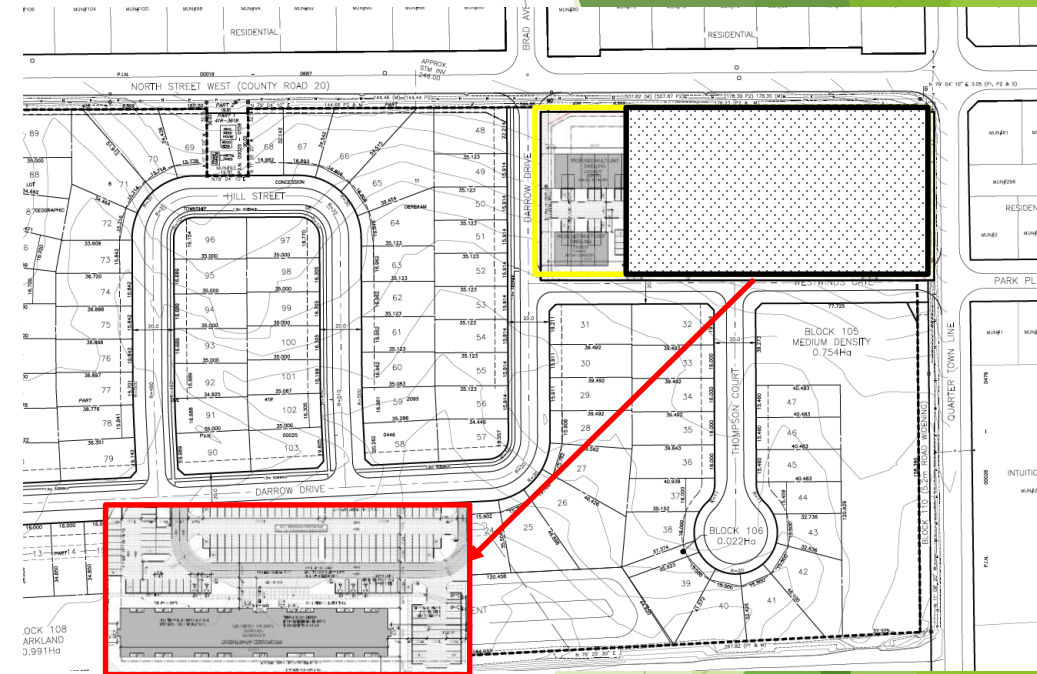
- Tillsonburg has had mixed success with higher density projects adjacent single family neighbourhoods (ie: developments at EAST END OF Quarter Town Line between Trillium Dr. and Plank Line).
 - How will the Town ensure the success of this proposed large building construction?
 - Home designs that don't blend-in with existing neighbourhoods
 - Poor Waste Management Plan is disgraceful (Quarter Town Line Transfer Station)
 - Somebody approved these developments without due consideration
- Recommendations
 - Ensure there is a proper Waste Management Plan specifically for the new proposed Townhome units
 - Ensure home designs blend-in and are compatible with surrounding neighbourhoods



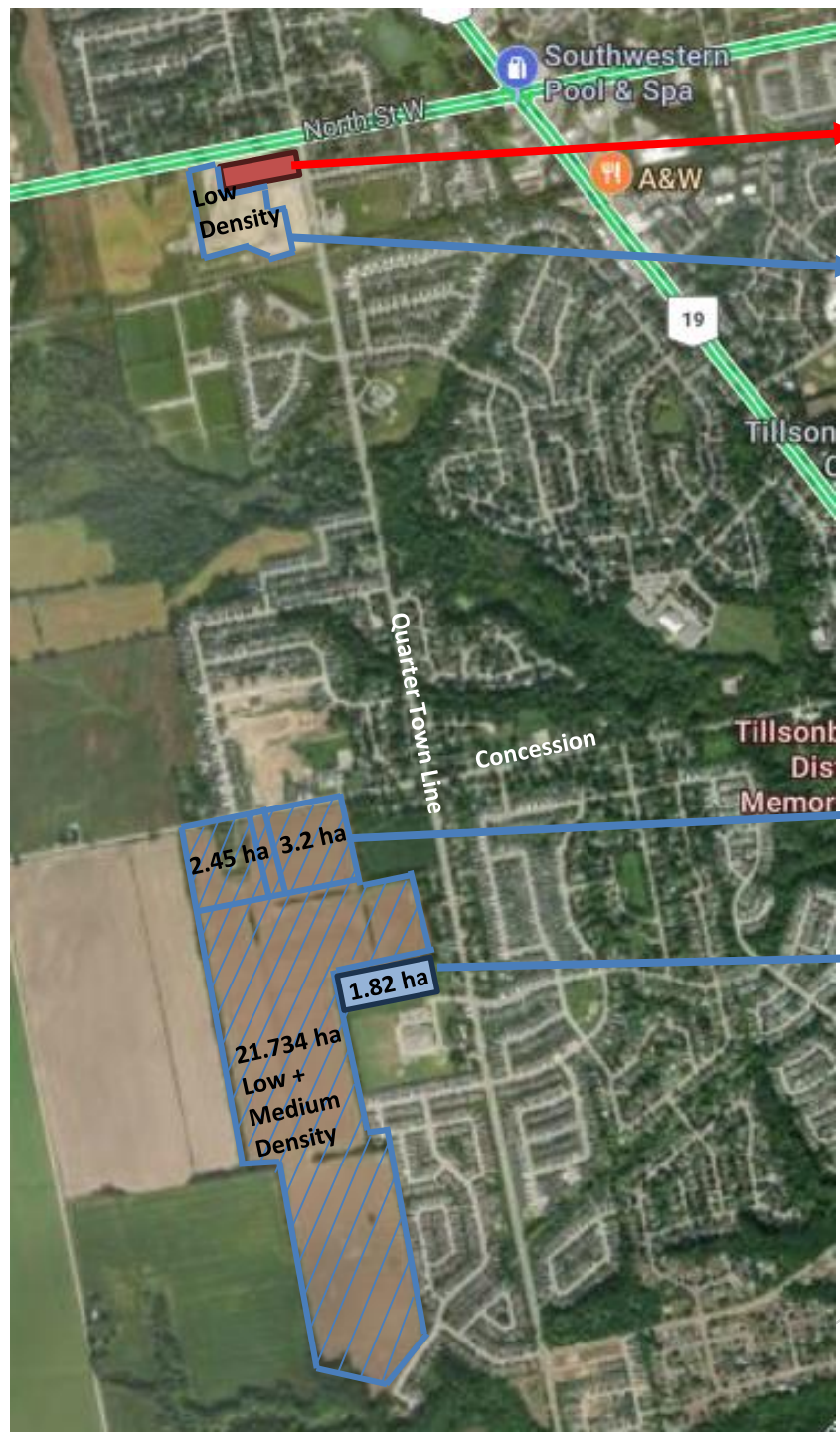
Concerns

Proposed Apartment Building clashes with existing single-family neighbourhoods

- There is insufficient buffering and transition with existing neighbourhoods especially given the size of the proposed building
- Proper transition should include green spaces as buffer combined with lower density townhomes to set back and mitigate the impacts of the 9 storey building
- Recommendations:
 - A more suitable location for the apartment building would be in the west end of the development adjacent to the existing green spaces and soccer fields.
 - Ensure home designs blend-in and are compatible with surrounding neighbourhoods



Map of proposals along Quarter Town Line



105 Units 10 Units

36 Units

2.45 ha Medium Density 76-151 Units	3.2 ha High Density 202-355 Units
---	---

39 Units 39 Units 21 Units

Concerns

Increased traffic will significantly impact quality of life for residents along Quarter Town Line

- The traffic study for this development claims that Quarter Town Line and North Street can absorb the additional vehicular traffic without having to widen roads or add left-turn lanes and traffic lights.
- However, the analysis does not consider the other major developments along Quarter Town Line that will overflow into the North/Quarter Town Line intersection, especially for traffic going in and out of Tillsonburg via Plank Line.
 - Victoria Woods (Tillsonburg West) > 500 units
 - Thames Valley District School Board (102 Dereham Drive) = 99 units
- **Recommendation:** Revise Traffic Study to consider the aggregate impacts from other approved developments along Quarter Town Line

Concerns

Servicing the proposed Development

- The Servicing study defines the requirements for water, sewage, waste for the proposed development but only provides a subjective judgement as the capacity to support new requirements.
- There is already a known shortage of water and hydro capacity to support continued growth
- The Servicing Study does not address key infrastructure requirements including:
 - Hydro power capacity to support the new development
 - Schools for the additional students coming from these new homes
 - Waste Management for Townhouse buildings
 - Does not take in consideration the aggregate requirements from the other developments along Quarter Town Line
- **Recommendation:** Revise Servicing Study to include aggregate requirements from other approved developments along Quarter Town Line for Water, Sewage, Waste, Hydro and Healthcare

Concerns

Review process for proposed developments needs improvement

- Provincial policy on “More Homes Built Faster” tries to eliminate “red tape” which translates in cutting out the review process
- These new policies often conflict with existing Town and County by-laws creating confusion
- Residents are not afforded sufficient notice and time to review, analyze and formulate their concerns
- There is a perception that the Planning department works for the developers instead of the residents that pay their salaries through taxation
- **Recommendations:**
 - Educate residents on the Planning and Development process and where they can provide input to address concerns
 - Engage residents early, as soon as the application for development is initiated.
 - Involve residents in early discussions with developers. Developers are more open to input before they make large investments in creating plans for their development.

Thank You!



DECISION LETTER

DROP-IN CENTRE/UNHOUSED SHELTER

DTBIA Board of Management Meeting

Wednesday, April 24th, 2024

Moved by: H. Vallee Seconded by: E. Odorjan

THAT the Board of Management of the DOWNTOWN TILLSONBURG BUSINESS IMPROVEMENT AREA, (DTBIA), does not support the opening of a drop-in centre/unhoused shelter at 147 Broadway.

Carried: Defeated: Approved by: *B. Parsons*



DECISION LETTER

PUBLIC SHELTER POLICY DEVELOPMENT – DOWNTOWN TILLSONBURG BIA ZONE

DTBIA Board of Management Meeting

Wednesday, April 24th, 2024

Moved by: H. Vallee Seconded by: E. Odorjan

THAT the report titled ED 24-04-01 Public shelter policy + development; and unhoused drop-in centre be received as information; and that the recommendations contained therein be respectfully forwarded to the Council of the Town of Tillsonburg for consideration in the development of policy with respect to the location of unhoused persons support services in the downtown central business district.

Carried: Defeated: Approved by: *B. Parsons*



Report ED 2024-04-01

EXECUTIVE DIRECTOR

Meeting date: 04/24/2024

AMENDED REPORT TO BOARD OF MANAGEMENT

Public shelter policy development

Proposed homeless drop-in centre

To: Board of Management

From: Executive Director

RECOMMENDATIONS

- 1) That the report be received as information.
- 2) That the board does not support the location of a homeless drop-in centre at this municipal address.
- 3) That the board formally notifies the Town of Tillsonburg about the concerns noted and requests that a proactive mitigation plan be considered for implementation.
- 4) That consideration be given for the development of a DTBIA policy paper on the location of homeless support services in the downtown core area in consultation with County Planning and other stakeholders.
- 5) That the DTBIA formally advocates for the safety, security, and aesthetics of all downtown areas.

REPORT HIGHLIGHTS

- The Salvation Army (Tillsonburg) is opening a drop-in centre at 147 Broadway.
- Business owners adjacent to this municipal address have expressed serious concern and the potential negative impacts.
- There is limited information available about this proposal.
- Staff have researched and determined that such facilities as proposed, create the conditions that are detrimental to pedestrian traffic leading to a decline in sales of neighbouring businesses.
- Staff have discussed the matter with the Town's Chief Building Official.
- There has been overwhelmingly negative feedback received from the public regarding the opening of a homeless support centre at this location.
- The community is supportive of having important services for this constituency however the location is problematic from a safety, security, and aesthetic perspective.

- There was no formal communication with the DTBIA about this initiative.
- The Executive Director has met with stakeholders in the neighbourhood on 3 occasions.
- It is unknown whether the tenant has applied for a business licence.
- At present, there is no policy document or position on record by the DTBIA.
- The DTBIA has not been formally consulted by any stakeholders related to this matter.

ACTIONABLE ITEM(S)

As per the summary recommendations, that the Board of Management considers the report with possible courses of action including future policy development with social support system(s).

FINANCIAL IMPACT

There is no financial impact from adoption of the recommendations.



DECISION LETTER

HARVEY STREET PUBLIC REALM IMPROVEMENTS

THAT the Board of Management of the Downtown Tillsonburg BIA approved the Harvey Street public realm improvements + design at its meeting held Wednesday, April 24th, 2024. The approved design concept is attached.

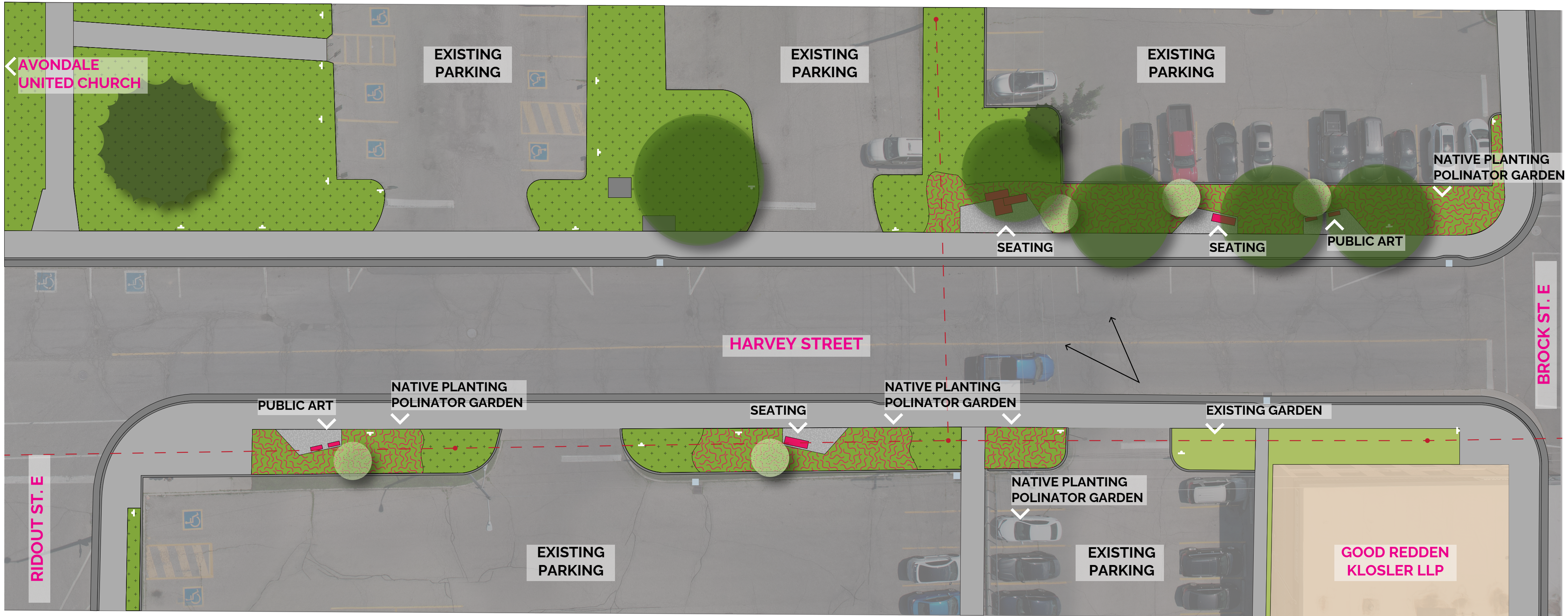
The Board of Management hereby requests that the Harvey Street proposal be presented to Town Council and referred to Town staff for consideration and subsequent approval.

CARRIED

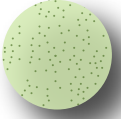
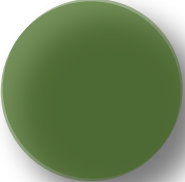
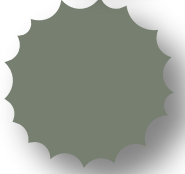
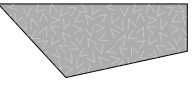
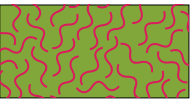

Carried:  Approved by: **B. Parsons**

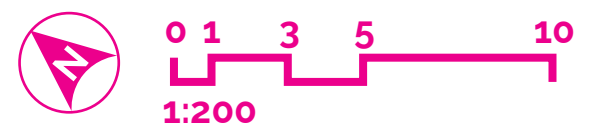
HARVEY STREET - CONCEPT

DOWNTOWN TILLSONBURG BIA



LEGEND

-  SMALL TREE
-  SHADE TREE
-  EXISTING TREE
-  CONCRETE PAD FOR SEATING AREA
-  PROPOSED GARDEN BED
-  LAWN



HARVEY STREET PERSPECTIVE

DOWNTOWN TILLSONBURG BIA



SHADE TREES

AVONDALE
UNITED CHURCH

NATIVE PLANTING
POLINATOR GARDEN

SMALL TREE

SHADE TREES

SEATING

EXISTING ON
STREET PARKING

NATIVE PLANTING
POLINATOR GARDEN

EXISTING SIDEWALK



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of May 1, 2024
Approved June 5, 2024

Members in attendance:

Robert Chambers, Chair	County of Brant
Dave Beres, Vice-Chair	Town of Tillsonburg
Shelley Ann Bentley	Haldimand County
Doug Brunton	Norfolk County
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets:

Staff in attendance:

Judy Maxwell, General Manager
 Aaron LeDuc, Manager of Corporate Services
 Leigh-Anne Mauthe, Interim Manager of Watershed Services
 Saifur Rahman, Manager of Engineering and Infrastructure
 Jessica King, Social Media and Marketing Associate
 Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

Chair, Robert Chambers called the meeting to order at 6:30 p.m., Wednesday, May 1, 2024.

2. Additional Agenda Items

Item 9 g) Phase Out of Free Well-Water Testing is added to the May 1, 2024 agenda under New Business.

3. Approval of the Agenda

A-59/24

Moved by J. Palmer
 Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the amended agenda.

Carried

4. Declaration of Conflicts of Interest

None were declared.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
 Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

5. Minutes of the Previous Meeting

a) Board of Directors Meeting Minutes of April 3, 2024

There were no errors or omissions.

A-60/24

Moved by D. Brunton

Seconded by C. Van Paassen

THAT the minutes of the LPRCA Board of Directors Meeting held April 3, 2024 be adopted as circulated.

Carried

6. Business Arising

Michael Columbus inquired if any comments have been received regarding the Vittoria Dam Class Environmental Assessment. Judy Maxwell informed the Board that the notification will be posted in the newspapers next Thursday and the 30-day comment period will start from that date.

7. Review of Committee Minutes

There were no committee minutes for review.

8. Planning Department

a) Section 28 Regulations Approved Permits (L. Mauthe)

Through the General Manager's delegating authority, 20 applications were approved in the past month. A summary of the applications was provided in the report.

No questions were received from the Board.

A-61/24

Moved by R. Weisler

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated May 1, 2024 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

9. New Business

a) **General Manager's Report (J. Maxwell)**

Judy Maxwell provided a report summarizing operations this past month.

Dave Beres and Aaron LeDuc attended Conservation Ontario's Annual General Meeting and both provided a brief overview of the contents of that meeting, which included the election of the new board and the financial reports.

A-62/24

Moved by M. Columbus
Seconded by R. Weisler

That the LPRCA Board of Directors receives the General Manager's Report for April 2024 as information.

Carried

b) **Q1 Financial Report (A. LeDuc)**

The financial report was presented by Aaron LeDuc.

Chris Van Paassen asked if there will be another forest tract put out for tender this year. Judy Maxwell replied there are no plans to issue another tender at this time.

A-63/24

Moved by P. Ypma
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Q1 Financial Report – March 31, 2024 for the period up to and including March 31, 2024 as information.

Carried

c) **Backus Heritage Site Collections Management Policy (J. Maxwell)**

Judy Maxwell presented the report and summarized the changes to the policy.

Peter Ypma noticed there was a position title error under Section 5 of the policy. The policy will be amended.

A-64/24

Moved by T. Masschaele
Seconded by D. Brunton

THAT the LPRCA Board of Directors approves the Backhouse Historic Site Collections Management Policy as amended.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

d) Regulations Officer and PO Officer Appointment (L. Mauthe)

The report was presented by Leigh-Anne Mauthe.

Peter Ypma asked for clarification on Section 28 and Section 29 of the *Conservation Authorities Act* and wanted information on staff training to protect themselves when dealing with these matters.

Leigh-Anne Mauthe explained that Section 28 is the Planning regulations and Section 29 is in regards to public use of authority's property. All designated LPRCA Regulations Officers have taken the Provincial Offences Officer training program which includes a de-escalation module.

Judy Maxwell also noted that the park supervisors, assistants and some support staff, recently attended a one-day de-escalation training course designed specifically for working at a conservation area. All staff training/certification is recorded by the HR team.

A-65/24

Moved by S. Patterson

Seconded by S. Bentley

THAT the LPRCA Board of Directors appoints Meagan Doan, Resource Planner as an LPRCA Regulations Officer and Provincial Offences Officer for the purpose of compliance and enforcement of any regulation made under section 28 and section 29, as per subsection 30.1 of the *Conservation Authorities Act*, and the *Trespass to Property Act*

Carried

e) ERO Posting 019-8320: Minister's Permit and Review Powers under the *Conservation Authorities Act* (Leigh-Anne Mauthe)

Leigh-Anne Mauthe summarized the report and presented the LPRCA comments and recommendations letter to be submitted to the Environmental Registry of Ontario.

A-66/24

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors directs staff to send the attached letter as Long Point Region Conservation Authority's submission to the Environmental Registry of Ontario number 019-8320.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

f) ERO Posting 019-8462: Review of Proposed Policies for a New Provincial Planning Policy Instrument (Leigh-Anne Mauthe)

Leigh-Anne Mauthe summarized the report and presented the LPRCA comments and recommendations letter to be submitted to the Environmental Registry of Ontario. There were no questions.

A-67/24

Moved by J. Palmer

Seconded by D. Brunton

THAT the LPRCA Board of Directors directs staff to send the attached letter as Long Point Region Conservation Authority's submission to the Environmental Registry of Ontario number 019-8462 Review of proposed policies for a new provincial policy instrument.

Carried

g) Phase Out of Free Well-Water Testing

Correspondence was brought forth from the Source Protection Authority meeting regarding the 2023 Auditor General's audit report suggesting Public Health Ontario streamline the laboratory operations for water testing and implement fees for testing well-water to private well owners.

A-68/24

Moved by C. Van Paassen

Seconded by T. Masschaele

WHEREAS: private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

AND

WHEREAS: the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

AND

WHEREAS: in the jurisdiction of LPRCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

AND

WHEREAS: the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

AND

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

WHEREAS: all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE, BE IT RESOLVED THAT: the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

AND

FURTHER THAT: this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

Carried

The Board convened in a closed meeting at 7:25 p.m.

10. Closed Session

A-69/24

Moved by D. Beres

Seconded by P. Ypma

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

The Board reconvened in open session at 7:26 p.m.

The April 3, 2024 closed meeting minutes was approved in the closed session.

Next meeting: June 5, 2024, Board of Directors, 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:26 p.m.

Robert Chambers
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma



Subject: 2024 Development Charges By-law Adoption

Report Number: FIN 24-034

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 12, 2024

RECOMMENDATION

- A. THAT report FIN 24-034 titled “2024 Development Charges By-law Adoption” be received as information; and
- B. THAT Council adopt the Development Charges (D.C.) approach to calculate the charges on a uniform Town-wide basis for all services within this background study; and
- C. THAT Council approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 12, 2024, as amended, subject to further annual review during the capital budget process; and
- D. THAT Council approve the D.C.s Background Study dated April 12, 2024, as amended; and
- E. THAT Council determine that no further public meeting is required; and
- F. THAT the 2024 D.C. By-law be presented to Council for consideration.

BACKGROUND

In accordance with the *Development Charges Act, 1997*, as amended, before a new Development Charges (DC) by-law can be passed, a DC Background Study (the ‘Study’) must be undertaken. The Town, in conjunction with Oxford County and area municipalities, engaged Watson & Associates Economists Ltd. to undertake the Study, which was presented to Tillsonburg Council at its March 11, 2024 meeting. On March 18, 2024, the Study was presented to development industry stakeholders, and was posted to the Town’s website on April 12, 2024, along with the draft DC By-law and a Poll seeking feedback from Town residents.

At its April 8, 2024 meeting, Council also received report FIN 24-010 titled Development Charges Exemptions Policy Review, from which Council adopted the following resolution:

Resolution # 2024-167

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

FIN 24-034 - 2024 Development Charges By-law Adoption

A. THAT report FIN 24-010 titled “Development Charges Exemptions Policy Review” be received as information; and

B. THAT consideration on the removal of non-residential or industrial exemptions be presented to the public for input, as part of releasing the detailed background study and part of the public meeting of Council.

At its May 27, 2024 meeting, Council received report FIN-24-032 titled Development Charges By-law Recommendations, being coupled with the public meeting to bring forth public input received and staff recommendations, from which Council adopted the following resolution:

Resolution # 2024-256

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

- A. THAT report FIN 24-032 titled “Development Charges By-law Recommendations” be received as information; and
- B. THAT the exemption for Development Charges for the Commercial class be removed; and
- C. THAT the exemption for Development Charges for the Industrial class continue, as part of a proactive approach to attracting Industrial growth and employment.

On June 6, 2024, Bill 185 received Royal Assent. The changes introduced through Bill 185 to the D.C.A. and Ontario Regulation 82/98 under the D.C.A. include:

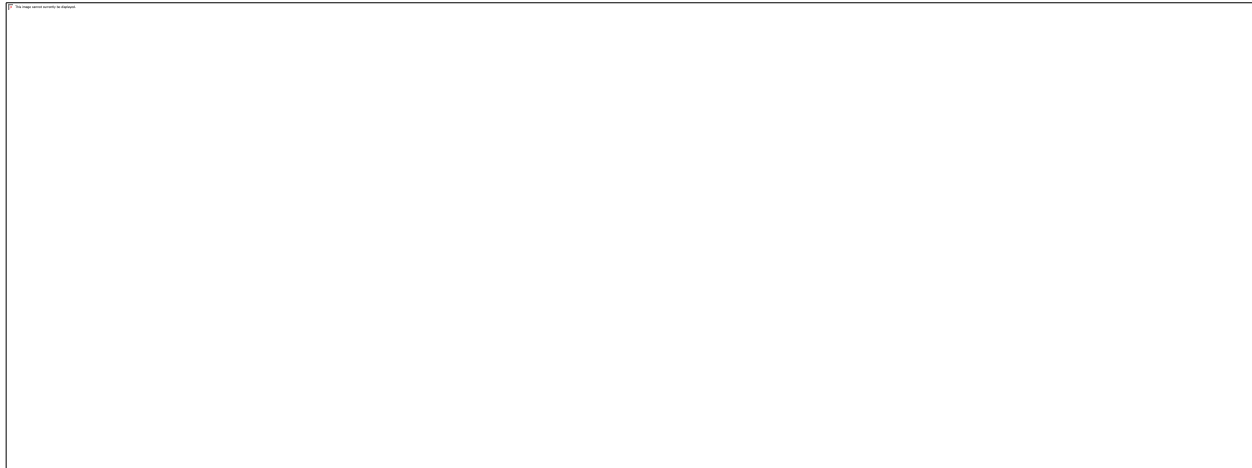
- The inclusion of studies within the eligible capital costs;
- The removal of the mandatory phase-in of charges;
- The process for minor amendments to development charge (D.C.) by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications; and
- Modernizing public notice requirements.

Consequently, an Addendum to the DC Background Study was initiated to incorporate Council’s direction from the May 27, 2024 meeting and Bill 185 changes. The DC Background Study, as amended, is attached to this report and is also posted online.

FIN 24-034 - 2024 Development Charges By-law Adoption

DISCUSSION

The proposed DC rates to be adopted on June 13, 2024, through the new DC By-Law, are as follows:



By comparison to the charges presented in the April 12, 2024 D.C. Study, as amended, the amended charge for a single and semi-detached residential unit would increase by \$270 (+1.9%) from \$14,512 to \$14,782.

Staff recommend that the rates outlined above be approved for adoption and come into full force and effect on upon by-law effective date of June 13, 2024. The distribution of the development charge rates by eligible service category is outlined in detail in Schedules B1-B5 of the new DC By-Law.

CONSULTATION

Input was gathered from all departments regarding proposed policy changes, encompassing a wide spectrum of considerations, from budgetary matters to regulatory compliance and development community impact assessments.

FINANCIAL IMPACT/FUNDING SOURCE

From page v of the Executive Summary of the 2024 DC Background Study as amended, the following table shows that the Town plans to spend \$78.7 million over the 10-year planning period of which \$39.5 million (50%) is recoverable from D.C.s. Of the net \$39.5 million included in the calculation, \$34.2 million is recoverable from residential development and \$5.3 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further. This suggests that non-D.C. costs over the forecast period will total \$39.2 million. As part of the D.C. background study process, Watson has undertaken an assessment of the D.C. revenue foregone that would occur based on current Statutory and non-statutory

FIN 24-034 - 2024 Development Charges By-law Adoption

exemptions and reduction policies. This analysis suggests that the shortfall in D.C. revenue as a result of these policies would total \$13.1 million over the forecast period or 32% of D.C. recoverable costs.

Table ES-2
Summary of Expenditures Anticipated Over the Forecast Period

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total Gross Capital Costs	\$78,713,000
Less: Benefit to Existing Development	\$12,184,000
Less: Post Planning Period Benefit	\$19,146,000
Less: Grants, Subsidies and Other Contributions	\$3,504,000
Less: Existing D.C. Reserve Funds	\$4,385,000
Net Costs to be Recovered from Development Charges	\$39,485,000

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – N/A – Legislative requirement.

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

1. Appendix A – 2024 DC Background Study, as amended
2. Appendix B – Addendum to the 2024 DC Background Study



2024 Development Charge Background Study

Town of Tillsonburg

OFFICE CONSOLIDATION

April 12, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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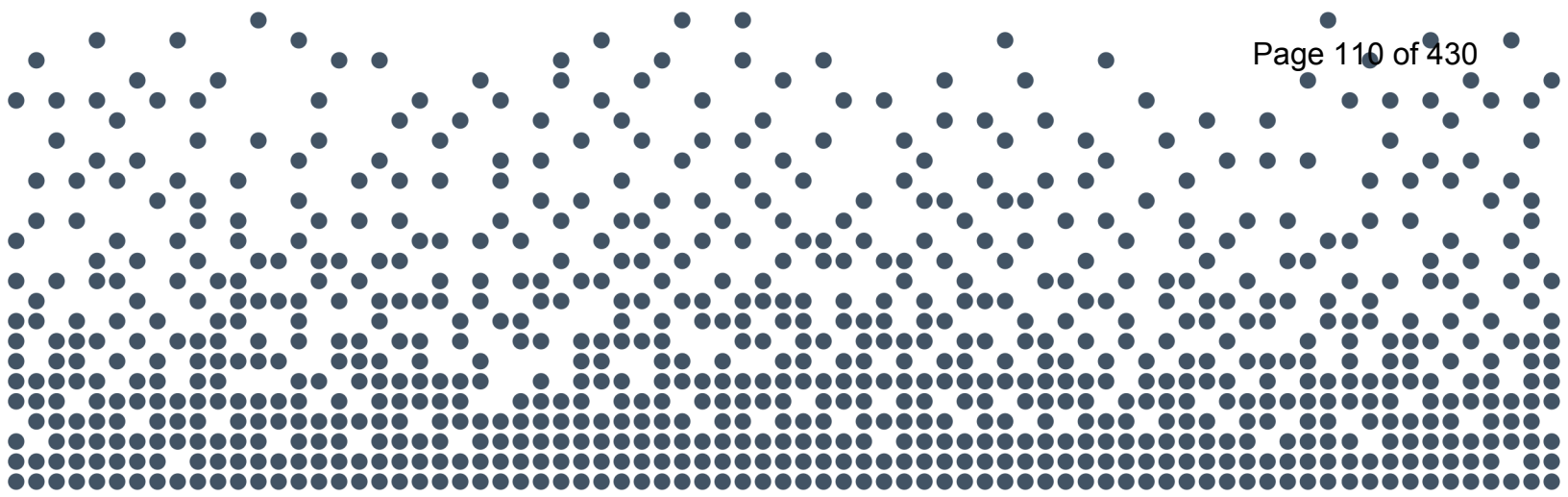


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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development charge
D.C.A.	<i>Development Charges Act</i> , 1997 as amended
G.F.A.	Gross floor area
LPAT.	Local Planning Appeal Tribunal
N.F.P.O.W.	No Fixed Place of Work
O.L.T.	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O. Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
s.s.	Subsection
sq.m.	square metre
sq.ft.	square feet
km	kilometer



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Town of Tillsonburg (Town) required by the *Development Charges Act, 1997* (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Introduction and overview of the legislative requirements of the D.C.A.;
 - Chapter 2 – Current Town D.C. policy
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Town;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of D.C. recoverable capital costs to service growth;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and D.C. by-law rules;
 - Chapter 8 – Asset management plan requirements of the D.C.A.; and
 - Chapter 9 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Amounts in excess of 15-year historical service calculation;
 - D.C. reserve funds;



- 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the D.C. calculation.
3. Changes to the D.C.A. were introduced through five bills passed in the Ontario legislature since the Town's last D.C. by-law amendment: Bill 109, and Bill 23, Bill 97, Bill 134 and Bill 185. The following provides a brief summary of the recent changes.

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

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement. Further information is provided in subsection 1.3.1.

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

On November 28, 2022, Bill 23 received Royal Assent. This Act amends a number of pieces of legislation including the *Planning Act* and the D.C.A. Subsequently, further amendments to these provisions were made through Bills 97 and 134. The following provides a summary of the changes to the D.C.A. (further details are provided in subsection 1.3.2 of this report):

- Additional residential unit exemption: Allowance of a third unit to be exempt from D.C.s in existing and new residential dwellings;
- Removal of housing as an eligible D.C. service;
- New statutory exemptions for affordable units, attainable units (to be in effect upon proclamation by the Lieutenant Governor);
- New statutory exemptions for inclusionary zoning units, and non-profit housing developments;
- Historical level of service extended to 15-year period instead of the prior 10-year period;
- Capital cost definition may be revised to prescribe services for which land or an interest in land will be restricted;



- Capital cost definition has been revised to remove studies;
- Mandatory reduction for new D.C. by-laws passed after November 28, 2022, as follows:
 - Year 1 – 80% of the maximum charge;
 - Year 2 – 85% of the maximum charge;
 - Year 3 – 90% of the maximum charge;
 - Year 4 – 95% of the maximum charge; and
 - Year 5 to expiry – 100% of the maximum charge.
- D.C. by-law expiry will be 10 years after the date the by-law comes into force (unless repealed earlier);
- D.C. for rental housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum interest rate for installments and determination of charge for eligible site plan and zoning by-law amendment applications to be set at the average prime rate plus 1%; and
- Requirement to allocate funds received– municipalities will be required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.

Bill 185: Cutting Red Tap to Build More Homes Act, 2024 (Bill 185)

On June, 6, 2024, Bill 185 received Royal Assent and includes the following changes to the D.C.A.

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);



- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
 - Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
 - To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and
 - To modernize public notice requirements.
4. The Town is undertaking a D.C. public process and anticipates passing a new by-law for the eligible services. The mandatory public meeting has been set for May 27, 2024 with adoption of the by-law anticipated for June 12, 2024, with an effective date of June 13, 2024 in advance of the expiry of the current by-law on June 13, 2024.
5. The growth forecast (Chapter 3) on which the D.C. is based, projects the following population, housing and non-residential floor area for the 10-year (2024 to 2034) period.



Table ES-1
Summary of Growth Forecast by Planning Period

Measure	10 Year 2024 to 2034
(Net) Population Increase	5,657
Residential Unit Increase	2,754
Non-Residential – Gross Floor Area Increase (sq.m.)	148,366

Source: Watson & Associates Economists Ltd. forecast 2024.

6. Chapter 5 herein provides, in detail and by service area, the gross capital costs for the increase in need to service new development and the respective deductions that have been made to arrive at the D.C. recoverable costs included in the calculation of the charge. The following services are calculated based on Town-wide 10-year forecast:

- Services related to a highway (including municipal works facilities, fleet and equipment);
- Fire protection services;
- Police services;
- Parks and recreation services; and
- Growth-Related Studies.

A summary of the total growth-related costs is provided below in Table ES-2.

Table ES-2
Summary of Expenditures Anticipated Over the Forecast Period

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total Gross Capital Costs	\$78,713,000
Less: Benefit to Existing Development	\$12,184,000
Less: Post Planning Period Benefit	\$19,146,000
Less: Grants, Subsidies and Other Contributions	\$3,504,000
Less: Existing D.C. Reserve Funds	\$4,385,000
Net Costs to be Recovered from Development Charges	\$39,485,000



Based on the above table, the Town plans to spend \$78.7 million over the 10-year planning period of which \$39.5 million (50%) is recoverable from D.C.s. Of the net \$39.5 million included in the calculation, \$34.2 million is recoverable from residential development and \$5.3 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further. This suggests that non-D.C. costs over the forecast period will total \$39.2 million. As part of the D.C. background study process we have undertaken an assessment of the D.C. revenue foregone that would occur based on current exemptions and reduction policies. This analysis suggests that the shortfall in D.C. revenue as a result of these policies would total \$13.1 million over the forecast period or 32% of D.C. recoverable costs¹.

This report has undertaken a calculation of charges based on the anticipated development summarized in Table ES-1 and the future identified needs (presented in Table ES-2). Charges have been provided on a Town-wide basis for all services. The corresponding single detached unit charge is \$14,782. The non-residential charge is \$36.00 per sq.m. of building area. The calculated schedule of charges is presented in Table ES-3.

¹ D.C. revenue foregone is based on statutory exemptions/reductions contained in the D.C.A. and exemption policies in the current D.C. by-law.



Table ES-3
Calculated Schedule of Development Charges

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170
Fire Protection Services	1,392	1,110	889	564	7.01	1,392
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	
Policing Services	6	5	4	2	0.03	6
Growth-Related Studies	85	68	54	34	0.33	85
Total Municipal Wide Services/Class of Services	14,782	11,783	9,437	5,989	36.00	5,653

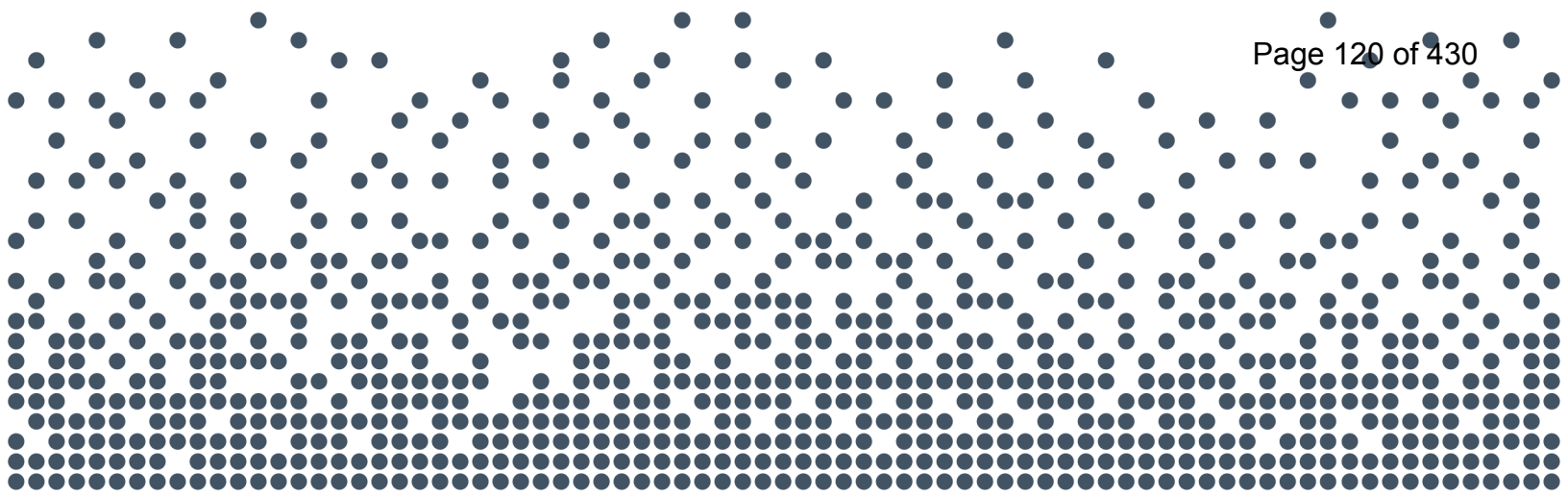


7. Chapter 7 outlines the D.C. by-law policy recommendations and rules as summarized below:

- Timing of Collection:
 - D.C.s to be calculated and payable at the time of building permit issuance
 - D.C.s for developments proceeding through Site Plan or Zoning By-law Amendment applications will be determined based on the charges in effect on the day of the application (charges to be frozen for a maximum period of 18 months after planning application approval)
 - Rental housing and institutional developments would pay D.C.s in six equal annual payments, commencing from the date of occupancy
- Statutory D.C. Exemptions:
 - Upper/Lower Tier Governments and School Boards
 - Development of lands intended for use by a university that received operating funds from the Government
 - Existing industrial building expansions (may expand by 50% with no D.C.)
 - Additional residential units in existing and new residential buildings
 - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
 - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
 - Non-profit housing
 - Inclusionary zoning affordable units
 - Affordable housing
- D.C. Discounts for rental housing development based on dwelling unit type:
 - >2 bedrooms - 25% discount
 - 2 bedrooms - 20% discount
 - <2 bedrooms - 15% discount
- Non-Statutory Deductions:
 - Industrial buildings;



- Non-residential farm buildings;
 - Places of worship;
 - Public hospitals;
 - Temporary buildings and structures;
 - Long-term care homes;
 - Affordable housing; and
 - Temporary dwelling units
- Redevelopment credits provided where building permit issuance occurs within five years for conversion or demolitions of existing structures
 - Charges to be indexed annually on the date the by-law comes in to force, in accordance with the D.C.A.
8. Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix F. These decisions may include:
- adopting the charges and policies recommended herein;
 - considering additional exemptions to the by-law; and
 - considering reductions in the charge by class of development (e.g., obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



Development Charge 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 1997* (s.10), and accordingly, recommends new Development Charges (D.C.s) and policies for the Town of Tillsonburg (Town).

The Town retained Watson & Associates Economists Ltd. (Watson) to undertake the D.C. study process. Watson worked with senior staff of the Town in preparing this D.C. analysis and the policy recommendations. The study process was also undertaken with the County of Oxford and other area-municipalities¹ to allow for consistency in the methodology undertaken and the governing by-law policies, to the extent possible.

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 Town'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 F).

In addition, the report is designed to set out sufficient background on the legislation 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

¹ Coordinated review included the County of Oxford and all area municipalities with the exception of the City of Woodstock.



requirements for the preparation of a background study and calculation of a D.C. is provided herein.

1.2 Summary of the Process

A public meeting required under Section 12 of the D.C.A. has been scheduled for May 27, 2024 at least two weeks after the posting of the D.C. background study and draft D.C. by-law on the Town's website. Its purpose is to present the background study and draft D.C. by-law to the public and to solicit public input on the matter. The public meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed D.C. by-law for the Town.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review at least 60 days prior to by-law passage.

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

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

Table 1-1 outlines the study process to date and the proposed schedule to be followed with respect to the D.C. by-law adoption process.

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

Process Steps	Dates
1. Project initiation meeting with Steering Committee	May 2023
2. Data collection and staff interviews	June 2023 to December 2023
3. Steering Committee discussion on D.C. By-Law implementation policies	August 29, 2023
4. Presentation of draft findings and D.C. policy discussion with municipal Staff	December 2023



Process Steps	Dates
5. Presentation of draft findings and by-law policies to D.C. Steering Committee	February 5, 2024
6. Presentation of draft findings and D.C. policies to Council	March 11, 2024
7. D.C. Background Study and draft D.C. by-law(s) available to public	April 12, 2024
8. Public Meeting of Council	May 27, 2024
9. D.C. By-law(s) passage (anticipated)	June 12, 2024
10. D.C. By-Law(s) effective date	June 13, 2024
11. Newspaper notice given of by-law(s) passage	By 20 days after passage
12. Last day for by-law(s) appeal	40 days after passage
13. Municipality makes available D.C. pamphlet	by 60 days after in force date

1.3 Changes to the Development Charges Act, 1997

Since 2021, when the Town last amended their D.C. by-law(s), a number of changes to the *Development Charges Act, 1997* have been introduced through various legislation including the following:

- *More Homes for Everyone Act, 2022* (Bill 109)
- *More Homes Built Fast Act, 2022* (Bill 23);
- *Helping Homebuyers, Protecting Tenants Act, 2023* (Bill 97)
- *Affordable Homes and Good Jobs Act, 2023* (Bill 134); and
- *Cutting Red Tape to Build More Homes Act, 2024* (Bill 185).



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

1.3.1 More Homes for Everyone Act, 2022 (Bill 109)

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement. The following additional information must be provided for each D.C. service being collected for during the year:

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

The changes to the D.C.A. has also been amended to now require that the annual Treasurer's statement be made available to the public on the website of the municipality or, if there is no such website, in the municipal office.

1.3.2 More Homes Built Fast Act, 2022 (Bill 23)

On November 28, 2022, Bill 23 received Royal Assent. This Act amends a number of pieces of legislation including the *Planning Act* and the D.C.A. Subsequently the proposed exemptions for affordable units was further amended through Bill 134. The following provides a summary of the changes to the D.C.A.:

1.3.2.1 Additional Residential Unit Exemption

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



- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings – The following developments will be exempt from a D.C.:
 - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
 - A third unit in a detached, semi-detached, or rowhouse if no ancillary buildings or structures contain any residential units; and
 - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.
 - Bill 97 (*The Helping Homebuyers, Protecting Tenants Act*), extended the mandatory exemption from payment of D.C.s for addition residential units new residential buildings or in existing houses to all lands versus just urban lands.

1.3.2.2 *Removal of Housing as an Eligible D.C. Service*

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

1.3.2.3 *New Statutory Exemptions for Affordable Units, Attainable Units, and Inclusionary Zoning Units*

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

- Affordable Rental Units:
 - The rent is no greater than the lesser of,
 - the income-based affordable rent for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and
 - the average market rent identified for the residential unit set out in the Affordable Residential Units bulletin.



- Affordable Owned Units:
 - The price of the residential unit is no greater than the lesser of,
 - the income-based affordable purchase price for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and
 - 90 per cent of the average purchase price identified for the residential unit set out in the Affordable Residential Units bulletin.
- Attainable Units: Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years. Also exemptions for affordable and attainable units will come into effect on a day to be named by proclamation of the Lieutenant Governor.
- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.3.2.4 New Statutory Exemption for Non-Profit Housing

Non-profit housing development has been removed from the instalment payment section of the Act (section 26.1), as these units are now exempt from the payment of D.C.s.

1.3.2.5 Rental Housing Discount

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

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

1.3.2.6 Historical Level of Service extended to 15-year period instead of the historical 10-year period

Prior to Royal Assent of Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the



preparation of the D.C. background study. This average historical level of service is now extended to the historical 15-year period.

1.3.2.7 Revised Definition of Capital Costs

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

1.3.2.8 Mandatory Phase-in of a D.C.

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

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

1.3.2.9 D.C. By-law Expiry

A D.C. by-law now expires ten years after the day it comes into force (unless the by-law provides for an earlier expiry date). This extends the by-law's maximum life from what was previously five years.

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

The Act allows interest to be charged on D.C.s calculated at the time of Site Plan or Zoning By-law Amendment applications (S.26.2 of the Act) and for mandatory installment payments (S. 26.1 of the Act). No maximum interest rate was previously prescribed, which allowed municipalities to choose the interest rate to impose. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.



1.3.2.11 Requirement to Allocate Funds Received

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

1.3.3 Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)

On June, 6, 2024, Bill 185 received Royal Assent and includes the following changes to the D.C.A.

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);
- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
- Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
- To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and
- To modernize public notice requirements.



Chapter 2

Current Town D.C. Policy



2. Current Town D.C. Policy

2.1 By-law Enactment

The Town adopted By-law number 4315 on June 13, 2019, which provides for Town-wide a D.C.s to be imposed. By-law 4315 was amended by By-law 2021-036 on March 22, 2021. By-law 4315 will expire on June 13, 2024, and the following sections review the current D.C. policies within the by-law.

2.2 Services Covered

The following Town-wide services are included under By-law 4315:

- Roads and Related;
- Fire Services;
- Police Services;
- Parks & Recreation; and
- Administration Studies.

2.3 Timing of D.C. Calculation and Payment

Calculation and payment of D.C.s are due and payable at the time of building permit issuance for the development. The aCT also allows the Town to enter into alternative payment agreements with owners.

2.4 Indexing

The by-law provides for annual indexing of the charges on April 1st of each year. Table 2-1 provides the charges currently in effect as of April 1, 2024, for residential and non-residential development types, as well as the breakdown of the charges by service.



Table 2-1
Town of Tillsonburg
2024 Development Charges

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per m2 of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services:						
Roads and Related	6,538	3,486	2,358	4,107	29.09	6,538
Fire Services	806	429	290	507	3.76	806
Police Services	68	37	25	42	0.32	68
Parks & Recreation	1,717	916	620	1,078	1.49	-
Growth-Related Studies	435	232	157	274	1.98	435
Total Municipal Wide Services	9,565	5,099	3,449	6,009	36.65	7,848

2.5 Redevelopment Credits

D.C. credits for residential and non-residential redevelopments, are provided for demolitions/conversions of development that pre-exists five years prior to the date of payment of the D.C.

2.6 Area to Which the By-law Applies and Exemptions

- Upper/Lower Tier Governments and School Boards
- Development of lands intended for use by a university that received operating funds from the Government
- Existing industrial building expansions (may expand by 50% with no D.C.)
- Additional residential units in existing and new residential buildings
 - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
 - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
- Non-profit housing
- Inclusionary zoning affordable units
- D.C. Discounts for rental housing development based on dwelling unit type:
 - >2 bedrooms - 25% discount
 - 2 bedrooms - 20% discount
 - <2 bedrooms - 15% discount



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

- Non-residential uses;
- Non-residential farm buildings;
- Places of worship;
- Public hospitals;
- Temporary buildings and structures;
- Long-term care homes;
- Affordable housing; and
- Temporary dwelling units.



Chapter 3

Anticipated Development in the Town



3. Anticipated Development in the Town

3.1 Requirement of the Act

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

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

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

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

- Town of Tillsonburg 2019 Development Charges Background Study, April 12, 2019, Watson & Associates Economists Ltd.
- Town of Tillsonburg 2021 Development Charges Update Study, January 21, 2021, Watson & Associates Economists Ltd.
- Oxford County Phase One Comprehensive Review; March 2020, Hemson Consulting Ltd.
- 2011, 2016 and 2021 population, household and employment Census data;
- Historical residential building permit data over the 2013 to June 2023 year-to-date period;
- Residential and non-residential supply opportunities as identified by Town of Tillsonburg staff; and
- Discussions from Town staff regarding anticipated residential and non-residential development in the Town of Tillsonburg.

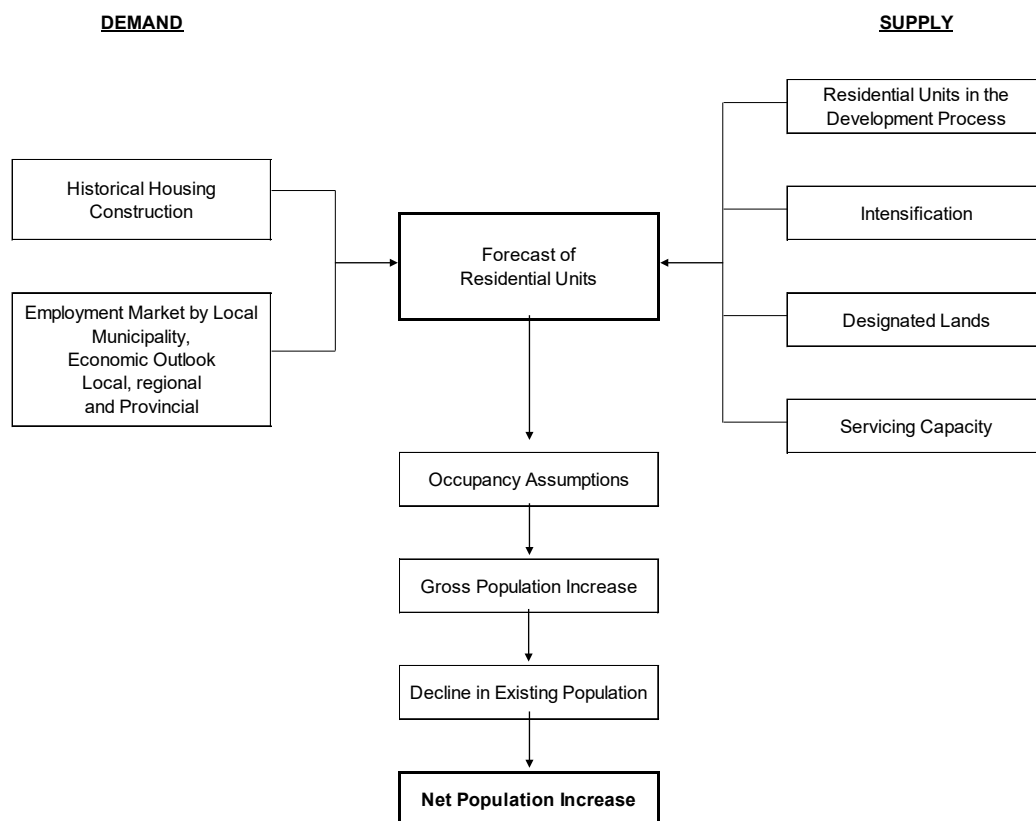


3.3 Summary of Growth Forecast

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 Town and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and Schedule 1 in Appendix A.

As identified in Table 3-1 and Appendix A – Schedule 1, population in the Town of Tillsonburg (excluding census undercount) is anticipated to reach approximately 25,180 by 2034, resulting in an increase of approximately 5,660 persons, respectively. ^[1]

Figure 3-1
Population and Household Forecast Model



^[1] The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 2.9%. Population figures presented herein have been rounded.



**Table 3-1
Town of Tillsonburg
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	15,740	15,301	246	15,055	4,870	505	1,322	117	6,814	224	2.246
	Mid 2016	16,330	15,872	282	15,590	5,125	540	1,440	25	7,130	256	2.226
	Mid 2021	18,570	18,047	320	17,727	5,721	674	1,602	33	8,030	291	2.247
Forecast	Mid 2024	20,080	19,521	339	19,182	5,988	1,024	1,731	33	8,776	308	2.224
	Mid 2034	25,900	25,178	430	24,748	7,643	1,545	2,226	33	11,447	391	2.200
Incremental	Mid 2011 - Mid 2016	590	571	36	535	255	35	118	-92	316	32	
	Mid 2016 - Mid 2021	2,240	2,175	38	2,137	596	134	162	8	900	35	
	Mid 2021 - Mid 2024	1,510	1,474	19	1,455	267	350	129	0	746	17	
	Mid 2024 - Mid 2034	5,820	5,657	91	5,566	1,655	521	495	0	2,671	83	

[1] Population includes the Census undercount estimated at approximately 2.9% and has been rounded.

[2] Includes townhouses and apartments in duplexes.

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

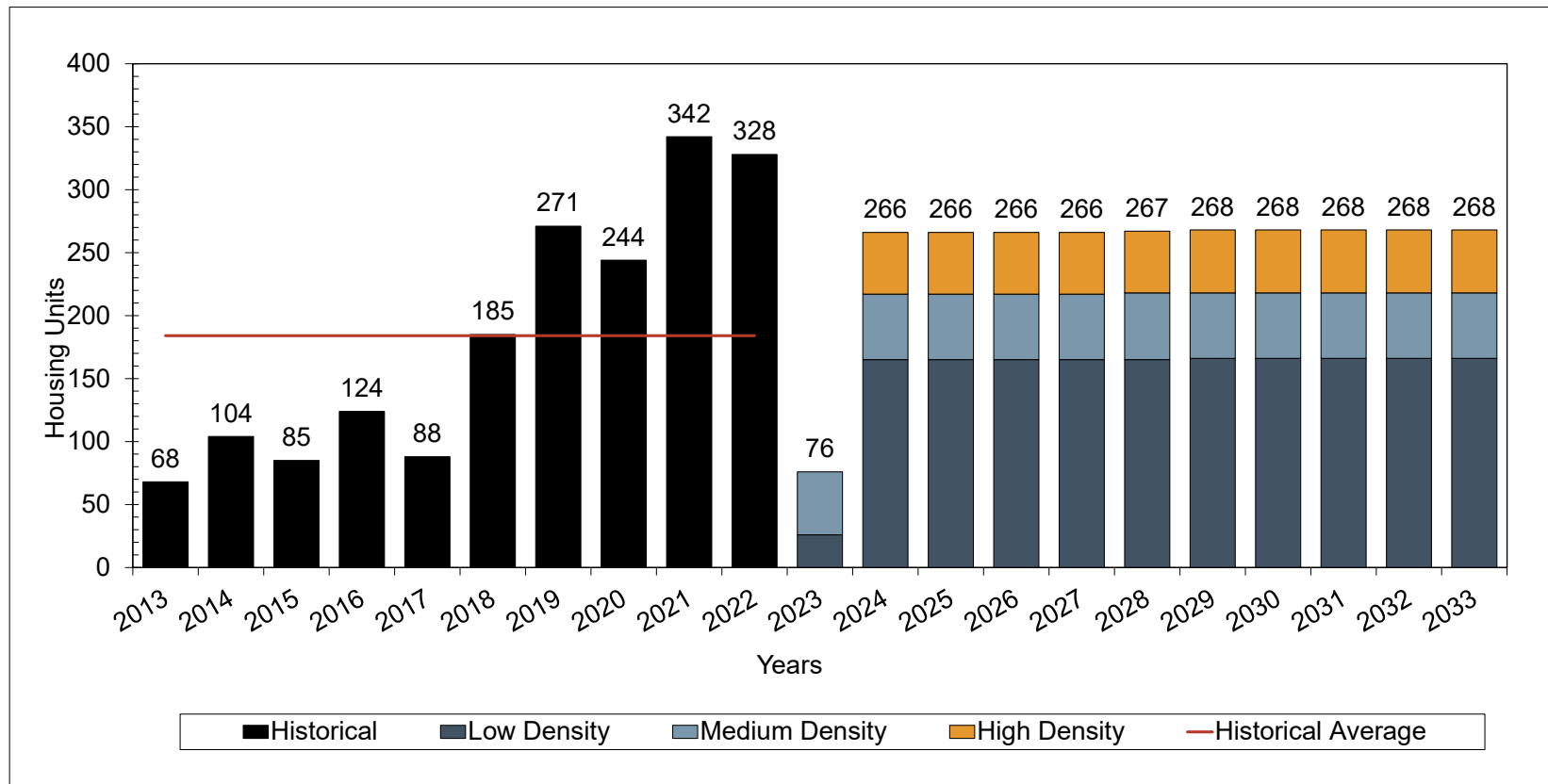
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure 3-2
Town of Tillsonburg
Annual Housing Forecast ^[1]



^[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Town of Tillsonburg building permit data, 2013 to 2022, and 2023 estimated based on June-2023 year-to-date building permit data by Watson & Associates Economists Ltd.



Provided below is a summary of the key assumptions and findings regarding the Town of Tillsonburg D.C. growth forecast:

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

- The housing unit mix for the Town was derived from a detailed review of historical development activity (as per Schedule 5), as well as active residential development applications and discussions with Town staff regarding anticipated development trends for the Town of Tillsonburg.
- Based on the above indicators, the 2024 to 2034 household growth forecast for the Town is comprised of a unit mix of 62% low density units (single detached and semi-detached), 19% medium density (multiples except apartments) and 19% high density (bachelor, 1-bedroom and 2-bedroom apartments).

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

- Schedule 2 summarizes the anticipated amount, type, and location of development by area for the Town of Tillsonburg
- In accordance with forecast demand and available land supply, the amount and percentage of forecast housing growth between 2024 and 2034 by development location is summarized below.

Table 3-2
Town of Tillsonburg
Geographic Location of Residential Development

Development Location	Amount of Housing Growth, 2024 to 2034	Percentage of Housing Growth, 2024 to 2034
Urban Serviced Area	2,670	100%
Unserviced Urban Settlement Area and Remaining Rural Area	0	0%
Town of Tillsonburg	2,670	100%

Note: Figures may not sum precisely due to rounding.



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 transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

4. Population in New Units (Appendix A – Schedules 3 and 4)

- The number of housing units to be constructed by 2034 in the Town of Tillsonburg over the forecast period is presented in Table 3-1. Over the 2024 to 2034 forecast period, the Town is anticipated to average approximately 267 new housing units per year.
- Institutional population ^[1] is anticipated to increase by approximately 91 people between 2024 to 2034.
- Population in new units is derived from Schedules 3 and 4, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit (P.P.U.) by dwelling type for new units.
- Schedule 6a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Town of Tillsonburg. Due to data limitations medium and high density P.P.U. data was derived from the County of Oxford which includes the Town of Tillsonburg, and is outlined in Schedule 6b. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends 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: 2.734
 - Medium density: 2.179
 - High density: 1.439

^[1] Institutional population largely 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 collective households.



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

- Existing households for mid-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 3).
- The change in average occupancy levels for existing housing units is calculated in Schedules 3 through 4.^[1] The forecast population change in existing households over the 2024 to 2034 forecast period is forecast to decline by approximately 810.

6. Employment (Appendix A – Schedules 8a, 8b and 8c)

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Town 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 data ^{[2],[3]} (place of work) for the Town of Tillsonburg is outlined in Schedule 8a. The 2016 employment base is comprised of the following sectors:
 - 40 primary (1%);
 - 325 work at home employment (4%);
 - 3,378 industrial (43%);
 - 2,653 commercial/population-related (34%); and
 - 1,405 institutional (18%).

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

^[2] 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

^[3] Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.



- The 2016 employment by usual place of work, including work at home, is 7,800. An additional 780 employees have been identified for the Town of Tillsonburg in 2016 that have no fixed place of work (N.F.P.O.W.).^[1]
- Total employment, including work at home and N.F.P.O.W. for the Town of Tillsonburg is anticipated to reach approximately 12,690 by mid-2034. This represents an employment increase of approximately 2,390 for the 10-year forecast period.
- Schedule 8b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.
- Total employment for the Town of Tillsonburg (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 10,690 by mid-2034. This represents an employment increase of approximately 1,880 for the 10-year forecast period.^[2]

7. Non-Residential Sq.ft. Estimates (G.F.A.), Appendix A – Schedule 8b)

^[2] No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

^[2] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 8a and 8b. Total employment growth in Schedule 8b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 8b is anticipated to reach approximately 10,650 by mid-2034.



- Square footage estimates were calculated in Schedule 8b based on the following employee density assumptions:
 - 1,500 sq.ft. per employee for industrial;
 - 500 sq.ft. per employee for commercial/population-related; and
 - 680 sq.ft. per employee for institutional employment.
- The Town-wide incremental G.F.A. is anticipated to increase by 1,597,000 sq.ft. over the 10-year forecast period.
- In terms of percentage growth, the 2024 to 2034 incremental G.F.A. forecast by sector is broken down as follows:
 - Industrial – 57%;
 - commercial/population-related – 27%; and
 - institutional – 16%.

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

- Schedule 8c summarizes the anticipated amount, type and location of non-residential development by servicing area for the Town of Tillsonburg by area.
- The amount and percentage of forecast total non-residential growth between 2024 and 2034 by development location is summarized below.

Table 3-3
Town of Tillsonburg
Geographic Location of Non-Residential Development

Development Location	Amount of Non-Residential G.F.A. (sq.ft.), 2024 to 2034	Percentage of Non-Residential G.F.A., 2024 to 2034
Urban Serviced Area	1,597,000	100%
Unserviced Urban Settlement Area and Remaining Rural Area	0	0%
Town of Tillsonburg	1,597,000	100%

Note: Figures may not sum precisely due to rounding.



Chapter 4

The Approach to the Calculation of the Charge



4. The Approach to the Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

Table 4-2 lists the full range of municipal services that are provided by the Town.

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

4.3 Increase in the Need for Service

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



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

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.

Table 4-2
Categories of Municipal Services to be Addressed as Part of the Calculation

Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
1. Water supply services, including distribution and treatment services	No No n/a No	1.1 Treatment plants 1.2 Distribution systems 1.3 Local systems 1.4 Vehicles and equipment ¹
2. Wastewater services, including sewers and treatment services	No No n/a No	2.1 Treatment plants 2.2 Sewage trunks 2.3 Local systems 2.4 Vehicles and equipment ¹
3. Stormwater Drainage and Control Services	No No No	3.1 Main channels and drainage trunks 3.2 Channel connections 3.3 Retention/detention ponds

¹ with a 7+ year useful life



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
4. Services Related to a Highway	Yes	4.1 Arterial roads
	Yes	4.2 Collector roads
	Yes	4.3 Bridges, Culverts and Roundabouts
	No	4.4 Local municipal roads
	Yes	4.5 Traffic signals
	Yes	4.6 Sidewalks and streetlights
	Yes	4.7 Active Transportation
	Yes	4.8 Works Yard
	Yes	4.9 Rolling stock ¹
5. Electrical Power Services	n/a	5.1 Electrical substations
	n/a	5.2 Electrical distribution system
	n/a	5.3 Electrical system rolling stock ¹
6. Transit Services	No	6.1 Transit vehicles ¹ & facilities
	No	6.2 Other transit infrastructure
7. Waste Diversion Services	n/a	7.1 Waste diversion facilities
	n/a	7.2 Waste diversion vehicles and equipment ¹
8. Policing Services	Yes	8.1 Police detachments
	No	8.2 Police rolling stock ¹
	No	8.3 Small equipment and gear
9. Fire Protection Services	Yes	9.1 Fire stations
	Yes	9.2 Fire Vehicles ¹
	Yes	9.3 Fire Equipment and gear
10. Ambulance Services	n/a	10.1 Ambulance station space
	n/a	10.2 Vehicles ¹
11. Services provided by a board within the meaning of the <i>Public Libraries Act</i>	No	11.1 Public library space (incl. furniture and equipment)
	n/a	11.2 Library vehicles ¹
	No	11.3 Library materials
12. Services Related to Long-Term Care	n/a	12.1 Long-Term Care space
	n/a	12.2 Vehicles ¹

¹ with a 7+ year useful life



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
13. Parks and Recreation Services	Ineligible Yes Yes Yes Yes	13.1 Acquisition of land for parks, woodlots and E.S.A.s 13.2 Development of municipal parks 13.3 Parks rolling stock ¹ and yards 13.4 Facilities, such as arenas, indoor pools, fitness facilities, community centres, etc. 13.5 Recreation vehicles and equipment ¹
14. Services Related to Public Health	n/a n/a	14.1 Public Health department space 14.2 Public Health department vehicles ¹
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the <i>Child Care and Early Years Act, 2014</i> and any related services.	n/a n/a	15.1 Childcare space 15.2 Vehicles ¹
16. Services related to proceedings under the <i>Provincial Offences Act, including by-law enforcement services and municipally administered court services</i>	n/a n/a	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles ¹
17. Services Related to Emergency Preparedness	No No	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	n/a Ineligible	18.1 Airports (in the Regional Municipality of Waterloo) 18.2 Other Airports

¹ with a 7+ year useful life



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
19. Other	Yes	19.1 Interest on money borrowed to pay for growth-related capital 19.2 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land [2] and facilities, including the D.C. background study cost

[2] same percentage as service component to which it pertains

4.4 Local Service Policy

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

4.5 Capital Forecast

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

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

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;



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

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

4.6 Treatment of Credits

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

The Town has no outstanding D.C. credit obligations.

4.7 Eligible Debt and Committed Excess Capacity

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



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

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 Town’s D.C. Reserve Funds balances, by service, are presented in Table 4-3 below. 2022 year-end reserve fund balances have been adjusted to account for eligible and actual reserve fund draws and commitments occurring over the 2019 to 2023 period. Furthermore, the reserve funds have also been adjusted to account for actual 2023 D.C. revenues. These balances have been applied against future spending requirements for all services.

Table 4-3
Town of Tillsonburg
Estimated D.C. Reserve Funds Balances

	2022 Year-End Reserve Fund Balance	2019-2023 Adjustment	2023 Revenues	Adjusted Balance
Fire Services	709,701	(24,897)	51,066	735,870
Roads and Related Services	2,865,906	(965,477)	358,042	2,258,471
Police Services	36,473	-	4,839	41,312
Parks and Recreation	1,365,654	(527,197)	198,681	1,037,139
Administration Studies	306,280	(41,075)	46,688	311,893
Total	5,284,015	(1,558,646)	659,316	4,384,685



4.9 Deductions

The D.C.A. potentially requires that four 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; and
- anticipated grants, subsidies, and other contributions.

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

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.3 does “...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Municipality over the 15-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 factors are multiplied together, they produce a measure of the level of service which meets the requirements of the Act, i.e., cost per unit.

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

4.9.2 Reduction for Uncommitted Excess Capacity

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



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

4.9.3 Reduction for Benefit to Existing Development

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

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

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

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive 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 Town-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

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

4.10 Town-Wide vs. Area Rating

This step involves determining whether all the subject costs are to be recovered on a uniform Town-wide basis or whether some or all are to be recovered on an area-specific basis. Under the D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area-rating. Further discussion is provided in section 7.3.8.

4.11 Allocation of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential



development and between one type of development and another, to arrive at a schedule of charges.



Chapter 5

D.C.-Eligible Cost Analysis by Service



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

5.1 Introduction

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

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

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

This section evaluates the development-related capital requirements for select services over the 10-year planning period (2024-2034). Each service is evaluated on two format sheets: the average historical 15-year level of service calculation (see Appendix B), which "caps" the D.C. amounts; and the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

5.2.1 Services Related to a Highway

The Town currently provides services related to a highway utilizing an inventory of 34 km of arterial and collector roads, 23 bridges, culverts and retaining walls, 97 km of sidewalks, and 2,794 streetlights and signalized intersections. The services are also managed through the use of 15,351 sq.ft. of public works facility space, one brine facility, and 142 items of vehicles and equipment. This total historical level of investment results in an average level of service of \$7,592 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$43 million that could be included in the calculation of the charge.



The capital needs, which have been factored into the calculation of the charge over the 10-year forecast period, were determined through discussions with staff. In total, \$28.0 million in gross capital costs of growth-related projects have been identified. \$6.6 million has been deducted as a benefit to existing development and \$5.7 million has been deducted as a benefit to growth beyond the 10-year forecast period. After deducting \$2.3 million for an existing reserve fund surplus and \$547,500 for other contributions towards the needs, \$12.9 million of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-1.

5.2.2 Fire Protection Services

Fire protection services in the Town is provided through one fire station totalling 9,472 sq.ft. of G.F.A. Included within the fire station are 7 vehicles and 60 items of equipment. This total historical level of investment results in an average level of service of \$739 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$4.2 million that could be included in the calculation of the charge.

To provide service to new development over the 10-year forecast period, \$7.3 million in gross capital costs of growth-related projects have been identified which primarily include renovating and expanding the current fire station. \$551,000 has been deducted as a benefit to existing development. After deducting \$1.7 million for costs that are of a benefit to growth beyond the 10-year forecast period, and \$736,000 for an existing reserve fund surplus, \$4.3 million of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-2.



5.2.3 Policing Services

Policing services in the Town is provided through one OPP facility totalling 12,686 sq.ft. of G.F.A. This total historical level of investment results in an average level of service of \$347 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$1.9 million that could be included in the calculation of the charge.

To provide service to new development over the 10-year forecast period, \$390,000 in gross capital costs of growth-related projects have been identified. After deducting \$41,300 for an existing current D.C. reserve fund surplus and \$333,000 for the post period benefit, \$15,300 of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-3.

5.2.4 Parks and Recreation Services

The Town currently provides parks and recreation services through 53 park amenities, 555 paved and unpaved parking lots, 45 items of vehicles and equipment, 16.5 km of paths and trails (which includes 7 pedestrian bridges) and 136,000 sq.ft of facility space. This total historical level of investment results in an average level of service of \$6,676 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$37.8 million that could be included in the calculation of the charge

To provide service to new development over the 10-year forecast period, \$42.2 million in gross capital costs of growth-related projects have been identified including the construction of a third ice pad and additional facility space. \$4.8 million has been deducted as a benefit to existing development and \$11.5 million removed for growth-related costs that are of a benefit to growth beyond the 10-year forecast period. After deducting \$1.0 million to account for the current D.C. reserve fund surplus, and deducting \$3.0 million in grants and subsidies, \$22.0 million of costs are included in the calculation of the charge.



These D.C.-eligible costs are then attributed 95% to residential development as they are the primary uses of parks and recreation services. These growth-related projects and costs are detailed in Table 5-4.

5.2.5 Growth-Related Studies

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

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

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

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Police Services;
- Stormwater Management Services; and
- Waste Diversion Services.

The following provides a list of the studies that have been identified for the 2024 to 2034 forecast period:

- D.C. Background Studies (2028 & 2033);
- Asset Management Plans (2024, 2025 & 2029);
- Community Strategic Plan (2030);
- Solid Waste Management Plan (2031); and
- Stormwater Master Plan (2026).



Future D.C. background studies, secondary plans, and asset management plans have been allocated to the services in the following manner:

- Services Related to a Highway – 32.9%
- Fire Protection Services – 11.0%
- Parks and Recreation Services – 56.1%
- Policing Services – 0.04%

The total cost of these studies is \$859,800 of which \$302,600 is a benefit to existing development. A deduction of \$10,500 has been made to recognize the portion of planning studies related to D.C.-ineligible services, as mentioned above. After deducting \$311,900 to account for the current D.C. reserve fund surplus, \$234,800 of D.C.-eligible costs are included in the calculation of the charge as presented in Table 5-5.

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



**Table 5-1
Infrastructure Costs Covered in the D.C. Calculation – Services Related to a Highway**

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Length (km)	Existing Road Surface	Surface Work	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Less:	Potential D.C. Recoverable Cost		
										Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
	Project Name					-	-	-	-		-	-	-
	Public Works Buildings					-	-	-	-		-	-	-
1	New Public Works Facility				2026-2027	14,000,000	5,680,800	8,319,200	5,004,100		3,315,100	2,519,476	795,624
	Public Works Fleet					-	-	-	-		-	-	-
2	Heavy Duty Fleet				2025	463,500	-	463,500	-		463,500	352,260	111,240
3	Sidewalk Plow				2024	226,600	-	226,600	-		226,600	172,216	54,384
4	Sidewalk Plow				2027	226,600	-	226,600	-		226,600	172,216	54,384
5	Backhoe				2024-2033	231,800	-	231,800	-		231,800	176,168	55,632
6	Loader				2024-2033	363,100	-	363,100	-		363,100	275,956	87,144
7	Provision for Additional Fleet				2024-2033	1,150,641	-	1,150,641	-		1,150,641	874,487	276,154
	Road Reconstructions					-	-	-	-		-	-	-
8	Concession Street - Tillson Ave to Maple Lane	0.32	Asphalt	Asphalt	2024-2033	1,046,800	-	1,046,800	159,360		887,440	674,454	212,986
9	West Town Line - boundary road with Norwich (Simcoe to Potters)	1	Asphalt	Asphalt	2024-2033	2,057,800	-	2,057,800	498,000	547,500	1,012,300	769,348	242,952
10	Cranberry Rd. - North St. to North Town Limit	0.8	Rural	Asphalt	2024-2033	1,344,200	-	1,344,200	140,800		1,203,400	914,584	288,816
11	Concession St. East - Broadway to Tillson Ave.	0.8	Asphalt	Asphalt	2024-2033	3,405,700	-	3,405,700	398,400		3,007,300	2,285,548	721,752
12	Townline Rd and Goshen St Reconstruction	0.26	Asphalt	Asphalt	2024-2033	1,058,000	-	1,058,000	129,480		928,520	705,675	222,845
	Signalization					-	-	-	-		-	-	-
13	Town-wide Signalization				2024-2033	386,900	-	386,900	-		386,900	294,044	92,856
14	Signal Priority Control System Expansion - Phase 2				2024	54,100	-	54,100	-		54,100	41,116	12,984
15	Signal Priority Control System Expansion Phase 3				2025	24,200	-	24,200	-		24,200	18,392	5,808
16	Signal Priority Control System Expansion Phase 4				2026	24,200	-	24,200	-		24,200	18,392	5,808
17	Sidewalk Connectivity Plan				2024-2033	1,529,400	-	1,529,400	152,900		1,376,500	1,046,140	330,360
	Studies					-	-	-	-		-	-	-
18	Transportation Master Plan				2024	186,221	-	186,221	46,600		139,621	106,112	33,509
19	Transportation Master Plan				2033	186,221	-	186,221	46,600		139,621	106,112	33,509
	Reserve Fund Adjustment					-	-	-	-		(2,258,471)	(1,716,438)	(542,033)
	Total					27,965,982	5,680,800	22,285,182	6,576,240	547,500	12,902,971	9,806,258	3,096,713

Note:

1. For newly constructed projects benefit to existing or non-growth share is considered to be nil. For road widenings or upgrades, benefit to existing or non-growth share is based on the cost to the Town of repaving the existing sections of road twice to build-out of the Town. In short the non-growth share is the capital cost the Town would incur if there was no growth over the forecast period. The calculation of the non-growth share assumes the following resurfacing costs per km:

- 2-Lane Asphalt - \$249,000
- Road Surface Treatment - \$88,000



Table 5-2
Infrastructure Costs Covered in the D.C. Calculation – Fire Protection Services

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
	Facilities		-	-	-	-		-	-	-
1	Current Station Renovation and Expansion	2025-2026	5,300,000	1,653,378	3,646,622	-		3,646,622	2,771,433	875,189
	Equipment		-	-	-	-		-	-	-
2	Additional Firefighter Equipment (10)	2024-2033	82,000	-	82,000	-		82,000	62,320	19,680
3	New SCBA Units and Personal Face Masks (8)	2024-2033	122,400	-	122,400	110,000		12,400	9,424	2,976
	Vehicles		-	-	-	-		-	-	-
4	Single Axle Enclosed Trailer	2024-2033	15,000	-	15,000	-		15,000	11,400	3,600
5	ATV	2025	40,000	-	40,000	-		40,000	30,400	9,600
6	Full Size Rescue Unit	2024-2033	1,500,000	-	1,500,000	381,100		1,118,900	850,364	268,536
	Studies									
7	Fire Services Master Plan	2028	80,000	-	80,000	20,000		60,000	45,600	14,400
8	Fire Services Master Plan	2033	80,000	-	80,000	20,000		60,000	45,600	14,400
9	Community Risk Assessment	2025	20,000	-	20,000	10,000		10,000	7,600	2,400
10	Community Risk Assessment	2030	20,000	-	20,000	10,000		10,000	7,600	2,400
	Reserve Fund Adjustment		-	-	-	-		(735,870)	(559,261)	(176,609)
			-	-	-	-		-	-	-
	Total		7,259,400	1,653,378	5,606,022	551,100	-	4,319,052	3,282,480	1,036,573



Table 5-3
Infrastructure Costs Covered in the D.C. Calculation – Police Services

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
1	Police Parking Improvements (Phase 1)	2024-2033	42,000	35,900	6,100	-		6,100	4,636	1,464
2	Police Parking Improvements (Phase 2)	2024-2033	348,000	297,500	50,500	-		50,500	38,380	12,120
	Reserve Fund Adjustment		-	-	-	-		(41,312)	(31,397)	(9,915)
	Total		390,000	333,400	56,600	-	-	15,288	11,619	3,669



Table 5-4
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 (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
	2024-2033									
	Facilities									
1	Community Complex Renovation and Expansion	2024	5,282,750	-	5,282,750	1,022,800	2,956,280	1,303,670	1,238,486	65,183
2	Provision for additional Gymnasium and Multi-Use Space	2024-2033	6,180,000	1,816,000	4,364,000	-		4,364,000	4,145,800	218,200
3	Third Ice Pad	2030-2033	22,607,200	9,662,000	12,945,200	-		12,945,200	12,297,940	647,260
	Parkland and Park Facilities		-	-	-	-		-	-	-
4	New Picnic Pavilion	2024-2033	46,900	-	46,900	36,300		10,600	10,070	530
5	Rolling Meadows Park	2024-2033	167,100	-	167,100	-		167,100	158,745	8,355
6	Kinsmen Bridge Upgrades	2024-2033	4,200,000	-	4,200,000	3,252,800		947,200	899,840	47,360
7	Pickleball Courts	2024	204,000	-	204,000	-		204,000	193,800	10,200
8	Victoria Woods Park	2024-2033	167,100	-	167,100	-		167,100	158,745	8,355
9	Parking Lot Expansion	2024-2025	206,000	-	206,000	159,500		46,500	44,175	2,325
10	Provision for Additional Parkland	2024-2033	1,698,162	-	1,698,162	-		1,698,162	1,613,254	84,908
11	Baseball Diamond	2024-2033	48,300	-	48,300	-		48,300	45,885	2,415
12	Softball Diamonds (4)	2024-2033	193,200	-	193,200	-		193,200	183,540	9,660
13	Tennis Courts	2024-2033	100,000	-	100,000	-		100,000	95,000	5,000
14	Pickleball Courts (3)	2027	300,000	-	300,000	-		300,000	285,000	15,000
	Trail Development		-	-	-	-		-	-	-
15	New Trail Development	2024-2033	137,400	-	137,400	106,400		31,000	29,450	1,550
16	Upgrade Participark Trail	2024-2033	120,700	-	120,700	93,500		27,200	25,840	1,360
17	Trail Head Improvements	2024-2033	51,500	-	51,500	39,900		11,600	11,020	580



Table 5-4 (cont'd)
Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
	Vehicles		-	-	-	-		-	-	-
18	Pick-Up Truck	2024-2033	59,200	-	59,200	-		59,200	56,240	2,960
19	Ice Resurfacer	2030-2033	103,000	-	103,000	-		103,000	97,850	5,150
20	Tractor	2024	25,800	-	25,800	-		25,800	24,510	1,290
21	Mini Excavator	2024	133,900	-	133,900	-		133,900	127,205	6,695
22	Scissor Lift	2024	36,100	-	36,100	-		36,100	34,295	1,805
	Studies		-	-	-	-		-	-	-
23	Recreation Master Plan	2024	84,766	-	84,766	21,200		63,566	60,388	3,178
24	Recreation Master Plan	2033	84,766	-	84,766	21,200		63,566	60,388	3,178
			-	-	-	-		-	-	-
	Reserve Fund Adjustment		-	-	-	-		(1,037,139)	(985,282)	(51,857)
			-	-	-	-		-	-	-
	Total		42,237,844	11,478,000	30,759,844	4,753,600		2,956,280	22,012,826	20,912,184
										1,100,641



Table 5-5
Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	
	2024-2033							
1	D.C. Background Study	2028	40,000		40,000	-		40,000
2	D.C. Background Study	2033	40,000		40,000	-		40,000
3	Asset Management Plan	2024	43,500	980	42,520	33,700		8,820
4	Asset Management Plan	2025	45,000	1,010	43,990	34,900		9,090
5	Asset Management Plan	2029	45,000	1,010	43,990	34,900		9,090
6	Community Strategic Plan	2030	150,000	7,500	142,500	75,000		67,500
7	Solid Waste Mgmt Study	2031	46,301		46,301	11,600		34,701
8	Stormwater Master Plan	2026	450,000		450,000	112,500		337,500
			-		-	-		-
	Reserve Fund Adjustment				-	-		(311,893)
	Total		859,801	10,500	849,301	302,600	-	234,808



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

Class/ Service	Total	Residential Share	Non-Residential Share
Fire Protection Services	8,247	6,268	1,979
Services Related to a Highway	24,638	18,725	5,913
Parks and Recreation Services	42,033	39,932	2,102
Police Services	29	22	7
Stormwater Management Services	144,956	110,167	34,790
Waste Diversion Services	14,904	14,159	745
Total	234,808	189,272	45,536
Residential/Non-Residential %		81%	19%



Chapter 6

D.C. Calculation



6. D.C. Calculation

The calculation of the maximum D.C.s that could be imposed by Council has been undertaken using a cash-flow approach for the growth-related capital costs identified in Chapter 5. Table 6-1 presents the Town-wide D.C. calculation for all Town-wide services over the 10-year planning horizon (i.e., 2024-2034).

The calculation for residential development is generated on a per capita basis and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartment's bachelor and 1 bedroom, and all other multiples). Special care/special needs facilities would be considered residential dwelling units and charged the small apartment D.C. The non-residential D.C. has been calculated uniformly on a per sq.m. of G.F.A. basis.

Wind Turbine developments would be defined as industrial development within the growth forecast. As these developments do not produce G.F.A. similar to other industrial developments, a charging mechanism is deemed. For each Wind Turbine, a charge is deemed equivalent to a residential single detached unit, as it relates to Services Related to a Highway, Police Services, Fire Protection Services, and Growth-Related Studies.

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 summarizes the recommended schedule of charges, reflecting the maximum D.C.s by residential dwelling type, per sq.m. of G.F.A. for non-residential development, and per wind turbine.

Table 6-3 compares the Town's existing charges to the charges proposed herein in Table 6-2, for a single detached residential dwelling unit and per sq.m. of G.F.A. for non-residential development. The proposed charges are \$14,782 for a single detached residential dwelling unit, and \$36.00 per sq.m. of non-residential G.F.A. The proposed



residential charges for a single detached dwelling unit represent a 54% increase (+\$5,198) over the current charges of \$9,584. The non-residential charges per sq.m. represent a 2% decrease (-\$0.75) over the current charges of \$36.75. The Town does not currently impose D.C.s on non-residential development.

Table 6-1
Town-Wide Services D.C. Calculation
2024-2034

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.m.
	\$	\$	\$	\$
1. Services Related to a Highway	9,806,258	3,096,713	4,170	20.98
2. Fire Protection Services	3,282,480	1,036,573	1,392	7.01
3. Parks and Recreation Services	20,912,184	1,100,641	9,129	7.66
4. Policing Services	11,619	3,669	6	0.03
5. Growth-Related Studies	189,272	45,536	85	0.33
TOTAL	\$34,201,813	\$5,283,132	\$14,782	36.00
Financing Costs/(Earnings)	\$741,591	\$57,700		
D.C.-Eligible Capital Cost	\$34,943,404	\$5,340,831		
10-Year Gross Population/GFA Growth (sq.m.)	6,463	148,366		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$5,406.68	\$36.00		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.734	\$14,782		
Other Multiples	2.179	\$11,781		
Apartments - 2 Bedrooms +	1.745	\$9,437		
Apartments - Bachelor and 1 Bedroom	1.108	\$5,991		

Table 6-2
Schedule of Calculated D.C.s

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170
Fire Protection Services	1,392	1,110	889	564	7.01	1,392
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	
Policing Services	6	5	4	2	0.03	6
Growth-Related Studies	85	68	54	34	0.33	85
Total Municipal Wide Services/Class of Services	14,782	11,783	9,437	5,989	36.00	5,653



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

Residential (Single Detached) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	6,552	4,170	(2,382)	-36%
Fire Protection Services	808	1,392	584	72%
Parks and Recreation Services	1,720	9,129	7,409	431%
Policing Services	68	6	(62)	-91%
Growth-Related Studies	436	85	(351)	-81%
Total Municipal Wide Services/Classes	9,584	14,782	5,198	54%

Non-Residential (per sq.m.) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	29.15	20.98	(8.17)	-28%
Fire Protection Services	3.78	7.01	3.23	85%
Parks and Recreation Services	1.51	7.66	6.15	407%
Policing Services	0.32	0.03	(0.29)	-91%
Growth-Related Studies	1.99	0.33	(1.66)	-84%
Total Municipal Wide Services/Classes	36.75	36.00	(0.75)	-2%



Chapter 7

D.C. Policy Recommendations and D.C. Policy 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.

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

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

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

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

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

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

The rules provided give consideration for the recent changes to the D.C.A. resulting from Bills 109, 23, 97, 134 and 185. However, these policies are provided for Council’s consideration and may be refined prior to adoption of the by-law.



7.2 D.C. By-law Structure

It is recommended that:

- The Town uses a uniform Town-wide D.C. calculation for all services considered herein;
- The Town uses one Town-wide D.C. by-law for all services to be recovered through D.C.s.

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.

7.3.1 *Payment in any Particular Case*

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

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

7.3.2 *Determination of the Amount of the Charge*

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous 15-year period. Costs allocated to non-residential uses will be assigned



based on the amount of square feet of G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).

2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:

- For Parks and Recreation Services, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and
- For Fire Protection Services, Police Services, and Services Related to a Highway and 76% residential and 24% non-residential attribution has been made based on a population vs. employment growth ratio over the Town-wide forecast period.
- For Growth-Related Studies, an 81% residential and 19% non-residential attribution has been made based on the allocations summarized in Table 5-6.

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 60 months (5 years) prior to the issuance of a building permit.

The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable. In cases where the existing residential dwelling cannot be removed until the new dwelling is constructed, the applicant can apply for a refund, provided the existing residential dwelling unit is removed within an agreed upon time period.



7.3.4 Exemptions (full or partial)

Statutory

- The municipality or local board thereof;
- A board of education; and
- Industrial additions of up to and including 50% of the existing 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. Exemptions will only apply to 50% of the G.F.A. prior to the first expansion for which there was an exemption to the payment of D.C.s.
- An enlargement to an existing dwelling unit;
- Additional units in existing and new residential buildings:
 - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
 - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
- Affordable Units, Attainable Units, and Inclusionary Zoning Units;
- Non-Profit Housing; and
- Universities.

Non-Statutory

- Industrial buildings;
- Non-residential farm buildings;
- Places of worship;
- Public hospitals;
- Temporary buildings and structures;
- Long-term care homes;
- Affordable housing; and
- Temporary dwelling units.

For the purposes of funding non-statutory exemptions, the charge for Farm Buildings as defined in the by-law, has been determined to be \$0.83 per sq.m. of G.F.A. reflective of the lower demand for service and density of development.



7.3.5 Transition

The by-law will come into effect on June 13, 2024.

7.3.6 Timing of Collection

The D.C.s for all services and classes 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 Town and an owner under s. 27 of the D.C.A.

Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Moreover, the D.C. amount for all developments occurring within 18 months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

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

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually on June 13th (i.e., the anniversary date of the by-law coming into effect) each year in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)¹ for the most recent year-over-year period.

7.3.8 D.C Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose Town-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

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



one D.C. by-law may apply to the same area. The D.C.A. now requires municipalities to consider the application of Town-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, Town-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

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

- The 15-year service level from all applicable services across the Town 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 Town, 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.
- Town-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 Town.
- Attempting to impose an area-specific D.C. potentially causes equity issues in transitioning from a Town-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 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 Town-wide D.C.s. The implementation



of area specific D.C.s 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 Town-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 Town-wide property tax rates, etc.).

Based on the foregoing and discussions with staff, the municipal practice of providing and funding services on a Town-wide basis is proposed to be maintained.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

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

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

7.4.2 By-law In-force Date

The by-law will come into force on June 13, 2024.

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 come into force (as per s.11 of O. Reg. 82/98).



7.5 Other Recommendations

It is recommended that Council:

“Adopt the D.C. approach to calculate the charges on a uniform Town-wide basis for all services within this background study.”

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 12, 2024, as amended, subject to further annual review during the capital budget process.”

“Approve the D.C.s Background Study dated April 12, 2024, as amended.”

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

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



Chapter 8

Asset Management Plan



8. Asset Management Plan

8.1 Introduction

The D.C.A. (new section 10(c.2)) requires 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.**

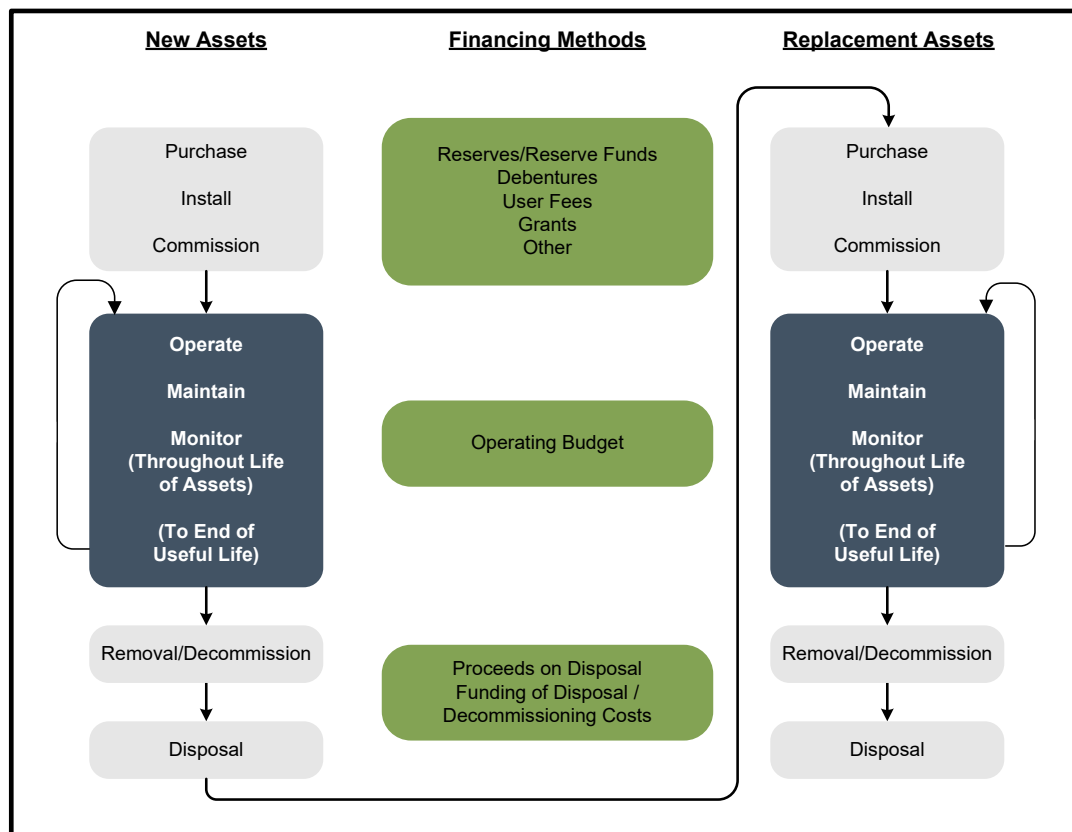
At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related 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.

The Province's Infrastructure for *Jobs and Prosperity Act, 2015* (IJPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. The IJPA also gave the Province the authority to guide municipal asset management planning by way of regulation. In late 2017, the Province introduced O. Reg. 588/17 under the IJPA. The intent of O. Reg. 588/17 is to establish standard content for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. The requirements of O. Reg. 588/17 generally align with previous provincial AMP requirements, 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 asset management requirement for this D.C. Background Study has been undertaken independently of any Town A.M.P.s.

8.2 Asset Management Plan

In recognition to the schematic in Section 8.1, the following table (presented in 2024\$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. 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 Town financial resources (i.e., taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 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 \$8.2 million. Of this total, \$860,000 relates the annual debt payment costs for benefit to existing development of growth-related needs.
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 \$5.6 million. This amount, totalled with the existing operating revenues of \$31.8 million, provides annual revenues of \$37.4 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
Asset Management – Future Expenditures and Associated Revenues (2024\$)

	2033 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	\$859,828
Annual Debt Payment on Post Period Capital ²	\$1,408,765
Lifecycle:	
Annual Lifecycle - Municipal-wide Services	\$2,138,574
Incremental Operating Costs (for D.C. Services)	\$3,751,794
Total Expenditures	\$8,158,961
Revenue (Annualized)	
Total Existing Revenue ³	\$31,769,262
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$5,606,510
Total Revenues	\$37,375,772

¹ Non-Growth Related component of Projects

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 Process

9.1.1 Introduction

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

9.1.2 Public Meeting of Council

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

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

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

9.1.3 Other Consultation Activity

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

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



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

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

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 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

9.3.1 Introduction

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

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

9.3.2 Notice of Passage

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

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

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

9.3.3 By-law Pamphlet

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

- a description of the general purpose of the D.C.s;



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

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

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

9.3.4 Appeals

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

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

9.3.5 Complaints

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

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

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



9.3.6 Credits

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

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

9.3.7 Front-Ending Agreements

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

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

9.3.8 Severance and Subdivision Agreement Conditions

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

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



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

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

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

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

Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



**Schedule 1
Town of Tillsonburg
Residential Growth Forecast Summary**

Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households	
		Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi-Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households		
Historical	Mid 2011	15,740	15,301	246	15,055	4,870	505	1,322	117	6,814	224	2.246
	Mid 2016	16,330	15,872	282	15,590	5,125	540	1,440	25	7,130	256	2.226
	Mid 2021	18,570	18,047	320	17,727	5,721	674	1,602	33	8,030	291	2.247
Forecast	Mid 2024	20,080	19,521	339	19,182	5,988	1,024	1,731	33	8,776	308	2.224
	Mid 2034	25,900	25,178	430	24,748	7,643	1,545	2,226	33	11,447	391	2.200
Incremental	Mid 2011 - Mid 2016	590	571	36	535	255	35	118	-92	316	32	
	Mid 2016 - Mid 2021	2,240	2,175	38	2,137	596	134	162	8	900	35	
	Mid 2021 - Mid 2024	1,510	1,474	19	1,455	267	350	129	0	746	17	
	Mid 2024 - Mid 2034	5,820	5,657	91	5,566	1,655	521	495	0	2,671	83	

^[1] Population includes the Census undercount estimated at approximately 2.9% and has been rounded.

^[2] Includes townhouses and apartments in duplexes.

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

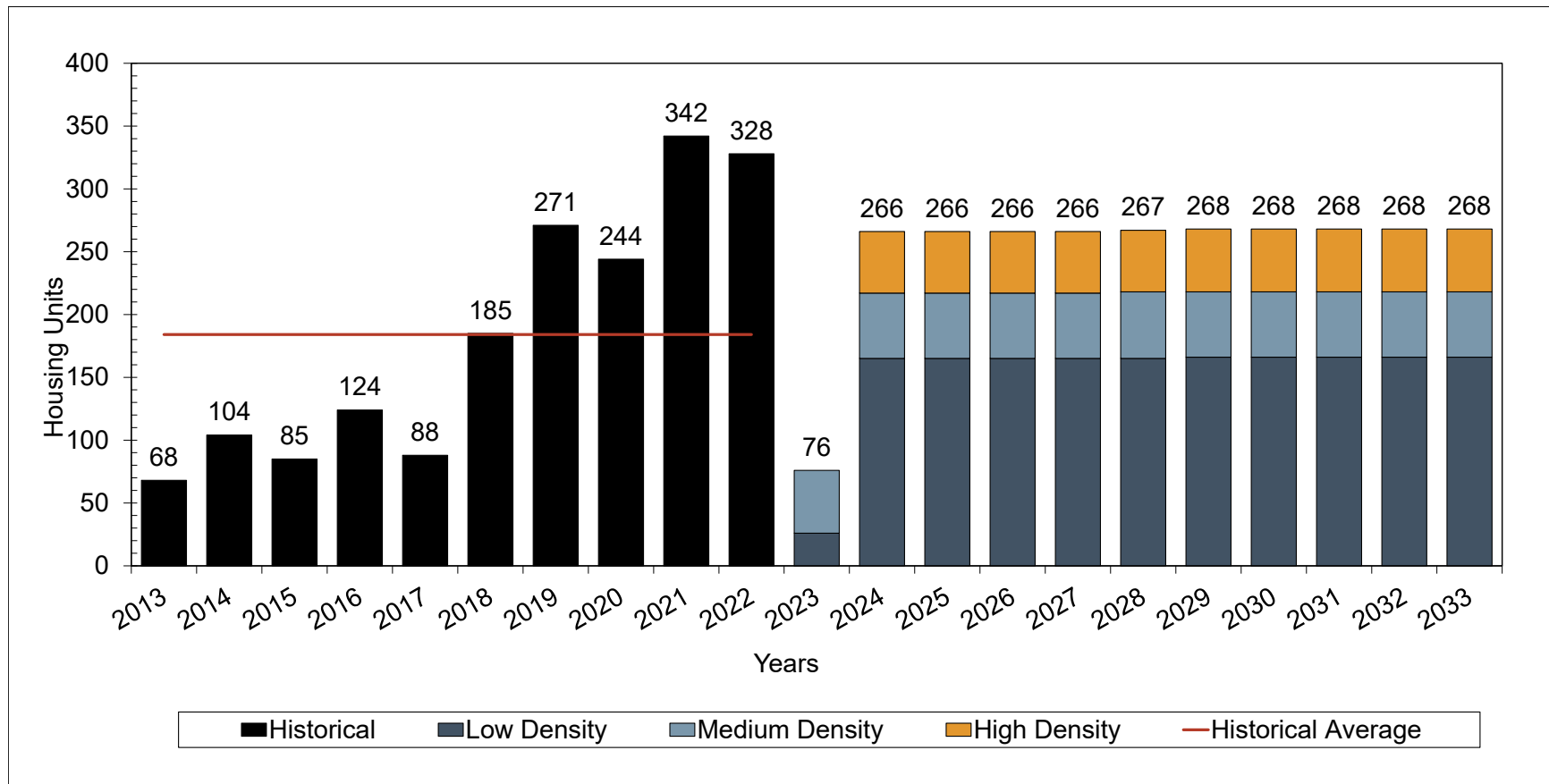
Notes:

Numbers may not add due to rounding.

Source: Watson & Associates Economists Ltd.



Figure 1
Town of Tillsonburg
Annual Housing Forecast [1]



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from Town of Tillsonburg building permit data, 2013 to 2022, and 2023 estimated based on June-2023 year-to-date building permit data by Watson & Associates Economists Ltd.



Schedule 2
Town of Tillsonburg
Estimate of the Anticipated Amount, Type and Location of
Residential Development for Which Development Charges can be Imposed

Development Location	Timing	Single & Semi-Detached	Multiples ^[1]	Apartments ^[2]	Total Residential Units	Gross Population In New Units	Existing Unit Population Change	Net Population Increase, Excluding Institutional	Institutional Population	Net Population Including Institutional
Urban Serviced Area	2024 - 2034	1,655	521	495	2,671	6,372	-806	5,566	91	5,657
Unserviced Urban Settlement Area and Remaining Rural Areas	2024 - 2034	0	0	0	0	0	0	0	0	0
Town of Tillsonburg	2024 - 2034	1,655	521	495	2,671	6,372	-806	5,566	91	5,657

^[1] Includes townhouses and apartments in duplexes.

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

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

Source: Watson & Associates Economists Ltd.



**Schedule 3
Town of Tillsonburg
Current Year Growth Forecast
Mid-2021 to Mid-2024**

		Population
Mid 2021 Population		18,047
Occupants of New Housing Units, Mid 2021 to Mid 2024	<i>Units (2)</i>	746
	<i>multiplied by P.P.U. (3)</i>	2,373
	<i>gross population increase</i>	1,771
Occupants of New Equivalent Institutional Units, Mid 2021 to Mid 2024	<i>Units</i>	17
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	18
Decline in Housing Unit Occupancy, Mid 2021 to Mid 2024	<i>Units (4)</i>	8,030
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.039
	<i>total decline in population</i>	-315
Population Estimate to Mid 2024		19,521
<i>Net Population Increase, Mid 2021 to Mid 2024</i>		1,474

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.495	36%	0.893
<i>Multiples (6)</i>	2.570	47%	1.206
<i>Apartments (7)</i>	1.588	17%	0.275
Total		100%	2.373

¹ Based on 2021 Census custom database

² Based on Building permit/completion activity

- (4) 2021 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.
- Note: Numbers may not add to totals due to rounding.



**Schedule 4
Town of Tillsonburg
10-Year Growth Forecast
Mid-2024 to Mid-2034**

		Population
Mid 2024 Population		19,521
Occupants of New Housing Units, Mid 2024 to Mid 2034	<i>Units (2)</i>	2,671
	<i>multiplied by P.P.U. (3)</i>	2,386
	<i>gross population increase</i>	6,372
Occupants of New Equivalent Institutional Units, Mid 2024 to Mid 2034	<i>Units</i>	83
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	91
Decline in Housing Unit Occupancy, Mid 2024 to Mid 2034	<i>Units (4)</i>	8,776
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.092
	<i>total decline in population</i>	-806
Population Estimate to Mid 2034		25,178
Net Population Increase, Mid 2024 to Mid 2034		5,657

(1) Mid 2024 Population based on:

2021 Population (18,047) + Mid 2021 to Mid 2024 estimated housing units to beginning of forecast period (746 x 2.373 = 1,771) + (17 x 1.1 = 18) + (8,030 x -0.039 = -315) = 19,521

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

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

Structural Type	Persons Per Unit ¹ (P.P.U.)	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.734	62%	1.694
<i>Multiples (6)</i>	2.179	20%	0.425
<i>Apartments (7)</i>	1.439	19%	0.267
<i>one bedroom or less</i>	1.108		
<i>two bedrooms or more</i>	1.745		
Total		100%	2.386

¹ Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

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

(4) Mid 2024 households based upon 2021 Census (8,030 units) + Mid 2021 to Mid 2024 unit estimate (746 units) = 8,776 Units.

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

(6) Includes townhouses and apartments in duplexes.

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

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



Schedule 5
Town of Tillsonburg
Historical Residential Building Permits
Years 2013 to 2022

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total
2013	58	10	0	68
2014	63	3	38	104
2015	62	0	23	85
2016	118	6	0	124
2017	81	0	7	88
Sub-total	382	19	68	469
Average (2013 - 2017)	76	4	14	94
% Breakdown	81.4%	4.1%	14.5%	100.0%
2018	92	48	45	185
2019	96	40	135	271
2020	117	122	5	244
2021	173	169	0	342
2022	68	131	129	328
Sub-total	546	510	314	1,370
Average (2018 - 2022)	109	102	63	274
% Breakdown	39.9%	37.2%	22.9%	100.0%
2013 - 2022 Total	928	529	382	1,839
Average	93	53	38	184
% Breakdown	50.5%	28.8%	20.8%	100.0%

^[1] Includes townhouses and apartments in duplexes.

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

Source: Historical housing activity derived from Town of Tillsonburg data, by Watson & Associates Economists Ltd 2024.



Schedule 6a
Town of Tillsonburg
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2,074	2,681	-	2,514		
6-10	-	-	1,533	2,763	-	2,776		
11-15	-	-	1,846	3,071	-	2,873	2,721	2,734
16-20	-	-	1,824	2,566	-	2,351		
20-25	-	-	1,741	2,487	-	2,270		
25-35	-	-	1,778	2,387	-	2,383		
35+	-	1,313	1,868	2,565	3,538	2,386		
Total	0.389	1.308	1.844	2.590	3.786	2.430		

Age of Dwelling	Multiples ^[1]						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2,000	-	-	2,000		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	-	2,000	2,179
16-20	-	-	-	-	-	-		
20-25	-	-	-	-	-	1,615		
25-35	-	-	-	-	-	-		
35+	-	-	2,111	2,730	-	2,247		
Total	0.417	-	2.118	2.515	-	2.146		

Age of Dwelling	Apartments ^[2]						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1,214	-	-	-	1,500		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	1,250	1,375	1,439
16-20	-	-	-	-	-	-		
20-25	-	-	-	-	-	-		
25-35	-	-	-	-	-	1,462		
35+	0,375	1,228	1,811	-	-	1,574		
Total	0.318	1.228	1.750	-	-	1.530		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1,263	1,932	2,598	-	2,279
6-10	-	-	1,579	2,659	-	2,466
11-15	-	-	1,789	2,851	-	2,590
16-20	-	-	1,654	2,621	-	2,228
20-25	-	-	1,667	2,439	-	2,211
25-35	-	-	1,775	2,343	-	2,265
35+	-	1,224	1,821	2,524	3,488	2,167
Total	-	1.223	1.795	2.539	3.750	2.225

[1] Includes townhomes and apartments in duplexes.

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

[3] Adjusted based on historical trends.

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

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



Schedule 6b
County of Oxford
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2.078	3.149	4.511	3.103		
6-10	-	-	1.932	3.112	4.729	3.092		
11-15	-	-	1.833	3.083	4.680	3.147	3.114	3.120
16-20	-	-	1.878	3.047	4.452	2.992		
20-25	-	-	1.711	2.872	4.115	2.773		
25-35	-	-	1.886	2.748	4.625	2.747		
35+	-	1.433	1.885	2.648	4.139	2.597		
Total	0.714	1.504	1.891	2.779	4.304	2.734		

Age of Dwelling	Multiples ^[1]						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.960	3.106	-	2.615		
6-10	-	-	-	2.900	-	2.524		
11-15	-	-	1.783	2.150	-	1.816	2.319	2.209
16-20	-	-	2.095	2.450	-	2.250		
20-25	-	-	1.545	2.591	-	2.109		
25-35	-	-	2.357	2.641	-	2.446		
35+	-	1.326	1.993	2.605	-	2.278		
Total	0.348	1.458	1.953	2.672	-	2.307		

Age of Dwelling	Apartments ^[2]						15 Year Average	15 Year Average Adjusted ^[3]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.275	1.732	2.842	-	1.655		
6-10	-	1.250	1.563	-	-	1.373		
11-15	-	1.269	1.574	-	-	1.514	1.514	1.465
16-20	-	1.222	1.471	-	-	1.385		
20-25	-	1.308	1.700	-	-	1.516		
25-35	-	1.147	1.585	-	-	1.467		
35+	-	1.178	1.639	2.617	-	1.476		
Total	0.600	1.198	1.627	2.711	-	1.487		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.353	1.945	3.127	4.333	2.834
6-10	-	1.351	1.816	3.049	4.729	2.888
11-15	-	1.333	1.735	3.006	4.558	2.798
16-20	-	1.240	1.782	3.017	4.344	2.716
20-25	-	1.371	1.683	2.812	4.077	2.531
25-35	-	1.222	1.781	2.716	4.708	2.454
35+	1.615	1.219	1.819	2.643	4.071	2.402
Total	1.667	1.246	1.812	2.762	4.232	2.512

^[1] Includes townhomes and apartments in duplexes.

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

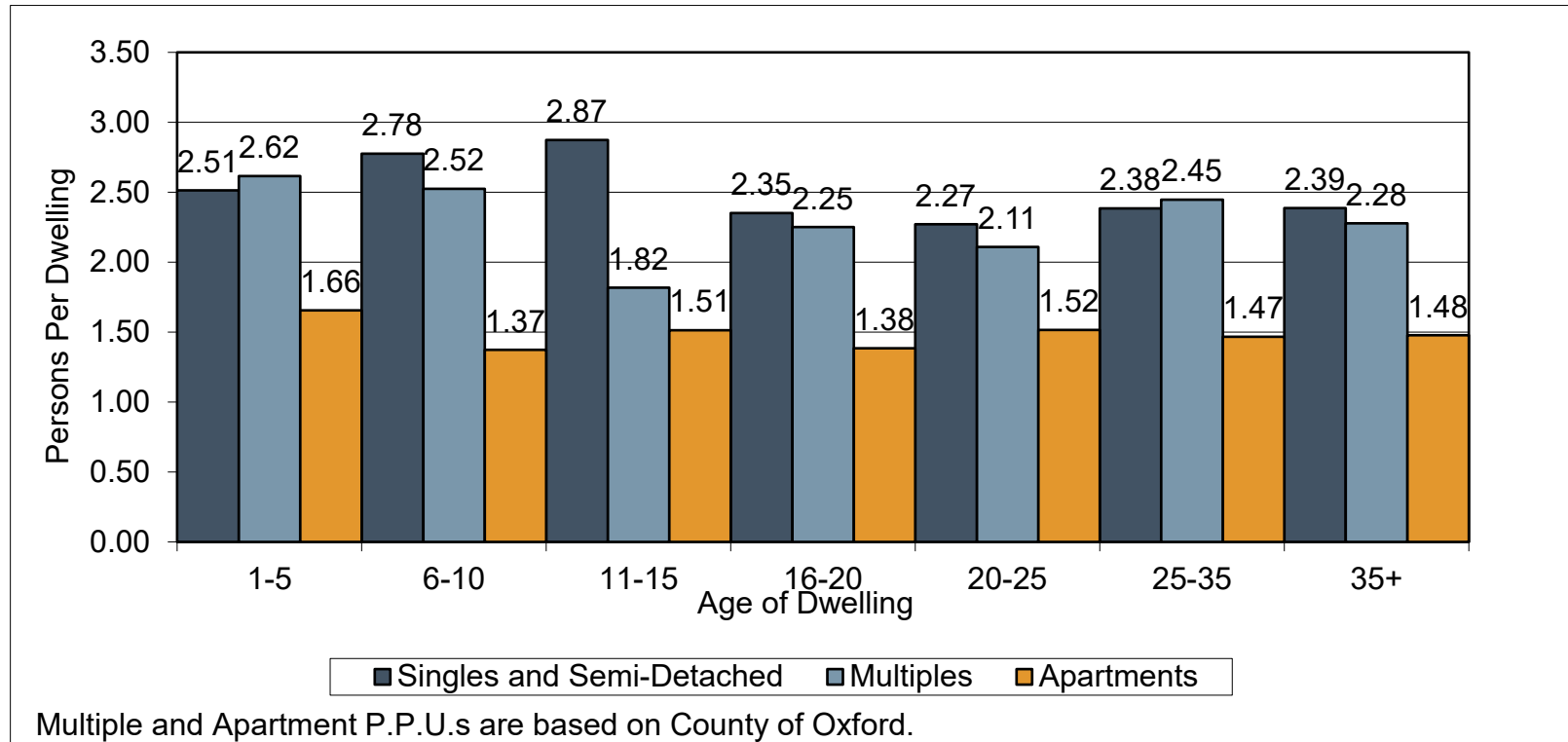
^[3] Adjusted based on historical trends.

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

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



Schedule 7
 Town of Tillsonburg
 Person Per Unit Structural Type and Age of Dwelling
 (2021 Census)





Schedule 8a Town of Tillsonburg Employment Forecast, 2024 to 2034

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	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 2011	15,301	0.002	0.018	0.189	0.168	0.095	0.472	0.045	0.516	30	270	2,893	2,573	1,450	7,215	688	7,903	6,945
Mid 2016	15,872	0.003	0.020	0.213	0.167	0.089	0.491	0.049	0.541	40	325	3,378	2,653	1,405	7,800	783	8,583	7,475
Mid 2024	19,521	0.002	0.022	0.220	0.154	0.075	0.474	0.054	0.527	40	437	4,301	3,013	1,460	9,251	1,045	10,296	8,814
Mid 2034	25,178	0.002	0.025	0.195	0.153	0.074	0.450	0.054	0.504	40	629	4,915	3,864	1,871	11,319	1,367	12,686	10,690
Incremental Change																		
Mid 2011 - Mid 2016	571	0.001	0.003	0.024	-0.001	-0.006	0.020	0.004	0.024	10	55	485	80	-45	585	95	680	530
Mid 2016 - Mid 2024	3,649	0.000	0.002	0.008	-0.013	-0.014	-0.018	0.004	-0.013	0	112	924	360	55	1,451	262	1,713	1,339
Mid 2024 - Mid 2034	5,657	0.000	0.003	-0.025	-0.001	0.000	-0.024	0.001	-0.024	0	192	614	851	411	2,068	322	2,390	1,876
Annual Average																		
Mid 2011 - Mid 2016	114	0.000	0.001	0.005	0.000	-0.001	0.004	0.001	0.005	2	11	97	16	-9	117	19	136	106
Mid 2016 - Mid 2024	456	0.000	0.000	0.001	-0.002	-0.002	-0.002	0.001	-0.002	0	14	115	45	7	181	33	214	167
Mid 2024 - Mid 2034	566	0.000	0.000	-0.003	0.000	0.000	-0.002	0.000	-0.002	0	19	61	85	41	207	32	239	188

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

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

Source: Watson & Associates Economists Ltd.



Schedule 8b
Town of Tillsonburg
Employment and Gross Floor Area (G.F.A.) Forecast, 2024 to 2034

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ^[1]			
		Primary	Industrial	Commercial/ Population Related	Institutional ^[2]	Total	Industrial	Commercial/ Population Related	Institutional ^[2]	Total
Mid 2011	15,301	30	2,893	2,573	1,450	6,945				
Mid 2016	15,872	40	3,378	2,653	1,405	7,475				
Mid 2024	19,521	40	4,301	3,013	1,460	8,814				
Mid 2034	25,178	40	4,915	3,864	1,829	10,648				
Incremental Change										
Mid 2011 - Mid 2016	571	10	485	80	-45	530				
Mid 2016 - Mid 2024	3,649	0	924	360	55	1,339				
Mid 2024 - Mid 2034	5,657	0	614	851	369	1,834	920,300	425,600	251,100	1,597,000
Annual Average										
Mid 2011 - Mid 2016	114	2	97	16	-9	106				
Mid 2016 - Mid 2024	456	0	115	45	7	167				
Mid 2024 - Mid 2034	566	0	61	85	37	183	92,030	42,560	25,110	159,700

^[1] Square Foot Per Employee Assumptions

Industrial	1,800
Commercial/Population-Related	500
Institutional	680

^[3] Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

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

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

Source: Watson & Associates Economists Ltd.



Schedule 8c
Town of Tillsonburg
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],[2]}	Total Non-Residential G.F.A. S.F.	Employment Increase ^[3]
Urban Serviced Area	2024 - 2034	920,300	425,600	251,100	1,597,000	1,834
Unserviced Urban Settlement Area and Remaining Rural Areas	2024 - 2034	-	-	-	-	-
Town of Tillsonburg	2024 - 2034	920,300	425,600	251,100	1,597,000	1,834

^[1] Square Foot Per Employee Assumptions

Industrial	1,500
Commercial/Population-Related	500
Institutional	680

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

^[3] Employment Increase does not include No Fixed Place of Work.

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

Note: Oxford County square foot per employee assumption based on specific averages for each area municipality for the County. Numbers may not add to totals due to rounding.

Source: Watson & Associates Economists Ltd.



Appendix B

Level of Service



**Table B-1
Service Standard Calculation – Services Related to a Highway – Roads**

**Town of Tillsonburg
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Arterial Roads	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	19.1	\$1,908,100
Collector Roads	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	\$1,318,800
Total	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	34.1	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0023	0.0022	0.0022	0.0022	0.0022	0.0022	0.0022	0.0021	0.0021	0.0021	0.0020	0.0020	0.0019	0.0018	0.0018

15 Year Average	2009-2023
Quantity Standard	0.0021
Quality Standard	\$1,634,571
Service Standard	\$3,433

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$3,433
Eligible Amount	\$19,418,218



Table B-2
Service Standard Calculation – Services Related to a Highway – Bridges and Culverts

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	\$1,420,400
Culverts	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$656,100
Retaining Walls	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$1,683,000
Total	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0015	0.0015	0.0015	0.0015	0.0015	0.0015	0.0015	0.0014	0.0014	0.0014	0.0014	0.0013	0.0013	0.0012	0.0012

15 Year Average	2009-2023
Quantity Standard	0.0014
Quality Standard	\$1,070,479
Service Standard	\$1,499

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$1,499
Eligible Amount	\$8,477,976



Table B-3
Service Standard Calculation – Services Related to a Highway – Sidewalks and Active Transportation

Town of Tillsonburg
Service Standard Calculation Sheet

Service: Services Related to a Highway - Sidewalks and Active Transportation
 Unit Measure: km of sidewalks and active transportation

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Sidewalks	83.1	83.1	86.3	88.1	89.1	89.5	91.6	94.2	96.6	96.6	96.6	96.6	96.6	96.6	96.6	\$176,500
Total	83.1	83.1	86.3	88.1	89.1	89.5	91.6	94.2	96.6	96.6	96.6	96.6	96.6	96.6	96.6	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0055	0.0055	0.0056	0.0057	0.0057	0.0057	0.0058	0.0059	0.0060	0.0059	0.0057	0.0055	0.0054	0.0051	0.0050

15 Year Average	2009-2023
Quantity Standard	0.0056
Quality Standard	\$176,607
Service Standard	\$989

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$989
Eligible Amount	\$5,594,773



Table B-4
Service Standard Calculation – Services Related to a Highway – Traffic Signals and Streetlights

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Streetlights	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	2,788	\$4,700
Signalized Intersections	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	\$309,000
Total	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	2,794	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.1846	0.1836	0.1826	0.1809	0.1800	0.1790	0.1773	0.1760	0.1722	0.1696	0.1653	0.1601	0.1548	0.1485	0.1438

15 Year Average	2009-2023
Quantity Standard	0.1706
Quality Standard	\$5,352
Service Standard	\$913

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$913
Eligible Amount	\$5,165,576



Table B-5
Service Standard Calculation – Services Related to a Highway – Public Works – Vehicles & Equipment

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Light Duty Pick-Up	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$59,200
5500 w/ Service Body	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$160,700
F250 Pickup Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$72,100
Ram 3500 w/ Alum Dump Body	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$90,600
4500 Truck w/ Service Body, Crane	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$103,000
Ram 5500	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$72,100
Heavy Duty	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	\$463,500
Trackless Sidewalk Machine	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	\$226,600
Trackless Equipment	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	\$18,500
Loader	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$363,100
Grader	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$501,900
Backhoe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$231,800
Sweeper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$412,000
Leaf Vacuum	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$71,700
Brush Chipper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$82,400
Line Stripper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$30,900
Forklift	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$59,700
Trailers	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$22,400
Generators	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$45,200
Misc. Equipment & Attachments	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	\$3,900
Total	141	141	141	141	141	141	141	141	141	141	141	142	142	142	142	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0093	0.0093	0.0092	0.0091	0.0091	0.0090	0.0089	0.0089	0.0087	0.0086	0.0083	0.0081	0.0079	0.0075	0.0073

15 Year Average	2009-2023
Quantity Standard	0.0086
Quality Standard	\$54,722
Service Standard	\$471

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$471
Eligible Amount	\$2,662,241



Table B-6
Service Standard Calculation – Services Related to a Highway – Public Works – Facilities

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Equipment Depot/Office - 20 Spruce Street	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	\$352	\$394
Salt Shed - 20 Spruce Street	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	\$89	\$104
Sign Shop - 20 Spruce Street	608	608	608	608	608	608	608	608	608	608	608	608	608	608	608	\$89	\$104
Storage Building	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	\$352	\$394
Sand Shed	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	\$89	\$104
Brine Facility (#)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$56,426	\$62,216
Total	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352	15,352		

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	1.0142	1.0086	1.0033	0.9942	0.9891	0.9835	0.9744	0.9672	0.9464	0.9320	0.9082	0.8799	0.8507	0.8160	0.7903

15 Year Average	2009-2023
Quantity Standard	0.9372
Quality Standard	\$307
Service Standard	\$288

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$288
Eligible Amount	\$1,629,499



**Table B-7
Service Standard Calculation – Fire Protection Services – Facilities**

**Town of Tillsonburg
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Tillsonburg Fire Station - Concession Street	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	\$462	\$536
Total	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472	9,472		

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.6258	0.6223	0.6190	0.6134	0.6103	0.6068	0.6012	0.5968	0.5839	0.5750	0.5604	0.5429	0.5249	0.5035	0.4876

15 Year Average	2009-2023
Quantity Standard	0.5783
Quality Standard	\$536
Service Standard	\$310

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$310
Eligible Amount	\$1,753,331



**Table B-8
Service Standard Calculation – Fire Protection Services – Vehicles & Equipment**

**Town of Tillsonburg
Service Standard Calculation Sheet**

Service: Fire Protection Services - Vehicles & Equipment
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Pumper	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$937,300
Pumper/Tanker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,493,500
Rescue Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$381,100
Aerial Truck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$2,729,500
Medium Duty Truck	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$85,000
SUV															1	\$87,600
Total	6	6	6	6	6	6	6	6	6	6	6	6	6	6	7	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0004	0.0003	0.0003	0.0003	0.0004

15 Year Average	2009-2023
Quantity Standard	0.0004
Quality Standard	\$872,425
Service Standard	\$349

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$349
Eligible Amount	\$1,974,123



Table B-9
Service Standard Calculation – Fire Protection Services – Small Equipment & Gear

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Dispatch Centre Equipment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$484,700
Hoses and Appliances (i.e. nozzles, valves)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$161,200
Pagers and Radios	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$67,000
SCBA Units (17)	17	17	17	17	17	17	17	17	17	20	20	20	20	20	20	\$15,300
SCBA Cylinder Fill Station	-	-	1	1	1	1	1	1	1	1	1	1	1	1	1	\$64,500
Equipment for Firefighters (bunker gear, uniforms, helmets, etc.)																
Full Time	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$8,200
Volunteers	28	28	28	30	30	30	30	30	30	30	30	30	30	34	34	\$8,200
Total	50	50	51	53	53	53	53	53	53	56	56	56	56	60	60	
Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426	
Per Capita Standard	0.0033	0.0033	0.0033	0.0034	0.0034	0.0034	0.0034	0.0033	0.0033	0.0034	0.0033	0.0032	0.0031	0.0032	0.0031	

15 Year Average	2009-2023
Quantity Standard	0.0033
Quality Standard	\$24,191
Service Standard	\$80

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$80
Eligible Amount	\$451,598



**Table B-10
Service Standard Calculation – Police Services – Facilities**

**Town of Tillsonburg
Service Standard Calculation Sheet**

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
OPP Facility	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	\$385	\$448
Total	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686	12,686		

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.8381	0.8335	0.8291	0.8215	0.8173	0.8127	0.8052	0.7993	0.7821	0.7702	0.7505	0.7271	0.7029	0.6743	0.6530

15 Year Average	2009-2023
Quantity Standard	0.7745
Quality Standard	448
Service Standard	\$347

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$347
Eligible Amount	\$1,962,696



Table B-11
Service Standard Calculation – Parks and Recreation Services – Parkland Amenities

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Play Structures (All Parks)	11	11	11	12	12	12	12	12	13	13	13	13	13	13	13	\$78,400
Newman Park - Gazebo	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$11,300
Kiwanis Park - Ball Diamond - Lit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$201,500
Coronation Park - Picnic Pavilion & Washroom	2	2	2	2	2	2										\$96,800
Annandale Park - Canteen	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$428,100
Fairgrounds	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,070,600
Memorial Park - Ball Diamond - Unlit	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$32,300
Annandale Park - Ball Diamond - Unlit	2	4	4	4	4	4	4	4	3	3	3	3	3	3	3	\$48,300
Annandale Park - Ball Diamond - Lit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$201,500
Fairgrounds - Ball Diamond/Race Track - Lit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$290,200
Fairgrounds - Ball Diamond - Unlit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$32,300
Annandale Park - Soccer Field	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$32,300
Soccer Park- Lit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$193,400
Soccer Park - Unlit	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	\$32,300
Memorial Park - Picnic Pavilion	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$298,400
Memorial Park - Beach Volleyball	-	-	-	-	1	1										\$6,500
Bridges																
Kinsmen Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$3,244,500
Van Street Pedestrian Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$649,900
Hawkins Bridge	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,194,500
Outdoor Buildings																
Kiwanis Park Lighting Building	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$9,600
Tennis Club House	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$14,500
Parks Equipment Depot	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	\$290,200
Waterpark Storage Sheds	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$24,200
Waterpark Canteen	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$100,000
Summer Place/Rowing Club	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$441,500
Gibson House	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$344,100
Parking Lots																
Paved Parking Lots (# of spaces)	181	181	181	181	181	181	181	181	181	181	181	181	181	181	181	\$3,600
Unpaved Parking Lots 9# of spaces)	262	262	262	292	292	292	292	302	302	374	374	374	374	374	374	\$2,500



Table B-11 (Cont'd)
Service Standard Calculation – Parks and Recreation Services – Parkland Amenities

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Special Facilities																
Lake Lisgar Water Park	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$293,200
Horse Stables	1	1	1	1												\$483,700
Skatepark	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$241,800
Rowing Club Dock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$189,000
Dock at Gibson House	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$189,000
Structural Steel Gazebo over Lake Lisgar	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$236,300
Fountain in Lake Lisgar	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$59,100
Grandstand	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$1,289,700
Racetrack	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	\$209,600
Celebration Plaza Bandshell									1	1	1	1	1	1	1	\$251,700
Pump Track								1	1	1	1	1	1	1	1	\$74,700
Dog Park									1	1	1	1	1	1	1	\$55,600
Splash Pad														1	1	\$912,000
Total	499	500	500	530	526	526	523	534	536	608	608	608	608	609	608	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0330	0.0328	0.0327	0.0343	0.0339	0.0337	0.0332	0.0336	0.0330	0.0369	0.0360	0.0348	0.0337	0.0324	0.0313

15 Year Average	2009-2023
Quantity Standard	0.0337
Quality Standard	\$25,127
Service Standard	\$847

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$847
Eligible Amount	\$4,790,178



Table B-12
Service Standard Calculation – Parks and Recreation Services – Park Trails

Town of Tillsonburg
Service Standard Calculation Sheet

Service: Parkland Trails
 Unit Measure: Kilometres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$ /Kilometre)
Participark (unpaved)	2.7	2.7	2.7	2.7	2.7	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	2.2	\$7,800
Participark (paved)						0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	\$3,900
Borden Crescent Walking Trail	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	\$7,800
Tillsonburg Golf Course Trail	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	\$122,800
McLaughlin Way	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	\$7,800
Veterans Memorial Walkway	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	\$70,400
Cadman Park	-	-	1.2	1.2	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	\$7,800
TCT 4th St - Cranberry	-	-	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	\$34,400
Celebration Piazza									2.0	2.0	2.0	2.0	2.0	2.0	2.0	\$7,800
Pedestrian Bridges >3m (# of bridges)	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	\$847,900
Total	18.1	18.1	21.7	21.7	21.5	21.5	21.5	21.5	23.5	23.5	23.5	23.5	23.5	23.5	23.5	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0012	0.0012	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0013	0.0013	0.0012	0.0012

15 Year Average	2009-2023
Quantity Standard	0.0013
Quality Standard	\$315,623
Service Standard	\$410

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$410
Eligible Amount	\$2,321,124



Table B-13
Service Standard Calculation – Parks and Recreation Services – Parks & Recreation Vehicles and Equipment

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Recreation																
Pickup Truck (#29)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$64,400
Van (#24)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$51,000
Ice Edger (#148, 149)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$4,100
Ice Resurfacer (#116)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$128,800
Parks																
Light Duty Truck (#43)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$64,400
Medium Duty Truck (#46)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$87,600
Tractor (#88, 89)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$103,000
Articulating Tractor (#107)	1	1	1	1	1	1	1	1	1	1	1					\$72,100
Gator (#200)								1	1	1	1					\$18,500
Mower (#204)	1	1	1	1	1	1	1	1	1	1	1					\$15,500
Diamond Groomer (#129)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$25,800
Turf Topper (#229)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$13,400
Trailers (#231, 232, 233)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	\$20,300
Ventrac Leaf Vac (#248)														1	1	\$16,000
Ventrac Power Rake (#249)														1	1	\$16,000
Ventrac Stump Grinder (#250)														1	1	\$16,000
2021 Ventrac Snow Blower (#251)														1	1	\$16,000
Aerator/Top Dresser (#256)														1	1	\$8,200
Finishing Mower (#257)														1	1	\$8,200
Miscellaneous Equipment	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	\$3,500
Total	41	41	41	41	41	41	41	42	42	42	39	39	45	45	45	

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	0.0027	0.0027	0.0027	0.0027	0.0026	0.0026	0.0026	0.0026	0.0026	0.0025	0.0023	0.0022	0.0025	0.0024	0.0023

15 Year Average	2009-2023
Quantity Standard	0.0025
Quality Standard	\$21,416
Service Standard	\$54

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$54
Eligible Amount	\$302,876



Table B-14
Service Standard Calculation – Parks and Recreation Services – Recreation Facilities

Town of Tillsonburg
Service Standard Calculation Sheet

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

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Community Complex	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	\$564	\$624
Tillsonburg Special Events Centre (Recreational Space)	35,000	35,000	35,000	35,000	-	-	-	-	-	-						\$274	\$303
Total	171,000	171,000	171,000	171,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000		

Population	15,137	15,221	15,301	15,442	15,521	15,610	15,756	15,872	16,221	16,472	16,903	17,448	18,047	18,814	19,426
Per Capita Standard	11.2968	11.2345	11.1757	11.0737	8.7623	8.7124	8.6316	8.5685	8.3842	8.2564	8.0459	7.7946	7.5359	7.2287	7.0009

15 Year Average	2009-2023
Quantity Standard	8.9135
Quality Standard	\$602
Service Standard	\$5,366

D.C. Amount (before deductions)	10 Year
Forecast Population	5,657
\$ per Capita	\$5,366
Eligible Amount	\$30,354,727



Appendix C

Cash Flow Calculation



Table C-1
Cash Flow Calculation – Services Related to a Highway – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,525.25	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	1,716,438	1,121,084	1,121,084		646	1,525.25	985,771	1,581,125	16,488	1,597,613
2025	1,597,613	1,172,292	1,207,461		646	1,571.01	1,015,344	1,405,496	15,016	1,420,511
2026	1,420,511	2,079,770	2,206,428		646	1,618.14	1,045,805	259,888	8,402	268,290
2027	268,290	2,233,594	2,440,709		646	1,666.69	1,077,179	(1,095,241)	(12,404)	(1,107,645)
2028	(1,107,645)	801,640	902,253		646	1,716.69	1,109,494	(900,404)	(30,121)	(930,525)
2029	(930,525)	801,640	929,321		646	1,768.19	1,142,779	(717,067)	(24,714)	(741,781)
2030	(741,781)	801,640	957,201		646	1,821.23	1,177,062	(521,920)	(18,956)	(540,875)
2031	(540,875)	801,640	985,917		646	1,875.87	1,212,374	(314,418)	(12,829)	(327,247)
2032	(327,247)	801,640	1,015,494		646	1,932.15	1,248,745	(93,996)	(6,319)	(100,314)
2033	(100,314)	907,752	1,184,411		646	1,990.11	1,286,208	1,482	(1,482)	(0)
Total		11,522,696	12,950,280	0	6,463		11,300,761		-66,920	

Note: Numbers may not add due to rounding



Table C-2
Cash Flow Calculation – Services Related to a Highway – 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	\$20.982	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	542,033	354,027	354,027		14,837	20.982	311,296	499,303	5,207	504,509
2025	504,509	370,198	381,304		14,837	21.611	320,635	443,841	4,742	448,583
2026	448,583	656,770	696,767		14,837	22.259	330,254	82,070	2,653	84,723
2027	84,723	705,346	770,750		14,837	22.927	340,162	(345,865)	(3,917)	(349,783)
2028	(349,783)	253,150	284,922		14,837	23.615	350,367	(284,338)	(9,512)	(293,850)
2029	(293,850)	253,150	293,470		14,837	24.323	360,878	(226,442)	(7,804)	(234,247)
2030	(234,247)	253,150	302,274		14,837	25.053	371,704	(164,817)	(5,986)	(170,803)
2031	(170,803)	253,150	311,342		14,837	25.805	382,855	(99,290)	(4,051)	(103,341)
2032	(103,341)	253,150	320,682		14,837	26.579	394,341	(29,683)	(1,995)	(31,678)
2033	(31,678)	286,659	374,024		14,837	27.376	406,171	468	(468)	(0)
Total		3,638,746	4,089,562	0	148,366		3,568,661		-21,132	

Note: Numbers may not add due to rounding



Table C-3
Cash Flow Calculation – Fire Protection Services – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$509.24	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	559,261	93,351	93,351		646	509.24	329,119	795,030	6,771	801,801
2025	801,801	1,517,067	1,562,579		646	524.51	338,993	(421,785)	1,900	(419,885)
2026	(419,885)	1,479,067	1,569,142		646	540.25	349,163	(1,639,865)	(30,896)	(1,670,761)
2027	(1,670,761)	93,351	102,007		646	556.46	359,637	(1,413,131)	(46,258)	(1,459,389)
2028	(1,459,389)	138,951	156,390		646	573.15	370,427	(1,245,353)	(40,571)	(1,285,924)
2029	(1,285,924)	93,351	108,219		646	590.34	381,539	(1,012,604)	(34,478)	(1,047,082)
2030	(1,047,082)	100,951	120,541		646	608.05	392,986	(774,637)	(27,326)	(801,962)
2031	(801,962)	93,351	114,810		646	626.30	404,775	(511,997)	(19,709)	(531,706)
2032	(531,706)	93,351	118,254		646	645.08	416,918	(233,042)	(11,471)	(244,513)
2033	(244,513)	138,951	181,299		646	664.44	429,426	3,613	(3,613)	0
Total		3,841,741	4,126,592	0	6,463		3,772,983		-205,652	

Note: Numbers may not add due to rounding



Table C-4
Cash Flow Calculation – Fire Protection Services – 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	\$7.005	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	176,609	29,479	29,479		14,837	7.005	103,932	251,062	2,138	253,200
2025	253,200	479,074	493,446		14,837	7.215	107,050	(133,195)	600	(132,595)
2026	(132,595)	467,074	495,519		14,837	7.432	110,262	(517,852)	(9,757)	(527,609)
2027	(527,609)	29,479	32,213		14,837	7.655	113,570	(446,252)	(14,608)	(460,860)
2028	(460,860)	43,879	49,386		14,837	7.884	116,977	(393,269)	(12,812)	(406,081)
2029	(406,081)	29,479	34,174		14,837	8.121	120,486	(319,770)	(10,888)	(330,657)
2030	(330,657)	31,879	38,065		14,837	8.364	124,101	(244,622)	(8,629)	(253,251)
2031	(253,251)	29,479	36,256		14,837	8.615	127,824	(161,683)	(6,224)	(167,907)
2032	(167,907)	29,479	37,343		14,837	8.874	131,658	(73,592)	(3,622)	(77,215)
2033	(77,215)	43,879	57,252		14,837	9.140	135,608	1,141	(1,141)	(0)
Total		1,213,181	1,303,134	0	148,366		1,191,468		-64,943	

Note: Numbers may not add due to rounding



Table C-5
Cash Flow Calculation – Police Services – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$2.19	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	31,397	4,302	4,302		646	2.19	1,417	28,513	300	28,813
2025	28,813	4,302	4,431		646	2.26	1,460	25,842	273	26,115
2026	26,115	4,302	4,564		646	2.33	1,504	23,055	246	23,301
2027	23,301	4,302	4,700		646	2.40	1,549	20,149	217	20,367
2028	20,367	4,302	4,841		646	2.47	1,595	17,120	187	17,308
2029	17,308	4,302	4,987		646	2.54	1,643	13,964	156	14,120
2030	14,120	4,302	5,136		646	2.62	1,692	10,676	124	10,800
2031	10,800	4,302	5,290		646	2.70	1,743	7,253	90	7,343
2032	7,343	4,302	5,449		646	2.78	1,795	3,690	55	3,745
2033	3,745	4,302	5,613		646	2.86	1,849	(19)	19	0
Total		43,016	49,313	0	6,463		16,248		1,668	

Note: Numbers may not add due to rounding



Table C-6
Cash Flow Calculation – Police Services – 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	\$0.030	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	9,915	1,358	1,358		14,837	0.030	448	9,004	95	9,099
2025	9,099	1,358	1,399		14,837	0.031	461	8,161	86	8,247
2026	8,247	1,358	1,441		14,837	0.032	475	7,281	78	7,358
2027	7,358	1,358	1,484		14,837	0.033	489	6,363	69	6,432
2028	6,432	1,358	1,529		14,837	0.034	504	5,406	59	5,466
2029	5,466	1,358	1,575		14,837	0.035	519	4,410	49	4,459
2030	4,459	1,358	1,622		14,837	0.036	534	3,371	39	3,411
2031	3,411	1,358	1,671		14,837	0.037	550	2,290	29	2,319
2032	2,319	1,358	1,721		14,837	0.038	567	1,165	17	1,183
2033	1,183	1,358	1,772		14,837	0.039	584	(6)	6	0
Total		13,584	15,573	0	148,366		5,131		527	

Note: Numbers may not add due to rounding



Table C-7
Cash Flow Calculation – Parks and Recreation Services – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$3,338.94	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	985,282	2,316,910	2,316,910		646	3,338.94	2,157,955	826,327	9,058	835,385
2025	835,385	765,430	788,393		646	3,439.10	2,222,693	2,269,685	15,525	2,285,210
2026	2,285,210	870,548	923,564		646	3,542.28	2,289,374	3,651,020	29,681	3,680,701
2027	3,680,701	1,028,343	1,123,698		646	3,648.55	2,358,055	4,915,058	42,979	4,958,037
2028	4,958,037	743,343	836,639		646	3,758.00	2,428,797	6,550,195	57,541	6,607,736
2029	6,607,736	743,343	861,738		646	3,870.74	2,501,661	8,247,658	74,277	8,321,935
2030	8,321,935	3,842,290	4,587,896		646	3,986.86	2,576,711	6,310,750	73,163	6,383,914
2031	6,383,914	3,842,290	4,725,533		646	4,106.47	2,654,012	4,312,393	53,482	4,365,875
2032	4,365,875	3,842,290	4,867,299		646	4,229.66	2,733,632	2,232,208	32,990	2,265,199
2033	2,265,199	3,902,678	5,092,110		646	4,356.55	2,815,641	(11,270)	11,270	(0)
Total		21,897,466	26,123,779	0	6,463		24,738,531		399,966	

Note: Numbers may not add due to rounding



Table C-8
Cash Flow Calculation – Parks and Recreation Services – 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	\$7.655	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	51,857	121,943	121,943		14,837	7.655	113,577	43,491	477	43,968
2025	43,968	40,286	41,494		14,837	7.885	116,984	119,457	817	120,274
2026	120,274	45,818	48,609		14,837	8.121	120,493	192,159	1,562	193,721
2027	193,721	54,123	59,142		14,837	8.365	124,108	258,687	2,262	260,949
2028	260,949	39,123	44,034		14,837	8.616	127,831	344,747	3,028	347,776
2029	347,776	39,123	45,355		14,837	8.874	131,666	434,087	3,909	437,997
2030	437,997	202,226	241,468		14,837	9.141	135,616	332,145	3,851	335,995
2031	335,995	202,226	248,712		14,837	9.415	139,685	226,968	2,815	229,783
2032	229,783	202,226	256,174		14,837	9.697	143,875	117,485	1,736	119,221
2033	119,221	205,404	268,006		14,837	9.988	148,192	(593)	593	0
Total		1,152,498	1,374,936	0	148,366		1,302,028		21,051	

Note: Numbers may not add due to rounding



Table C-9
Cash Flow Calculation – Growth-Related Studies – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$31.07	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	251,408	7,110	7,110		646	31.07	20,078	264,377	2,579	266,956
2025	266,956	7,327	7,547		646	32.00	20,681	280,089	2,735	282,824
2026	282,824	272,049	288,617		646	32.96	21,301	15,508	1,492	17,000
2027	17,000	-	-		646	33.95	21,940	38,940	280	39,219
2028	39,219	32,243	36,290		646	34.97	22,598	25,528	324	25,852
2029	25,852	7,327	8,494		646	36.01	23,276	40,634	332	40,966
2030	40,966	54,410	64,968		646	37.09	23,974	(28)	205	177
2031	177	27,972	34,401		646	38.21	24,694	(9,531)	(140)	(9,671)
2032	(9,671)	-	-		646	39.35	25,434	15,763	30	15,794
2033	15,794	32,243	42,070		646	40.53	26,197	(79)	79	0
Total		440,680	489,497	0	6,463		230,174		7,915	

Note: Numbers may not add due to rounding



Table C-10
Cash Flow Calculation – Growth-Related 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	\$0.326	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	60,485	1,710	1,710		14,837	0.326	4,830	63,605	620	64,225
2025	64,225	1,763	1,816		14,837	0.335	4,975	67,385	658	68,043
2026	68,043	65,451	69,437		14,837	0.345	5,125	3,731	359	4,090
2027	4,090	-	-		14,837	0.356	5,278	9,368	67	9,436
2028	9,436	7,757	8,731		14,837	0.366	5,437	6,142	78	6,220
2029	6,220	1,763	2,044		14,837	0.377	5,600	9,776	80	9,856
2030	9,856	13,090	15,630		14,837	0.389	5,768	(7)	49	43
2031	43	6,729	8,276		14,837	0.400	5,941	(2,293)	(34)	(2,327)
2032	(2,327)	-	-		14,837	0.412	6,119	3,792	7	3,800
2033	3,800	7,757	10,121		14,837	0.425	6,303	(19)	19	0
Total		106,021	117,765	0	148,366		55,376		1,904	

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. 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 Town's 2022 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/CLASS		ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1.	Services Related to a Highway	882,393	1,116,560	1,998,952
2.	Fire Protection Services	272,078	612,046	884,124
3.	Parks and Recreation Services	982,082	1,768,191	2,750,273
4.	Policing Services	2,022	254,997	257,019
Total		2,138,574	3,751,794	5,890,368



Appendix E

Local Service Policy



Appendix E: Local Service Policy

1. Roads and Related Services

1.1. Collector Roads

- The local component of a collector road internal to a development is a direct developer responsibility under s.59 of the D.C.A. as a local service. The oversized share of a collector road internal to a development is D.C. recoverable.
- Collector roads external to a development that are within the area referred to within the development agreement area a local service and a direct developer responsibility under s.59 of the D.C.A. If the works are not within the area referred to within the development agreement, the works are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

1.2. Arterial Roads

- New arterial roads and arterial road improvements are included as part of road costing funded through D.C.s. Only the oversized component would be recovered through D.C.s and local road equivalent costs are considered to be a local service and a direct developer responsibility under s.59 of the D.C.A.

1.3. Local Roads

- Local roads, as defined by the Oxford County Design Guidelines & Specifications, are local services and a direct developer responsibility under s.59 of the D.C.A.

1.4. Subdivision/Site Entrances and Related

- Entrances and all related costs (including, but not limited to: signalization, turn lanes, utilities and extensions, etc.), no matter the class of road, are a local service and a direct developer responsibility under s.59 of the D.C.A.

1.5. Streetlights

- Streetlights internal to a development or site are a direct developer responsibility under s.59 of the D.C.A.



- Streetlights external to a development but related to the subject lands are a direct developer responsibility under s.59 of the D.C.A.
- New streetlights in other areas related to development may be included in the D.C. calculation to the extent permitted under S. 5(1) of the D.C.A.

1.6. Sidewalks

- Sidewalks internal to a development or site are a direct developer responsibility under s.59 of the D.C.A.
- Sidewalks external to a development but required and related to the subject lands are a direct developer responsibility under s.59 of the D.C.A
- New sidewalks in other areas related to development are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

1.7. Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways

- Bike or transit lanes, where requested, internal to a development or site are a direct developer responsibility under s.59 of the D.C.A
- Bike or transit lanes external to a development but required and related to the subject lands are a direct developer responsibility under s.59 of the D.C.A
- New bike or transit lanes in other areas related to development are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

1.8. Noise Abatement Measures

- Noise abatement measures internal to a development are a direct developer responsibility under s.59 of the D.C.A
- Noise abatement measures external to a development but required as identified in a noise study, and related to, or mitigate impacts from, the development of the subject lands, are a direct developer responsibility under s.59 of the D.C.A

1.9. Street Tree Planting

- Street tree planting, is considered a local area service and a direct developer responsibility under s.59 of the D.C.A

1.10. Land Acquisition for Road Allowances



- Land acquisition for planned road allowances within development lands is a dedication requirement to the municipality under the *Planning Act* provisions.
- Land acquisition for planned road allowances outside of development lands, and that is not a dedication requirement to the municipality under the *Planning Act*, is included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- Additional land acquisition for bridges or grade separations beyond normal dedication requirements are included in the D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

1.11. County Roads

- All improvements to a County road (which may be classified as a Collector or Arterial Roads) to facilitate development are a local service and a direct developer responsibility under s.59 of the D.C.A. unless they fall into one of the following categories:
 - The improvement is designated as required by a traffic impact study for traffic flow improvement for an area greater than the development, is defined as a road improvement required by the County, and is identified through the Class Environmental Assessment process or the County Transportation Master Plan. Such an improvement would be included in the DC calculation to the extent permitted under s. 5(1) of the D.C.A.
 - The improvement is designated as required by County staff to serve a greater area than the development and is identified in the 10-year Capital Plan and is included in the D.C. calculation to the extent permitted under s. 5(1) of the D.C.A.

2. Water Services

2.1 Supply, Storage and Treatment Facilities

- All growth-related water supply, storage, and treatment facilities will be included in the DC calculation to the extent permitted under Subsection 5(1) of the D.C.A., unless specifically noted otherwise in the D.C. Background Study.

2.2 Booster Pumping Stations

- Local booster pumping stations serving a small, localized area (which may include more than one development property) are local services and a direct



funding responsibility of the developer under Section 59 of the D.C.A. shared on a flow area or proportional basis. Local booster pumping stations will not be included in the list of projects in the DC Background Study and therefore not eligible for D.C. funding or credits.

- Any oversizing costs for other developers on a local booster pumping station will be negotiated as part of the development agreement for the primary developer.
- Major booster pumping stations serving more than one development property are to be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the DCA. These services will be identified through a Class Environmental Assessment, Servicing Study or Master Plan.

2.3 Watermains

- Watermains 250mm and under are deemed to be a local service and are a direct funding responsibility of the developer under Section 59 of the D.C.A.
- Watermains within the development that are larger than 250mm are to be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A. The amount of cost contribution for watermains within a development shall be calculated using tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe diameter plus a 10% engineering fee. Only watermain and valves will be included in the calculation. Any costs related to the depth of pipe are the responsibility of the developer.
- Connections to trunk watermains are a direct developer responsibility under Section 59 of the D.C.A. Watermains will generally be required to be carried to a property line or external to the development area to connect to an existing watermain as a local service as a direct funding responsibility of the developer under Section 59 of the D.C.A..
- Trunk watermains, generally outside the development area, identified by a Class Environmental Assessment, Servicing Study or Master Plan will be included in
- the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A.

3. Wastewater Services

3.1 Treatment Facilities



- All sanitary sewage treatment facilities are to be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A., unless specified otherwise in the DC Background Study.

3.2 Sewage Pumping Stations

- Local sewage pumping stations serving a small localized area (which may include more than one development property) are local services and a direct funding responsibility of the developer under Section 59 of the D.C.A. on a flow area or proportional basis. Local sewage pumping stations will not be included in the list of projects in the DC Background Study and therefore not eligible for D.C. funding or credits.
- Any oversizing costs for other developers on a local sewage pumping station will be negotiated as part of the development agreement for the particular developer.
- Major sewage pumping stations serving more than one development property are to be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A. These services will be identified through a Class Environmental Assessment, Servicing Study or Master Plan.

3.3 Collectors

- Sanitary trunk sewers and forcemains, external to the development, are to be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A. These services will be identified through a Class Environmental assessment, Servicing Study or Master Plan.
- Sewer collectors and forcemains 250mm and under are deemed to be a local service and a direct funding responsibility of the developer under Section 59 of the D.C.A.
- Sanitary sewers and forcemains larger than 250mm that also service upstream properties will have cost sharing calculated on the tendered unit prices and shall be the difference between the cost of the actual pipe diameter and the cost of a 250mm pipe plus a 10% engineering fee. All other appurtenances with respect to oversizing and any costs related to the depth of pipe are the responsibility of the developer under Section 59 of the D.C.A.
- Connections to collectors and forcemains to service specific areas are deemed to be a local service and a direct developer responsibility under Section 59 of the D.C.A.. The cost of continuing the last run of a sewer upstream past the last



manhole to property line is the responsibility of the developer as a local service under Section 59 of the DCA.

4. **Stormwater Management Services**

- The costs of stormwater management facilities (SWM) internal to the development area and related to a plan of subdivision are considered to be a local service and a direct developer responsibility under Section 59 of the D.C.A. Local SWM facilities would typically include:
 - Stormwater management facilities servicing local drainage areas;
 - Storm sewer oversizing associated with local drainage areas; and
 - Storm sewer works on existing roads.
- New stormwater facilities in other areas, which may or may not be associated with D.C. eligible road infrastructure, may be included in the D.C. calculation to the extent permitted under Subsection 5(1) of the D.C.A.
- Master drainage planning studies or similar non-development specific studies may be included in the DC calculation to the extent permitted under Subsection 5(1) of the D.C.A.

5. **Parkland Development**

- For the purpose of parkland development, local services include the requirement for the developer to undertake preparation of the park plan, retaining necessary consultants to prepare design and grading plans for the park, prior to development. In addition, the owner is required to provide stripping and stockpiling, leveling, topsoiling, seeding and stormwater servicing including all appurtenances (consistent with the plan), fencing the property perimeter, and provide municipal water and wastewater services to the lot line.
- These requirements are part of the conditions of Section 51 and 53 *Planning Act* agreements. The Area Municipality also requires the owner to dedicate parkland or provide cash-in-lieu, consistent with the Planning Act provisions. All of these costs are deemed a direct responsibility of the developer and have not been included in the D.C. calculation.
- With respect to other parkland development costs, the Area Municipalities' policy includes all other components of parkland development in the DC calculation, including parking, park furniture, signage, landscaping and walkways and multi-



purpose trails, in addition to the necessary fields, diamonds, playground equipment, lighting, irrigation and field houses.



Appendix F

Proposed Development Charge By-law

Town of Tillsonburg
By-Law No. XXXX-2024

A By-law to Establish Town-Wide Development Charges for the Town of Tillsonburg

WHEREAS subsection 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 (hereinafter called “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 arising from the Development of the area to which the by-law applies;

AND WHEREAS Council has before it a report entitled “Development Charges Background Study” (the “Study”), the Town of Tillsonburg hereinafter referred to as the “Town”, dated April 12, 2024 by Watson & Associates Economists Ltd., as amended on June 10, 2024, wherein it is indicated that the Development of any land within the Town will increase the need for Services as defined herein;

AND WHEREAS Council gave notice to the public and held a public meeting pursuant to section 12 of the Act on May 27, 2024 prior to and at which the Study and the proposed Development Charge by-law were made available to the public in accordance with the Act and regulations thereto and Council heard comments and representations from all persons who applied to be heard (the “Public Meeting”);

AND WHEREAS Council intends to ensure that the increase in the need for Services attributable to the anticipated development, including any capital costs, will be met, by updating its capital budget and forecast where appropriate;

AND WHEREAS by approval of the Study, dated April 12, 2024, Council has indicated its intent that the future excess capacity identified in the Study, shall be paid for by the development charges or other similar charges.

NOW THEREFORE THE COUNCIL OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. DEFINITIONS

In this by-law,

- (1) “**Act**” means the *Development Charges Act, 1997*, c. 27, as amended;
- (2) “**Affordable housing**” means Dwelling Units and incidental facilities, primarily for persons of low and moderate income, that meet the requirements of any program for such purpose as administered by any agency of the Federal or Provincial government, the County of Oxford and/or the Area Municipality and

for which an agreement has been entered into with the County of Oxford with respect to the provision of such Dwelling Units and facilities;

- (3) **“Apartment Dwelling”** means any Dwelling Unit within a Building containing more than four Dwelling Units where the units are connected by an interior corridor. Notwithstanding the foregoing, an Apartment Dwelling includes a Stacked Townhouse Dwelling;
- (4) **“Area Municipality”** means a lower-tier municipality that forms part of the County of Oxford;
- (5) **“Back-to-back Townhouse Dwelling”** means a building containing four (4) or more Dwelling Units separated vertically by a common wall, including a rear common wall, that does not have a rear yard with amenity area;
- (6) **“Bedroom”** means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- (7) **“Board of Education”** means a board defined in subsection 1 (1) of the *Education Act*, R.S.O. 1990, c. E,2, as amended;
- (8) **“Building Code Act”** means the *Building Code Act*, R.S.O. 1992, S.O. 1992, c. 23, as amended;
- (9) **“Building”** means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:
 - (a) An above-grade storage tank;
 - (b) An air-supported structure;
 - (c) An industrial tent;
 - (d) A roof-like structure over a gas-bar or service station; and
 - (e) An area attached to and ancillary to a retail Development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them;
- (10) **“Bunk House”** means a Building accessory to a permitted farming use containing kitchen and sanitary facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use. For clarity, a Bunk House is not a Residential Use;

- (11) **“Capital Cost”** means costs incurred or proposed to be incurred by the Town or a local board thereof directly or by others on behalf of, and as authorized by, the Town or local board,
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including (but not limited to),
 - (i) furniture and equipment, other than computer equipment;
 - (ii) material acquired for circulation, reference or information purposes by a library board within the meaning of the *Public Libraries Act*; and
 - (iii) rolling stock with an estimated useful life of seven years or more;
 - (e) interest on money borrowed to pay for costs in (a) to (e);
 - (f) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for provision of Services designated in this by-law within or outside the Town;

- (12) **“Council”** means the Council of the Town of Tillsonburg;
- (13) **“Development”** means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 5 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing Building or structure which do not change or intensify the use of land;
- (14) **“Development Charge”** means a charge imposed pursuant to this by-law;
- (15) **“Dwelling”** or **“Dwelling Unit”** means any part of a building or structure with a room or suite of rooms used, or designed or intended for use, by one person or persons living together, in which sanitary facilities and a separate kitchen may or may not be provided for the exclusive use of such person or persons;

- (16) **“Farm Building”** means a Building or structure associated with and located on land devoted to the practice of farming, as defined by the *Farming and Food Production Protection Act, 1998*, and that is used essentially for the housing of farm equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds, and as part of or in connection with a bona fide farming operation and includes barns, silos, Bunk Houses, and other Buildings or structures ancillary to that farming operation, but excludes:
- (a) any Building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors shops; services related to grooming, boarding, or breeding of household pets; and alcohol or cannabis production facilities;
- (17) **“Grade”** means the average level of finished ground adjoining a Building or structure at all exterior walls;
- (18) **“Gross Floor Area”** means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the Building from another Building, of all floors above the average level of finished ground adjoining the Building at its exterior walls;
- (19) **“Industrial Building”** means a Building used for or in connection with,
- (a) manufacturing, producing, processing, storing or distributing something;
 - (b) research or development in connection with manufacturing, producing or processing something;
 - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production, or processing takes place;
 - (d) office or administrative purposes, if they are;
 - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (ii) in or attached to the Building or structure used for that manufacturing, producing, processing, storage or distribution;

and shall not include self-storage facilities or retail warehouses;

- (20) **"Institutional Development"** means development of a Building or structure intended for use,
- (a) as a long-term care home within the meaning of subsection 2(1) of the *Long-Term Care Homes Act, 2007*;
 - (b) as a retirement home within the meaning of subsection 2(2) of the *Retirement Homes Act, 2010*;
 - (c) by any of the following post-secondary institutions for the objects of the institutions:
 - (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario
 - (ii) a college or university federated or affiliated with a university described in subclause 1.19.3.2; or
 - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*
 - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - (e) as a hospice to provide end of life care;
- (21) **"Local Board"** means a municipal service board, public utility commission, public library board, board of health, police services board or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Town or any part or parts thereof, excluding a conservation authority, any municipal business corporation not deemed to be a local board under O. Reg. 168/03 under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and any corporation enacted under the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, or successor legislation;
- (22) **"Local Services"** means those services or facilities which are under the jurisdiction of the Town and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act*, or as a condition of approval under s.53 of the *Planning Act*;
- (23) **"Long-Term Care Home"** means the floor area of a facility directly related to beds that are licensed, regulated or funded by the Ministry of Health and Long-Term Care, in an approved charitable home for the aged (as defined in the *Charitable Institutions Act*, R.S.O. 1990, c. C.9), a home (as defined in the

Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13), or a nursing home (as defined in the *Nursing Homes Act*, R.S.O. 1990, c. N.7);

- (24) “**Mezzanine**” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;
- (25) “**Multiple Dwelling**” means all Dwellings other than Single Detached Dwellings, Semi-Detached Dwellings, and Apartment Dwellings, and shall include Park Model Trailers;
- (26) “**Non-Profit Housing Development**” means development of a Building or structure intended for use as residential premises by:
- (a) a corporation to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary objective is to provide housing,
 - (b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary object is to provide housing, or
 - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act, 2022*;
- (27) “**Non-Residential Uses**” means a Building or structure, or portions thereof, used, or designed or intended for a use other than a Residential Use;
- (28) “**Official Plan**” means the Official Plan of the County of Oxford and any amendments thereto;
- (29) “**Owner**” means the owner of land or a person who has made application for an approval for the development of land upon which a Development Charge is imposed;
- (30) “**Park Model Trailer**” means a trailer conforming to National Standard of Canada CAN CSA-Z241.0-92, CAN CSA-Z240 or similar standard that is up to a maximum size of 50 square metres and designed to facilitate relocation from time to time;
- (31) “**Planning Act**” means the *Planning Act, 1990*, R.S.O. 1990, c.P.13, as amended;
- (32) “**Private School**” means an academic education school to which all of the following apply:
- (a) registered with the Province as a “private school” under section 16 of the *Education Act*;

- (b) non-publicly funded;
 - (c) operated on a not-for-profit basis;
 - (d) operated by a non-share non-profit corporation, or an established or a “religious organization” as defined by the *Religious Organizations’ Land Act*; and
 - (e) offering elementary or secondary academic education;
- (33) **“Regulation”** means any regulation made pursuant to the Act;
- (34) **“Rental Housing Development”** means development of a Building or structure with four or more residential units all of which are intended for use as rented residential premises;
- (35) **“Residential Uses”** means lands, Buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include Single Detached Dwelling, Semi-Detached Dwelling, Multiple Dwelling, Apartment Dwelling, and the residential portion of a mixed-use Building or structure;
- (36) **“Row Townhouse Dwelling”** means a Building vertically divided into three or more Dwelling Units by common walls extending from the base of the foundation to the roof. Each Dwelling Unit shall have separate entrance directly to the outside;
- (37) **“Semi-Detached Dwelling”** means a Building divided vertically into two Dwelling Units each of which has a separate entrance and access to grade;
- (38) **“Services”** means services set out in Schedule “A” to this by-law;
- (39) **“Single Detached Dwelling”** means a completely detached Building containing only one Dwelling Unit;
- (40) **“Special Care/Special Need Dwelling”** means a Building, or part of a Building:
- (a) containing two or more Dwelling Units which units have a common entrance from street level;
 - (b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common rooms and accessory Buildings;
 - (c) that is designed to accommodate persons with specific needs, including but not limited to independent permanent living arrangements; and

- (d) where support services, such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at any one or more various levels;

and includes, but is not limited to, retirement homes or lodges, charitable dwellings, group homes (including correctional group homes) and hospices;

Special Care/Special Needs Dwellings will be charged the D.C. rate for Bachelor and 1 Bedroom Apartment Units;

- (41) **“Stacked Townhouse Dwelling”** means a Building, other than a Row Townhouse or Back to Back Townhouse, containing at least 3 Dwelling Units; each Dwelling Unit separated from the other vertically and/or horizontally and each Dwelling Unit having a separate entrance to grade;
- (42) **“Temporary Building or Structure”** means a Building or structure constructed or erected or placed on land for a continuous period not exceeding twelve months, or an addition or alteration to a Building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding twelve months;
- (43) **“Temporary Dwelling Unit”** means a Dwelling Unit, which is:
- (a) designed to be portable (e.g. mobile home);
 - (b) clearly ancillary to, and fully detached from, an existing permanent Dwelling Unit located on the same lot;
 - (c) only permitted to be in place for a limited period of time; and
 - (d) subject to an agreement with the Area Municipality specifying the maximum period of time the Dwelling Unit is to be permitted and any other matters that may be deemed necessary or appropriate by the Area Municipality, such as installation, maintenance and removal provisions, financial security requirements and restrictions on occupancy;
- (44) **“Total 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;
- (a) includes the floor area of a mezzanine, atrium, or air supported structure, and the space occupied by interior wall partitions;

- (b) excludes those areas used exclusively for parking garages or structures; and
 - (c) where a Building or structure does not have any walls, the total 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;
- (45) **“Wind Turbine”** means any wind energy conversion system with a nameplate generating capacity greater than 300 kilowatts, that converts wind energy into electricity for sale to an electrical utility or intermediary.

2. CALCULATION OF DEVELOPMENT CHARGES

- (1) Subject to the provisions of this by-law, the Development Charge against land in the Town shall be imposed, calculated and collected in accordance with the rates set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” relating to the Services set out in Schedule “A”.
- (2) Council hereby determines that the Development of land, Buildings or structures for Residential and Non-Residential uses will require the provision, enlargement or expansion of the Services referenced in Schedule “A”; and shall be calculated as follows:
 - (a) In the case of Residential Development, or a Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of:
 - (i) the number of Dwelling Units of each type, multiplied by,
 - (ii) the corresponding total dollar amount for such Dwelling Unit as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (b) In the case of Non-Residential Development, or a Non-Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of
 - (i) the Total Floor Area of Non-Residential Development or Non-Residential portion of mixed-use Development multiplied by,
 - (ii) the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (c) In the case of Wind Turbines, the sum of the number of Wind Turbines multiplied by the corresponding amount for each Wind Turbine as set

out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13.

- (d) The Development Charge payable for Rental Housing developments will be reduced based on the number of bedrooms in each unit as follows:
 - (i) Three or more bedrooms – 25% reduction;
 - (ii) Two bedrooms – 20% reductions; and
 - (iii) All other bedroom quantities – 15% reduction.

3. **APPLICABLE LANDS**

- (1) Subject to the exceptions and exemptions described in the following subsections, this by-law applies to all lands in the Town, whether or not the land or use is exempt from taxation under section 3 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended.
- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
 - (a) a Board of Education;
 - (b) any municipality or Local Board thereof;
 - (c) a Place of Worship exempt under s.3 of the *Assessment Act*, R.S.O. 1990, c. A31, as amended;
 - (d) a Public Hospital under the *Public Hospitals Act*, R.S.O. 1990, c. P.40, as amended;
 - (e) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education if the Development in respect of which Development Charges would otherwise be payable is intended to be occupied and used by the university.
- (3) This by-law shall not apply to:
 - (a) Industrial Buildings as defined herein, excluding Wind Turbines;
 - (b) Farm Buildings as defined herein;
 - (c) Private Schools as defined herein;
 - (d) Temporary Buildings or structures as defined herein;

- (e) Affordable Housing as defined herein;
- (f) Temporary Dwelling Units as defined herein;
- (g) Long-Term Care home, as defined herein;
- (h) Lands shown in Schedule "C". For greater certainty, these lands are designated as "Central Business District" and "Entrepreneurial District" in the County of Oxford Official Plan, Schedule T-1.
- (i) Notwithstanding any other provision of this by-law, no Development Charge is payable with respect to an enlargement of the Gross Floor Area of an existing Industrial Building where the Gross Floor Area is enlarged by 50 percent or less. If the Gross Floor Area of an existing Industrial Building is enlarged by greater than 50 percent, the amount of the Development Charge payable in respect of the enlargement is the amount of the Development Charge that would otherwise be payable multiplied by Gross Floor Area created that is greater than 50% of the existing Gross Floor Area:
 - (iv) notwithstanding subsection 3 (3) (i), the exemption for an existing Industrial Building shall be applied to a maximum of fifty percent (50%) of the Gross Floor Area before the first enlargement for which an exemption from the payment of Development Charges was granted pursuant to this by-law or its predecessor.
 - (v) The Total Floor Area of an existing Industrial Building is enlarged where there is a bona fide increase in the size of the existing Industrial Building, the enlarged area is attached to the existing Industrial Building, there is a direct means of ingress and egress from the existing Industrial Building to and from the enlarged area for persons, goods and equipment and the existing Industrial Building and the enlarged area are used for or in connection with an Industrial purpose as set out in subsection 1(1) of the Regulation. 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 parking facility.
- (j) Affordable residential units required pursuant to section 34 and 16(4) of the *Planning Act* (Inclusionary Zoning);
- (k) Affordable and attainable residential units as follows:

- (i) As of the date on which section 4.1 of the Act is proclaimed into force, affordable residential units that meet the criteria set out in subsection 4.1 (2) or 4.1 (3) of the Act shall be exempt from Development Charges
- (ii) As of the date on which subsection 4.1 (4) of the Act is proclaimed into force, attainable residential units that meet the criteria set out in subsection 4.1 (4) of the Act shall be exempt from Development Charges

4. **RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF HOUSING**

- (1) Notwithstanding section 3 above, no Development Charges shall be imposed with respect to Developments or portions of Developments as follows:
 - (a) The enlargement of an existing Dwelling Unit;
 - (b) a second residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all Buildings and structures ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling cumulatively contain no more than one residential Dwelling Unit;
 - (c) a third residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units;
 - (d) one residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land, if the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains no more than two residential Dwelling Units and no other Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units; or
 - (e) in an existing rental residential Building, which contains four or more residential Dwelling Units, the creation of the greater of one residential Dwelling Unit or one per cent of the existing residential Dwelling Units;
- (2) For the purposes of subsections 4 (1) (d) a residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling,

Semi-Detached Dwelling, or Row-Townhouse Dwelling must be clearly secondary and subordinate to the principal Dwelling Unit on the lot and:

- (a) have Gross Floor Area of no greater than 60% of the Gross Floor Area of the principal Dwelling Unit, to a maximum of 140 m²; and
- (b) shall be located a maximum distance of 30 m from the principal Dwelling Unit.

5. **TIMING OF CALCULATION FOR DEVELOPMENT CHARGES**

- (1) Subject to subsection 5 (2), Development Charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for Residential and Non-Residential Use, where, the Development requires;
 - (a) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (c) conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act*, R. S.O. 1990, c.P.13 applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (e) a consent under section 53 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (f) the approval of a description under section 9 of the *Condominium Act*, S.O. 1998, c.9, as amended; or
 - (g) the issuing of a permit under the *Building Code Act*, 1992, S.O. 1992, c.23, as amended in relation to a Building or structure.
- (2) Subsection 5 (1) shall not apply in respect to:
 - (a) Local Services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) Local Services installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*, R.S.O. 1990 c.P.13.
- (3) A Development Charge shall be calculated and payable in full in money or by provision of Services as may be agreed upon, or by credit granted pursuant to the Act or this by-law, on the date that the first building permit is issued in

relation to a Building or structure on land to which a Development Charge applies.

- (4) Where a Development Charge applies to land in relation to which a building permit is required, the building permit shall not be issued until the Development Charge has been paid in full.
- (5) Notwithstanding subsection 5 (1), Development Charges for Rental Housing and Institutional Developments are due and payable in 6 equal installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (6) Notwithstanding subsections 5 (1) and 5 (3), where the development of land results from the approval of a Site Plan or Zoning By-law Amendment application received on or after January 1, 2020, and the approval of the application occurred within the prescribed amount of time of building permit issuance, the Development Charges under section 2 shall be calculated based on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the planning application. Where both planning applications apply, Development Charges under section 2 shall be calculated on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the later planning application.
- (7) Interest for the purposes of subsections 5 (5) and 5 (6) shall be calculated as per the Town's Development Charge Interest Rate Policy.

6. **LOCAL SERVICE INSTALLATION**

- (1) Nothing in this by-law prevents Council from requiring, as a condition of an agreement under section 51 or 53 of the *Planning Act* that the Owner, at his or her own expense, shall install or pay for such Local Services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

7. **MULTIPLE CHARGES**

- (1) Where two or more of the actions described in subsection 5 (1) are required before land to which a Development Charge applies can be developed, only one Development Charge shall be calculated and collected in accordance with the provisions of this by-law, as prescribed in section 5.
- (2) Notwithstanding subsection 7 (1), if two or more of the actions described in subsection 5 (1) occur at different times, and if the subsequent action has the effect of a net increase in the number of Residential Dwelling Units and/or a net increase in the amount of Non-Residential Gross Floor Area, additional Development Charges shall be calculated and collected in accordance with the provisions of this by-law.

8. SERVICES IN LIEU

- (1) Council may authorize an Owner, through an agreement under section 38 of the Act, to substitute such part of the Development Charge applicable to the Owner's Development as may be specified in the agreement, by the provision at the sole expense of the Owner, of services in lieu. Such agreement shall further specify that where the Owner provides services in lieu in accordance with the agreement, Council shall give to the Owner a credit against the Development Charge in accordance with the agreement provisions and the provisions of section 39 of the Act, equal to the reasonable cost to the Owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total Development Charge payable by an Owner to the Town in respect of the Development to which the agreement relates.
- (2) In any agreement under subsection 8 (1), Council may also give a further credit to the Owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.
- (3) The credit provided for in subsection 8 (2) shall not be charged to any Development Charge reserve fund.

9. FRONT-ENDING AGREEMENTS

- (1) Council may authorize a front-ending agreement in accordance with the provisions of Part III of the Act, upon such terms as Council may require, in respect of the Development of land.

10. DEMOLITION AND CONVERSION CREDITS FOR REDEVELOPMENT OF LAND

- (1) If a Development involves the demolition of and replacement of all or part of a Building or structure, or the conversion from one principal use to another, a credit shall be allowed, provided that the land was improved by occupied structures, or structures capable of being occupied without structural improvement, within the five years prior to the issuance of the building permit, and the building permit has been issued for the development within five years from the date the demolition permit has been issued; and;
- (2) Subject to subsection 10 (3), the credit shall be calculated:
 - (a) in the case of the demolition or conversion of a Building, or a part of a Building, used for a Residential purpose, by multiplying the number and type of Dwelling Units demolished or converted by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law; or

- (b) in the case of the demolition or conversion of a Building, or part of a Building, used for a Non-Residential purpose, by multiplying the Non-Residential Total Floor Area demolished or converted, by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law.
- (3) A credit can, in no case, exceed the amount of the development charge that would otherwise be payable. No credit is available if the use for which the demolished/converted buildings or structures was last lawfully occupied is exempt under this by-law.
- (4) Notwithstanding subsection 10 (1) above, where the Building cannot be demolished until the new Building has been erected, the Owner shall notify the Town in writing and pay the applicable Development Charge for the new Building in full and, if the existing Building is demolished not later than twelve (12) months from the date a building permit is issued for the new Building, the Town shall provide a refund calculated in accordance with this section to the Owner without interest. If more than twelve (12) months is required to demolish the existing Building, the Owner may make a written request to the Town, and the Town's Treasurer or designate, in his or her sole and absolute discretion and upon such terms and conditions as he or she considers necessary or appropriate, may extend the time in which the existing Building must be demolished, and such decision shall be made prior to the issuance of the first building permit for the new Building.

11. RESERVE FUNDS

- (1) Monies received from payment of Development Charges under this by-law shall be maintained in a separate reserve fund for each Service category set out in Schedule "A".
- (2) Monies received for the payment of Development Charges shall be used only in accordance with the provisions of section 35 of the Act.
- (3) Council directs the Town Treasurer to divide the reserve fund created hereunder into separate accounts in accordance with the Service categories set out in Schedule "A" to which the Development Charge payments, together interest earned thereon, shall be credited.
- (4) Where any Development Charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll for the property on which the Development occurred and shall be collected as taxes.
- (5) Where any unpaid Development Charges are collected as taxes under subsection 13 (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection 13 (1).

- (6) The Town Treasurer shall in each year commencing in 2025 for the 2024 year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in section 12 of O. Reg. 82/98.

12. BY-LAW AMENDMENT OR APPEAL

- (1) Where this by-law or any Development Charge prescribed thereunder is amended or repealed either by order of the Ontario Land Tribunal (OLT) or by resolution of Council, the Town Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection 12 (1) shall be paid with interest to be calculated as follows:
- (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
 - (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection 12 (1) shall include the interest owed under this section.

13. BY-LAW INDEXING

- (1) The Development Charges set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” to this by-law shall be adjusted annually as of June 13, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

14. SEVERABILITY

- (1) In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be void, voidable, unenforceable or ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

15. BY-LAW ADMINISTRATION

- (1) This by-law shall be administered by the Town Treasurer.

16. SCHEDULES TO THE BY-LAW

- (1) The following Schedules to this by-law form an integral part of this by-law:
- Schedule A – Schedule of Municipal Services

Schedule B1 – Schedule of Development Charges – Services Related to a Highway

Schedule B2 – Schedule of Development Charges – Fire Protection Services

Schedule B3 – Schedule of Development Charges – Parks and Recreation Services

Schedule B4 – Schedule of Development Charges – Policing Services

Schedule B5 – Schedule of Development Charges – Growth-Related Studies

Schedule C – Schedule of Lands exempt from the Town-Wide Development Charge By-law-2024

- (2) Any or all Schedules may be amended, revised and/or replaced from time to time during the term of the by-law as set out in accordance with the provisions of the *Development Charges Act, 1997*, S.O. 1997, c.27 as may be amended and/or replaced from time to time.

17. DATE BY-LAW EFFECTIVE

- (1) This by-law shall come into force and effect on June 13, 2024.

18. EXISTING BY-LAW REPEAL

- (1) By-law 4315 as amended by By-law 2021-036 is repealed on the date this by-law comes into effect.

19. SHORT TITLE

- (1) This by-law may be cited as the “2024 Town of Tillsonburg Development Charge By-law”.

READ a first and second time this 12th day of June, 2024.

READ a third time and finally passed in Open Council this 12th day of June, 2024.

MAYOR

CLERK

SCHEDULE "A"
TO BY-LAW NO. XXXX-2024

DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

- (1) Services Related to a Highway
- (2) Fire Protection Services
- (3) Parks and Recreation Services
- (4) Policing Services
- (5) Growth-Related Studies

SCHEDULE "B1"
TO BY-LAW NO. XXXX-2024

SCHEDULE OF DEVELOPMENT CHARGES – SERVICES RELATED TO A HIGHWAY

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170

SCHEDULE "B2"
TO BY-LAW NO. XXXX-2024

SCHEDULE OF DEVELOPMENT CHARGES – FIRE PROTECTION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Fire Protection Services	1,392	1,110	889	564	7.01	1,392

**SCHEDULE "B3"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – PARKS AND RECREATION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	-

**SCHEDULE "B4"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – POLICING SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Policing Services	6	5	4	2	0.03	6

**SCHEDULE "B5"
TO BY-LAW NO. XXXX-2024**

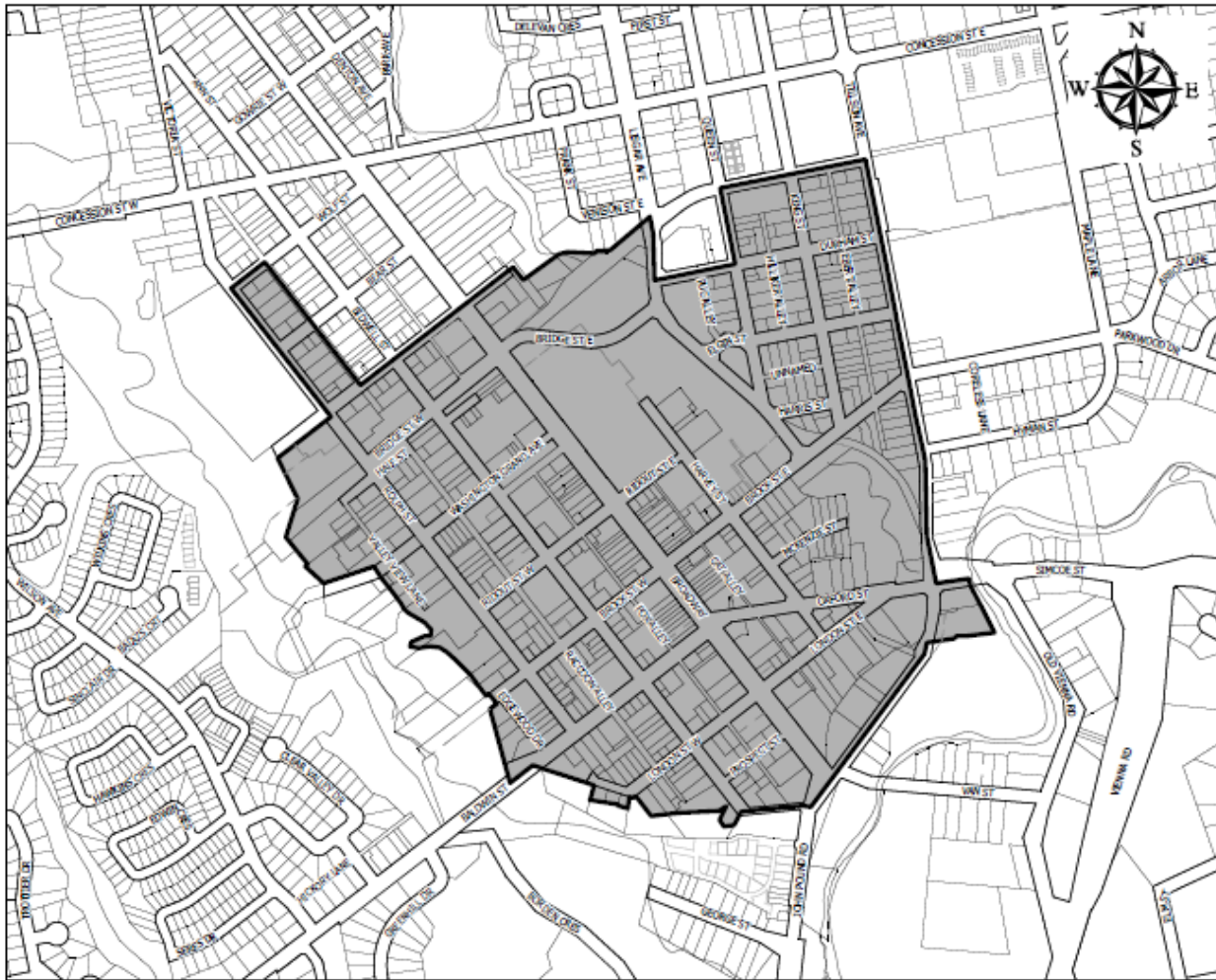
SCHEDULE OF DEVELOPMENT CHARGES – GROWTH-RELATED STUDIES


Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Growth-Related Studies	85	68	54	34	0.33	85

**SCHEDULE "C"
TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF LANDS EXEMPT FROM THE
DEVELOPMENT CHARGE BY-LAW**

**COUNTY OF OXFORD - TOWN OF TILLSONBURG
CENTRAL BUSINESS DISTRICT**



 LANDS TO WHICH THE BY-LAW DOES NOT APPLY



Addendum to 2024 Development Charges Background Study

Town of Tillsonburg

For Public Circulation and Comment

June 10, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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1. Summary of Revisions to the April 12, 2024 Development Charges Background Study

Commensurate with the provisions of the *Development Charges Act* (D.C.A.), 1997, the Town of Tillsonburg (Town) has undertaken a Development Charges Background Study (D.C.B.S.) and has distributed the study and draft by-law to the public. The following provides a summary of the key dates in the Development Charges (D.C.s) by-law process:

- April 12, 2024 – Release D.C.B.S. and draft by-law
- May 27, 2024 – Public Meeting of Council
- June 12, 2024 – Anticipated passage of D.C. By-law

On June, 6, 2024, Bill 185 (Cutting Red Tape to Build More Homes Act, 2024) received Royal Assent and includes the following changes to the D.C.A.:

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);
- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
- Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
- To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and
- To modernize public notice requirements.



The purpose of the addendum to the April 12, 2024 D.C.B.S., is to include D.C. eligible costs for growth-related studies, reflect other changes in the D.C.A. made through Bill 185 (such as reducing the D.C. “freeze” from 2-years to 18 months and removal of the statutory phase-in of the charge in new by-law), to include an exemption to the payment of D.C.s for industrial development, and other housekeeping amendments.

The refinements to the calculation of the charge are detailed in this report and will form part of the D.C.B.S., for Council’s consideration and approval prior to adoption of the D.C. By-law.



2. Addendum

2.1 Growth-Related Studies

The D.C.A. permits the inclusion of studies undertaken to facilitate the completion of the Town's capital works program. These studies have either been included within Services Related to a Highway, Parks and Recreation Services, Fire Protection Services, and within a Growth-Related Studies class of service based on each service to which the studies relate.

Table 2-1 summarizes the studies that have been included within each service or class of service with the D.C.B.S., including the anticipated timing, gross capital costs, and D.C. eligible costs included in the calculation of the charge.

Table 2-1
Growth-Related Studies

Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
					Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
2024-2033									
Services Related to a Highway									
Transportation Master Plan	2024	186,221		186,221	46,600		139,621	106,112	33,509
Transportation Master Plan	2024	186,221		186,221	46,600		139,621	106,112	33,509
Subtotal		372,442	-	372,442	93,200		279,242	212,224	67,018
Fire Protection Services									
Fire Services Master Plan	2028	80,000		80,000	20,000		60,000	45,600	14,400
Fire Services Master Plan	2033	80,000		80,000	20,000		60,000	45,600	14,400
Community Risk Assessment	2025	20,000		20,000	10,000		10,000	7,600	2,400
Community Risk Assessment	2030	20,000		20,000	10,000		10,000	7,600	2,400
Subtotal		200,000	-	200,000	60,000		140,000	106,400	33,600
Parks and Recreation Services									
Recreation Master Plan	2024	84,766		84,766	21,200		63,566	60,388	3,178
Recreation Master Plan	2033	84,766		84,766	21,200		63,566	60,388	3,178
Subtotal		169,532	-	169,532	42,400		127,132	120,776	6,357
Growth-Related Studies									
D.C. Background Study	2028	40,000	-	40,000	-	-	40,000	32,243	7,757
D.C. Background Study	2033	40,000	-	40,000	-	-	40,000	32,243	7,757
Asset Management Plan	2024	43,500	980	42,520	33,700	-	8,820	7,110	1,710
Asset Management Plan	2025	45,000	1,010	43,990	34,900	-	9,090	7,327	1,763
Asset Management Plan	2029	45,000	1,010	43,990	34,900	-	9,090	7,327	1,763
Community Strategic Plan	2030	150,000	7,500	142,500	75,000	-	67,500	54,410	13,090
Solid Waste Mgmt Study	2031	46,301	-	46,301	11,600	-	34,701	27,972	6,729
Stormwater Master Plan	2026	450,000	-	450,000	112,500	-	337,500	272,049	65,451
Reserve Fund Adjustments							(311,893)	(251,408)	(60,485)
Subtotal		859,801	10,500	849,301	302,600	-	234,808	189,272	45,536
Total		1,601,775	10,500	1,591,275	498,200	-	781,182	628,672	152,510

In aggregate, the study costs that have been identified total \$1.6 million. A deduction of \$10,500 has been made to recognize the portion of planning studies related to D.C.-ineligible services. After deducting \$498,000 for the benefit to existing share and



deducting \$312,000 for the existing D.C. reserve fund surplus for growth-related studies, the D.C. eligible costs for studies that have been considered within the calculation of the charge within each service or class of service total \$781,000.

2.2 Impacts on the Calculated D.C.

Based on the identified changes, the amended schedule of charges is presented in Table 2-2.

Table 2-2
Amended Schedule of D.C.s

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170
Fire Protection Services	1,392	1,110	889	564	7.01	1,392
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	
Policing Services	6	5	4	2	0.03	6
Growth-Related Studies	85	68	54	34	0.33	85
Total Municipal Wide Services/Class of Services	14,782	11,783	9,437	5,989	36.00	5,653

By comparison to the charges presented in the April 12, 2024 D.C.B.S., as amended, the amended charge for a single and semi-detached residential unit would increase by \$270 (+1.9%) from \$14,512 to \$14,782. The updated charges presented herein are compared to the current charges that are in effect in Table 2-3 for a single-detached residential dwelling unit and per sq.m. of gross floor area (G.F.A.) for non-residential development.



Table 2-3
Comparison of Current and Calculated D.C.s

Residential (Single Detached) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	6,552	4,170	(2,382)	-36%
Fire Protection Services	808	1,392	584	72%
Parks and Recreation Services	1,720	9,129	7,409	431%
Policing Services	68	6	(62)	-91%
Growth-Related Studies	436	85	(351)	-81%
Total Municipal Wide Services/Classes	9,584	14,782	5,198	54%

Non-Residential (per sq.m.) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	29.15	20.98	(8.17)	-28%
Fire Protection Services	3.78	7.01	3.23	85%
Parks and Recreation Services	1.51	7.66	6.15	407%
Policing Services	0.32	0.03	(0.29)	-91%
Growth-Related Studies	1.99	0.33	(1.66)	-84%
Total Municipal Wide Services/Classes	36.75	36.00	(0.75)	-2%

The proposed residential D.C. for a single detached dwelling unit represents a 54% increase (+ \$5,198) over the current charges of \$9,584. The non-residential charges per sq.m. represent a 2% decrease (- \$0.75) over the current charges of \$36.75. The Town does not currently impose D.C.s on non-residential development.



3. Changes to the D.C.B.S.

Based on the foregoing, the following revisions are made to the April 12, 2024 D.C.B.S. Accordingly, the amended pages are appended to this report:

- Table of Contents – Updated to reflect the changes summarized below
- Executive Summary (pages i to ix) – Updated to reflect the inclusion of study costs, legislative changes, and the date of by-law passage
- Pages 1-3 to 1-8 – Section 1.3 updated to reflect legislative changes
- Page 4-1 - Section 4.2 updated to reflect the eligible funding of study costs
- Pages 4-5 to 4-12
 - Table 4-2 and Section 4.5 updated to reflect the eligible funding of study costs;
 - Table 4-3 updated to reflect D.C. reserve fund balance for growth-related studies including for funding of past D.C. eligible studies; and
 - Updated page numbering including additional pages.
- Pages 5-2 to 5-12 – Updated to include growth-related study costs in the calculation of the charge and updated page numbering (including additional pages).
- Pages 6-1 to 6-3 – Chapter 6 updated to include growth-related study costs in the calculation of the charge
- Page 7-1 – Section 7.1 updated to reflect legislative changes
- Pages 7-3 to 7-8
 - Section 7.3.2 updated to include Growth-Related Studies as a class of services;
 - Section 7.3.4 updated to include growth-related study costs in the calculation of the farm charge and the inclusion of the industrial development exemption;
 - Section 7.3.5 updated to reflect legislative changes (removal of phase-in);
 - Section 7.3.6 updated to reflect legislative changes (decreased time for D.C. “freeze”);
 - Section 7.4.1 updated to include Growth-Related Studies as class of service;
 - Section 7.5 updated to reflect this addendum; and
 - Updated page numbering



- Pages C-2 to C-5, and C-8 to C-11 within Appendix C – Updated cash-flow calculations as a result of changes identified herein
- Appendix F – Updated by-law to reflect the inclusion of study costs and other legislative changes.



4. Process for Adoption of the D.C. By-law

The revisions provided herein form the basis for the D.C. by-law and will be incorporated into the D.C.B.S., as amended, to be provided to Council prior to Council's consideration and adoption of the proposed D.C. by-law.

If Council is satisfied with the above noted changes to the D.C.B.S., as amended, and D.C. by-law, then prior to by-law passage Council must:

- Approve the D.C.B.S., as amended;
- Determine that no further public meetings are required on the matter; and
- Adopt the new D.C. by-law.

Appendices



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Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Town of Tillsonburg (Town) required by the *Development Charges Act, 1997* (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Introduction and overview of the legislative requirements of the D.C.A.;
 - Chapter 2 – Current Town D.C. policy
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Town;
 - Chapter 4 – Approach to calculating the D.C.;
 - Chapter 5 – Review of historical service standards and identification of D.C. recoverable capital costs to service growth;
 - Chapter 6 – Calculation of the D.C.s;
 - Chapter 7 – D.C. policy recommendations and D.C. by-law rules;
 - Chapter 8 – Asset management plan requirements of the D.C.A.; and
 - Chapter 9 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Amounts in excess of 15-year historical service calculation;
 - D.C. reserve funds;



- 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the D.C. calculation.
3. Changes to the D.C.A. were introduced through five bills passed in the Ontario legislature since the Town's last D.C. by-law amendment: Bill 109, and Bill 23, Bill 97, Bill 134 and Bill 185. The following provides a brief summary of the recent changes.

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

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement. Further information is provided in subsection 1.3.1.

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

On November 28, 2022, Bill 23 received Royal Assent. This Act amends a number of pieces of legislation including the *Planning Act* and the D.C.A. Subsequently, further amendments to these provisions were made through Bills 97 and 134. The following provides a summary of the changes to the D.C.A. (further details are provided in subsection 1.3.2 of this report):

- Additional residential unit exemption: Allowance of a third unit to be exempt from D.C.s in existing and new residential dwellings;
- Removal of housing as an eligible D.C. service;
- New statutory exemptions for affordable units, attainable units (to be in effect upon proclamation by the Lieutenant Governor);
- New statutory exemptions for inclusionary zoning units, and non-profit housing developments;
- Historical level of service extended to 15-year period instead of the prior 10-year period;
- Capital cost definition may be revised to prescribe services for which land or an interest in land will be restricted;



- Capital cost definition has been revised to remove studies;
- Mandatory reduction for new D.C. by-laws passed after November 28, 2022, as follows:
 - Year 1 – 80% of the maximum charge;
 - Year 2 – 85% of the maximum charge;
 - Year 3 – 90% of the maximum charge;
 - Year 4 – 95% of the maximum charge; and
 - Year 5 to expiry – 100% of the maximum charge.
- D.C. by-law expiry will be 10 years after the date the by-law comes into force (unless repealed earlier);
- D.C. for rental housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum interest rate for installments and determination of charge for eligible site plan and zoning by-law amendment applications to be set at the average prime rate plus 1%; and
- Requirement to allocate funds received– municipalities will be required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.

Bill 185: Cutting Red Tap to Build More Homes Act, 2024 (Bill 185)

On June, 6, 2024, Bill 185 received Royal Assent and includes the following changes to the D.C.A.

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);



- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
 - Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
 - To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and
 - To modernize public notice requirements.
4. The Town is undertaking a D.C. public process and anticipates passing a new by-law for the eligible services. The mandatory public meeting has been set for May 27, 2024 with adoption of the by-law anticipated for June 12, 2024, with an effective date of June 13, 2024 in advance of the expiry of the current by-law on June 13, 2024.
5. The growth forecast (Chapter 3) on which the D.C. is based, projects the following population, housing and non-residential floor area for the 10-year (2024 to 2034) period.



Table ES-1
Summary of Growth Forecast by Planning Period

Measure	10 Year 2024 to 2034
(Net) Population Increase	5,657
Residential Unit Increase	2,754
Non-Residential – Gross Floor Area Increase (sq.m.)	148,366

Source: Watson & Associates Economists Ltd. forecast 2024.

6. Chapter 5 herein provides, in detail and by service area, the gross capital costs for the increase in need to service new development and the respective deductions that have been made to arrive at the D.C. recoverable costs included in the calculation of the charge. The following services are calculated based on Town-wide 10-year forecast:

- Services related to a highway (including municipal works facilities, fleet and equipment);
- Fire protection services;
- Police services;
- Parks and recreation services; and
- Growth-Related Studies.

A summary of the total growth-related costs is provided below in Table ES-2.

Table ES-2
Summary of Expenditures Anticipated Over the Forecast Period

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total Gross Capital Costs	\$78,713,000
Less: Benefit to Existing Development	\$12,184,000
Less: Post Planning Period Benefit	\$19,146,000
Less: Grants, Subsidies and Other Contributions	\$3,504,000
Less: Existing D.C. Reserve Funds	\$4,385,000
Net Costs to be Recovered from Development Charges	\$39,485,000



Based on the above table, the Town plans to spend \$78.7 million over the 10-year planning period of which \$39.5 million (50%) is recoverable from D.C.s. Of the net \$39.5 million included in the calculation, \$34.2 million is recoverable from residential development and \$5.3 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further. This suggests that non-D.C. costs over the forecast period will total \$39.2 million. As part of the D.C. background study process we have undertaken an assessment of the D.C. revenue foregone that would occur based on current exemptions and reduction policies. This analysis suggests that the shortfall in D.C. revenue as a result of these policies would total \$13.1 million over the forecast period or 32% of D.C. recoverable costs¹.

This report has undertaken a calculation of charges based on the anticipated development summarized in Table ES-1 and the future identified needs (presented in Table ES-2). Charges have been provided on a Town-wide basis for all services. The corresponding single detached unit charge is \$14,782. The non-residential charge is \$36.00 per sq.m. of building area. The calculated schedule of charges is presented in Table ES-3.

¹ D.C. revenue foregone is based on statutory exemptions/reductions contained in the D.C.A. and exemption policies in the current D.C. by-law.



Table ES-3
Calculated Schedule of Development Charges

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170
Fire Protection Services	1,392	1,110	889	564	7.01	1,392
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	
Policing Services	6	5	4	2	0.03	6
Growth-Related Studies	85	68	54	34	0.33	85
Total Municipal Wide Services/Class of Services	14,782	11,783	9,437	5,989	36.00	5,653



7. Chapter 7 outlines the D.C. by-law policy recommendations and rules as summarized below:

- Timing of Collection:
 - D.C.s to be calculated and payable at the time of building permit issuance
 - D.C.s for developments proceeding through Site Plan or Zoning By-law Amendment applications will be determined based on the charges in effect on the day of the application (charges to be frozen for a maximum period of 18 months after planning application approval)
 - Rental housing and institutional developments would pay D.C.s in six equal annual payments, commencing from the date of occupancy
- Statutory D.C. Exemptions:
 - Upper/Lower Tier Governments and School Boards
 - Development of lands intended for use by a university that received operating funds from the Government
 - Existing industrial building expansions (may expand by 50% with no D.C.)
 - Additional residential units in existing and new residential buildings
 - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
 - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
 - Non-profit housing
 - Inclusionary zoning affordable units
 - Affordable housing
- D.C. Discounts for rental housing development based on dwelling unit type:
 - >2 bedrooms - 25% discount
 - 2 bedrooms - 20% discount
 - <2 bedrooms - 15% discount
- Non-Statutory Deductions:
 - Industrial buildings;



- Non-residential farm buildings;
 - Places of worship;
 - Public hospitals;
 - Temporary buildings and structures;
 - Long-term care homes;
 - Affordable housing; and
 - Temporary dwelling units
- Redevelopment credits provided where building permit issuance occurs within five years for conversion or demolitions of existing structures
 - Charges to be indexed annually on the date the by-law comes in to force, in accordance with the D.C.A.
8. Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix F. These decisions may include:
- adopting the charges and policies recommended herein;
 - considering additional exemptions to the by-law; and
 - considering reductions in the charge by class of development (e.g., obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



Process Steps	Dates
5. Presentation of draft findings and by-law policies to D.C. Steering Committee	February 5, 2024
6. Presentation of draft findings and D.C. policies to Council	March 11, 2024
7. D.C. Background Study and draft D.C. by-law(s) available to public	April 12, 2024
8. Public Meeting of Council	May 27, 2024
9. D.C. By-law(s) passage (anticipated)	June 12, 2024
10. D.C. By-Law(s) effective date	June 13, 2024
11. Newspaper notice given of by-law(s) passage	By 20 days after passage
12. Last day for by-law(s) appeal	40 days after passage
13. Municipality makes available D.C. pamphlet	by 60 days after in force date

1.3 Changes to the Development Charges Act, 1997

Since 2021, when the Town last amended their D.C. by-law(s), a number of changes to the *Development Charges Act, 1997* have been introduced through various legislation including the following:

- *More Homes for Everyone Act, 2022* (Bill 109)
- *More Homes Built Fast Act, 2022* (Bill 23);
- *Helping Homebuyers, Protecting Tenants Act, 2023* (Bill 97)
- *Affordable Homes and Good Jobs Act, 2023* (Bill 134); and
- *Cutting Red Tape to Build More Homes Act, 2024* (Bill 185).



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

1.3.1 More Homes for Everyone Act, 2022 (Bill 109)

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement. The following additional information must be provided for each D.C. service being collected for during the year:

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

The changes to the D.C.A. has also been amended to now require that the annual Treasurer's statement be made available to the public on the website of the municipality or, if there is no such website, in the municipal office.

1.3.2 More Homes Built Fast Act, 2022 (Bill 23)

On November 28, 2022, Bill 23 received Royal Assent. This Act amends a number of pieces of legislation including the *Planning Act* and the D.C.A. Subsequently the proposed exemptions for affordable units was further amended through Bill 134. The following provides a summary of the changes to the D.C.A.:

1.3.2.1 Additional Residential Unit Exemption

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



- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings – The following developments will be exempt from a D.C.:
 - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
 - A third unit in a detached, semi-detached, or rowhouse if no ancillary buildings or structures contain any residential units; and
 - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.
 - Bill 97 (*The Helping Homebuyers, Protecting Tenants Act*), extended the mandatory exemption from payment of D.C.s for addition residential units new residential buildings or in existing houses to all lands versus just urban lands.

1.3.2.2 *Removal of Housing as an Eligible D.C. Service*

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

1.3.2.3 *New Statutory Exemptions for Affordable Units, Attainable Units, and Inclusionary Zoning Units*

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

- Affordable Rental Units:
 - The rent is no greater than the lesser of,
 - the income-based affordable rent for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and
 - the average market rent identified for the residential unit set out in the Affordable Residential Units bulletin.



- Affordable Owned Units:
 - The price of the residential unit is no greater than the lesser of,
 - the income-based affordable purchase price for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and
 - 90 per cent of the average purchase price identified for the residential unit set out in the Affordable Residential Units bulletin.
- Attainable Units: Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.
 - Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years. Also exemptions for affordable and attainable units will come into effect on a day to be named by proclamation of the Lieutenant Governor.
- Inclusionary Zoning Units: Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.3.2.4 New Statutory Exemption for Non-Profit Housing

Non-profit housing development has been removed from the instalment payment section of the Act (section 26.1), as these units are now exempt from the payment of D.C.s.

1.3.2.5 Rental Housing Discount

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

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

1.3.2.6 Historical Level of Service extended to 15-year period instead of the historical 10-year period

Prior to Royal Assent of Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the



preparation of the D.C. background study. This average historical level of service is now extended to the historical 15-year period.

1.3.2.7 Revised Definition of Capital Costs

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

1.3.2.8 Mandatory Phase-in of a D.C.

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

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

1.3.2.9 D.C. By-law Expiry

A D.C. by-law now expires ten years after the day it comes into force (unless the by-law provides for an earlier expiry date). This extends the by-law's maximum life from what was previously five years.

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

The Act allows interest to be charged on D.C.s calculated at the time of Site Plan or Zoning By-law Amendment applications (S.26.2 of the Act) and for mandatory installment payments (S. 26.1 of the Act). No maximum interest rate was previously prescribed, which allowed municipalities to choose the interest rate to impose. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.



1.3.2.11 Requirement to Allocate Funds Received

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

1.3.3 Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)

On June, 6, 2024, Bill 185 received Royal Assent and includes the following changes to the D.C.A.

- The removal of the Mandatory Phase-in for D.C. by-laws passed after Bill 185 comes into effect;
- A reduction to the D.C. rate freeze timelines for developments proceeding through site plan and zoning by-law amendment applications under the Planning Act. Charges are currently held at rates in place on the date the application is made until building permit issuance, provided the building permit is issued within two (2) years of the approval of the application. This time period is proposed to be reduced to 18 months under Bill 185 (note that the two (2) year timeline will still apply to applications received prior to Bill 185 receiving Royal Assent);
- Inclusion of growth-related studies, including the D.C. background study, as a D.C.-eligible costs;
- Provide a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date;
- To allow minor amendments related to the imposition of studies, removal of the mandatory phase-in, and extension of by-law expiry dates (subject to the 10-year limitations provided in the D.C.A.) to be undertaken for by-laws passed after November 28, 2022 and before Bill 185 takes effect; and
- To modernize public notice requirements.



4. The Approach to the Calculation of the Charge

4.1 Introduction

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

4.2 Services Potentially Involved

Table 4-2 lists the full range of municipal services that are provided by the Town.

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

4.3 Increase in the Need for Service

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



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
13. Parks and Recreation Services	Ineligible Yes Yes Yes Yes	13.1 Acquisition of land for parks, woodlots and E.S.A.s 13.2 Development of municipal parks 13.3 Parks rolling stock ¹ and yards 13.4 Facilities, such as arenas, indoor pools, fitness facilities, community centres, etc. 13.5 Recreation vehicles and equipment ¹
14. Services Related to Public Health	n/a n/a	14.1 Public Health department space 14.2 Public Health department vehicles ¹
15. Child Care and Early Years Programs and Services within the meaning of Part VI of the <i>Child Care and Early Years Act, 2014</i> and any related services.	n/a n/a	15.1 Childcare space 15.2 Vehicles ¹
16. Services related to proceedings under the <i>Provincial Offences Act, including by-law enforcement services and municipally administered court services</i>	n/a n/a	16.1 P.O.A. space, including by-law enforcement and municipally administered court services 16.2 Vehicles ¹
17. Services Related to Emergency Preparedness	No No	17.1 Emergency Preparedness Space 17.2 Equipment
18. Services Related to Airports	n/a Ineligible	18.1 Airports (in the Regional Municipality of Waterloo) 18.2 Other Airports

¹ with a 7+ year useful life



Categories of Municipal Services	Inclusion in the D.C. Calculation	Service Components
19. Other	Yes	19.1 Interest on money borrowed to pay for growth-related capital 19.2 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land [2] and facilities, including the D.C. background study cost

[2] same percentage as service component to which it pertains

4.4 Local Service Policy

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

4.5 Capital Forecast

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

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

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;



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

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

4.6 Treatment of Credits

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

The Town has no outstanding D.C. credit obligations.

4.7 Eligible Debt and Committed Excess Capacity

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



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

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 Town’s D.C. Reserve Funds balances, by service, are presented in Table 4-3 below. 2022 year-end reserve fund balances have been adjusted to account for eligible and actual reserve fund draws and commitments occurring over the 2019 to 2023 period. Furthermore, the reserve funds have also been adjusted to account for actual 2023 D.C. revenues. These balances have been applied against future spending requirements for all services.

Table 4-3
Town of Tillsonburg
Estimated D.C. Reserve Funds Balances

	2022 Year-End Reserve Fund Balance	2019-2023 Adjustment	2023 Revenues	Adjusted Balance
Fire Services	709,701	(24,897)	51,066	735,870
Roads and Related Services	2,865,906	(965,477)	358,042	2,258,471
Police Services	36,473	-	4,839	41,312
Parks and Recreation	1,365,654	(527,197)	198,681	1,037,139
Administration Studies	306,280	(41,075)	46,688	311,893
Total	5,284,015	(1,558,646)	659,316	4,384,685



4.9 Deductions

The D.C.A. potentially requires that four 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; and
- anticipated grants, subsidies, and other contributions.

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

4.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in 4.3 does “...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Municipality over the 15-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 factors are multiplied together, they produce a measure of the level of service which meets the requirements of the Act, i.e., cost per unit.

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

4.9.2 Reduction for Uncommitted Excess Capacity

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



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

4.9.3 Reduction for Benefit to Existing Development

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

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

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

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive 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 Town-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

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

4.10 Town-Wide vs. Area Rating

This step involves determining whether all the subject costs are to be recovered on a uniform Town-wide basis or whether some or all are to be recovered on an area-specific basis. Under the D.C.A., it is now mandatory to “consider” area-rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area-rating. Further discussion is provided in section 7.3.8.

4.11 Allocation of Development

This step involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential



development and between one type of development and another, to arrive at a schedule of charges.



The capital needs, which have been factored into the calculation of the charge over the 10-year forecast period, were determined through discussions with staff. In total, \$28.0 million in gross capital costs of growth-related projects have been identified. \$6.6 million has been deducted as a benefit to existing development and \$5.7 million has been deducted as a benefit to growth beyond the 10-year forecast period. After deducting \$2.3 million for an existing reserve fund surplus and \$547,500 for other contributions towards the needs, \$12.9 million of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-1.

5.2.2 Fire Protection Services

Fire protection services in the Town is provided through one fire station totalling 9,472 sq.ft. of G.F.A. Included within the fire station are 7 vehicles and 60 items of equipment. This total historical level of investment results in an average level of service of \$739 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$4.2 million that could be included in the calculation of the charge.

To provide service to new development over the 10-year forecast period, \$7.3 million in gross capital costs of growth-related projects have been identified which primarily include renovating and expanding the current fire station. \$551,000 has been deducted as a benefit to existing development. After deducting \$1.7 million for costs that are of a benefit to growth beyond the 10-year forecast period, and \$736,000 for an existing reserve fund surplus, \$4.3 million of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-2.



5.2.3 Policing Services

Policing services in the Town is provided through one OPP facility totalling 12,686 sq.ft. of G.F.A. This total historical level of investment results in an average level of service of \$347 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$1.9 million that could be included in the calculation of the charge.

To provide service to new development over the 10-year forecast period, \$390,000 in gross capital costs of growth-related projects have been identified. After deducting \$41,300 for an existing current D.C. reserve fund surplus and \$333,000 for the post period benefit, \$15,300 of costs are included in the calculation of the charge.

These D.C.-eligible costs are then attributed 76% to residential development and 24% to non-residential development based on the relationship of population to employment growth anticipated over the 10-year forecast period (i.e., 5,657 population and 1,834 employment). These growth-related projects and costs are detailed in Table 5-3.

5.2.4 Parks and Recreation Services

The Town currently provides parks and recreation services through 53 park amenities, 555 paved and unpaved parking lots, 45 items of vehicles and equipment, 16.5 km of paths and trails (which includes 7 pedestrian bridges) and 136,000 sq.ft of facility space. This total historical level of investment results in an average level of service of \$6,676 per capita over the past 15-years. When applied against the anticipated population growth over the 10-year forecast period (i.e., 5,657 net population growth including institutional population), this results in a maximum D.C.-eligible amount of \$37.8 million that could be included in the calculation of the charge

To provide service to new development over the 10-year forecast period, \$42.2 million in gross capital costs of growth-related projects have been identified including the construction of a third ice pad and additional facility space. \$4.8 million has been deducted as a benefit to existing development and \$11.5 million removed for growth-related costs that are of a benefit to growth beyond the 10-year forecast period. After deducting \$1.0 million to account for the current D.C. reserve fund surplus, and deducting \$3.0 million in grants and subsidies, \$22.0 million of costs are included in the calculation of the charge.



These D.C.-eligible costs are then attributed 95% to residential development as they are the primary uses of parks and recreation services. These growth-related projects and costs are detailed in Table 5-4.

5.2.5 Growth-Related Studies

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

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

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

- Services Related to a Highway;
- Fire Protection Services;
- Parks and Recreation Services;
- Police Services;
- Stormwater Management Services; and
- Waste Diversion Services.

The following provides a list of the studies that have been identified for the 2024 to 2034 forecast period:

- D.C. Background Studies (2028 & 2033);
- Asset Management Plans (2024, 2025 & 2029);
- Community Strategic Plan (2030);
- Solid Waste Management Plan (2031); and
- Stormwater Master Plan (2026).



Future D.C. background studies, secondary plans, and asset management plans have been allocated to the services in the following manner:

- Services Related to a Highway – 32.9%
- Fire Protection Services – 11.0%
- Parks and Recreation Services – 56.1%
- Policing Services – 0.04%

The total cost of these studies is \$859,800 of which \$302,600 is a benefit to existing development. A deduction of \$10,500 has been made to recognize the portion of planning studies related to D.C.-ineligible services, as mentioned above. After deducting \$311,900 to account for the current D.C. reserve fund surplus, \$234,800 of D.C.-eligible costs are included in the calculation of the charge as presented in Table 5-5.

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



**Table 5-1
Infrastructure Costs Covered in the D.C. Calculation – Services Related to a Highway**

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Length (km)	Existing Road Surface	Surface Work	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Less:	Potential D.C. Recoverable Cost		
										Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
	Project Name					-	-	-	-		-	-	-
	Public Works Buildings					-	-	-	-		-	-	-
1	New Public Works Facility				2026-2027	14,000,000	5,680,800	8,319,200	5,004,100		3,315,100	2,519,476	795,624
	Public Works Fleet					-	-	-	-		-	-	-
2	Heavy Duty Fleet				2025	463,500	-	463,500	-		463,500	352,260	111,240
3	Sidewalk Plow				2024	226,600	-	226,600	-		226,600	172,216	54,384
4	Sidewalk Plow				2027	226,600	-	226,600	-		226,600	172,216	54,384
5	Backhoe				2024-2033	231,800	-	231,800	-		231,800	176,168	55,632
6	Loader				2024-2033	363,100	-	363,100	-		363,100	275,956	87,144
7	Provision for Additional Fleet				2024-2033	1,150,641	-	1,150,641	-		1,150,641	874,487	276,154
	Road Reconstructions					-	-	-	-		-	-	-
8	Concession Street - Tillson Ave to Maple Lane	0.32	Asphalt	Asphalt	2024-2033	1,046,800	-	1,046,800	159,360		887,440	674,454	212,986
9	West Town Line - boundary road with Norwich (Simcoe to Potters)	1	Asphalt	Asphalt	2024-2033	2,057,800	-	2,057,800	498,000	547,500	1,012,300	769,348	242,952
10	Cranberry Rd. - North St. to North Town Limit	0.8	Rural	Asphalt	2024-2033	1,344,200	-	1,344,200	140,800		1,203,400	914,584	288,816
11	Concession St. East - Broadway to Tillson Ave.	0.8	Asphalt	Asphalt	2024-2033	3,405,700	-	3,405,700	398,400		3,007,300	2,285,548	721,752
12	Townline Rd and Goshen St Reconstruction	0.26	Asphalt	Asphalt	2024-2033	1,058,000	-	1,058,000	129,480		928,520	705,675	222,845
	Signalization					-	-	-	-		-	-	-
13	Town-wide Signalization				2024-2033	386,900	-	386,900	-		386,900	294,044	92,856
14	Signal Priority Control System Expansion - Phase 2				2024	54,100	-	54,100	-		54,100	41,116	12,984
15	Signal Priority Control System Expansion Phase 3				2025	24,200	-	24,200	-		24,200	18,392	5,808
16	Signal Priority Control System Expansion Phase 4				2026	24,200	-	24,200	-		24,200	18,392	5,808
17	Sidewalk Connectivity Plan				2024-2033	1,529,400	-	1,529,400	152,900		1,376,500	1,046,140	330,360
	Studies					-	-	-	-		-	-	-
18	Transportation Master Plan				2024	186,221	-	186,221	46,600		139,621	106,112	33,509
19	Transportation Master Plan				2033	186,221	-	186,221	46,600		139,621	106,112	33,509
	Reserve Fund Adjustment					-	-	-	-		(2,258,471)	(1,716,438)	(542,033)
	Total					27,965,982	5,680,800	22,285,182	6,576,240	547,500	12,902,971	9,806,258	3,096,713

Note:

1. For newly constructed projects benefit to existing or non-growth share is considered to be nil. For road widenings or upgrades, benefit to existing or non-growth share is based on the cost to the Town of repaving the existing sections of road twice to build-out of the Town. In short the non-growth share is the capital cost the Town would incur if there was no growth over the forecast period. The calculation of the non-growth share assumes the following resurfacing costs per km:

2-Lane Asphalt - \$249,000

Road Surface Treatment - \$88,000



Table 5-2
Infrastructure Costs Covered in the D.C. Calculation – Fire Protection Services

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
	Facilities		-	-	-	-		-	-	-
1	Current Station Renovation and Expansion	2025-2026	5,300,000	1,653,378	3,646,622	-		3,646,622	2,771,433	875,189
	Equipment		-	-	-	-		-	-	-
2	Additional Firefighter Equipment (10)	2024-2033	82,000	-	82,000	-		82,000	62,320	19,680
3	New SCBA Units and Personal Face Masks (8)	2024-2033	122,400	-	122,400	110,000		12,400	9,424	2,976
	Vehicles		-	-	-	-		-	-	-
4	Single Axle Enclosed Trailer	2024-2033	15,000	-	15,000	-		15,000	11,400	3,600
5	ATV	2025	40,000	-	40,000	-		40,000	30,400	9,600
6	Full Size Rescue Unit	2024-2033	1,500,000	-	1,500,000	381,100		1,118,900	850,364	268,536
	Studies									
7	Fire Services Master Plan	2028	80,000	-	80,000	20,000		60,000	45,600	14,400
8	Fire Services Master Plan	2033	80,000	-	80,000	20,000		60,000	45,600	14,400
9	Community Risk Assessment	2025	20,000	-	20,000	10,000		10,000	7,600	2,400
10	Community Risk Assessment	2030	20,000	-	20,000	10,000		10,000	7,600	2,400
	Reserve Fund Adjustment		-	-	-	-		(735,870)	(559,261)	(176,609)
			-	-	-	-		-	-	-
	Total		7,259,400	1,653,378	5,606,022	551,100	-	4,319,052	3,282,480	1,036,573



Table 5-3
Infrastructure Costs Covered in the D.C. Calculation – Police Services

Prj. No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 76%	Non-Residential Share 24%
1	Police Parking Improvements (Phase 1)	2024-2033	42,000	35,900	6,100	-		6,100	4,636	1,464
2	Police Parking Improvements (Phase 2)	2024-2033	348,000	297,500	50,500	-		50,500	38,380	12,120
	Reserve Fund Adjustment		-	-	-	-		(41,312)	(31,397)	(9,915)
	Total		390,000	333,400	56,600	-	-	15,288	11,619	3,669



Table 5-4
Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
	Facilities									
1	Community Complex Renovation and Expansion	2024	5,282,750	-	5,282,750	1,022,800	2,956,280	1,303,670	1,238,486	65,183
2	Provision for additional Gymnasium and Multi-Use Space	2024-2033	6,180,000	1,816,000	4,364,000	-		4,364,000	4,145,800	218,200
3	Third Ice Pad	2030-2033	22,607,200	9,662,000	12,945,200	-		12,945,200	12,297,940	647,260
	Parkland and Park Facilities		-	-	-	-		-	-	-
4	New Picnic Pavilion	2024-2033	46,900	-	46,900	36,300		10,600	10,070	530
5	Rolling Meadows Park	2024-2033	167,100	-	167,100	-		167,100	158,745	8,355
6	Kinsmen Bridge Upgrades	2024-2033	4,200,000	-	4,200,000	3,252,800		947,200	899,840	47,360
7	Pickleball Courts	2024	204,000	-	204,000	-		204,000	193,800	10,200
8	Victoria Woods Park	2024-2033	167,100	-	167,100	-		167,100	158,745	8,355
9	Parking Lot Expansion	2024-2025	206,000	-	206,000	159,500		46,500	44,175	2,325
10	Provision for Additional Parkland	2024-2033	1,698,162	-	1,698,162	-		1,698,162	1,613,254	84,908
11	Baseball Diamond	2024-2033	48,300	-	48,300	-		48,300	45,885	2,415
12	Softball Diamonds (4)	2024-2033	193,200	-	193,200	-		193,200	183,540	9,660
13	Tennis Courts	2024-2033	100,000	-	100,000	-		100,000	95,000	5,000
14	Pickleball Courts (3)	2027	300,000	-	300,000	-		300,000	285,000	15,000
	Trail Development		-	-	-	-		-	-	-
15	New Trail Development	2024-2033	137,400	-	137,400	106,400		31,000	29,450	1,550
16	Upgrade Participark Trail	2024-2033	120,700	-	120,700	93,500		27,200	25,840	1,360
17	Trail Head Improvements	2024-2033	51,500	-	51,500	39,900		11,600	11,020	580



Table 5-4 (cont'd)
Infrastructure Costs Covered in the D.C. Calculation – Parks and Recreation Services

Prj.No	Increased Service Needs Attributable to Anticipated Development 2024-2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Net Capital Cost	Less:		Potential D.C. Recoverable Cost			
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%	
	Vehicles		-	-	-	-		-	-	-	
18	Pick-Up Truck	2024-2033	59,200	-	59,200	-		59,200	56,240	2,960	
19	Ice Resurfacer	2030-2033	103,000	-	103,000	-		103,000	97,850	5,150	
20	Tractor	2024	25,800	-	25,800	-		25,800	24,510	1,290	
21	Mini Excavator	2024	133,900	-	133,900	-		133,900	127,205	6,695	
22	Scissor Lift	2024	36,100	-	36,100	-		36,100	34,295	1,805	
	Studies		-	-	-	-		-	-	-	
23	Recreation Master Plan	2024	84,766	-	84,766	21,200		63,566	60,388	3,178	
24	Recreation Master Plan	2033	84,766	-	84,766	21,200		63,566	60,388	3,178	
			-	-	-	-		-	-	-	
	Reserve Fund Adjustment		-	-	-	-		(1,037,139)	(985,282)	(51,857)	
			-	-	-	-		-	-	-	
	Total		42,237,844	11,478,000	30,759,844	4,753,600		2,956,280	22,012,826	20,912,184	1,100,641



Table 5-5
Infrastructure Costs Covered in the D.C. Calculation – Growth-Related Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	
	2024-2033							
1	D.C. Background Study	2028	40,000		40,000	-		40,000
2	D.C. Background Study	2033	40,000		40,000	-		40,000
3	Asset Management Plan	2024	43,500	980	42,520	33,700		8,820
4	Asset Management Plan	2025	45,000	1,010	43,990	34,900		9,090
5	Asset Management Plan	2029	45,000	1,010	43,990	34,900		9,090
6	Community Strategic Plan	2030	150,000	7,500	142,500	75,000		67,500
7	Solid Waste Mgmt Study	2031	46,301		46,301	11,600		34,701
8	Stormwater Master Plan	2026	450,000		450,000	112,500		337,500
			-		-	-		-
	Reserve Fund Adjustment				-	-		(311,893)
	Total		859,801	10,500	849,301	302,600	-	234,808



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

Class/ Service	Total	Residential Share	Non-Residential Share
Fire Protection Services	8,247	6,268	1,979
Services Related to a Highway	24,638	18,725	5,913
Parks and Recreation Services	42,033	39,932	2,102
Police Services	29	22	7
Stormwater Management Services	144,956	110,167	34,790
Waste Diversion Services	14,904	14,159	745
Total	234,808	189,272	45,536
Residential/Non-Residential %		81%	19%



6. D.C. Calculation

The calculation of the maximum D.C.s that could be imposed by Council has been undertaken using a cash-flow approach for the growth-related capital costs identified in Chapter 5. Table 6-1 presents the Town-wide D.C. calculation for all Town-wide services over the 10-year planning horizon (i.e., 2024-2034).

The calculation for residential development is generated on a per capita basis and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartment's bachelor and 1 bedroom, and all other multiples). Special care/special needs facilities would be considered residential dwelling units and charged the small apartment D.C. The non-residential D.C. has been calculated uniformly on a per sq.m. of G.F.A. basis.

Wind Turbine developments would be defined as industrial development within the growth forecast. As these developments do not produce G.F.A. similar to other industrial developments, a charging mechanism is deemed. For each Wind Turbine, a charge is deemed equivalent to a residential single detached unit, as it relates to Services Related to a Highway, Police Services, Fire Protection Services, and Growth-Related Studies.

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 summarizes the recommended schedule of charges, reflecting the maximum D.C.s by residential dwelling type, per sq.m. of G.F.A. for non-residential development, and per wind turbine.

Table 6-3 compares the Town's existing charges to the charges proposed herein in Table 6-2, for a single detached residential dwelling unit and per sq.m. of G.F.A. for non-residential development. The proposed charges are \$14,782 for a single detached residential dwelling unit, and \$36.00 per sq.m. of non-residential G.F.A. The proposed



residential charges for a single detached dwelling unit represent a 54% increase (+\$5,198) over the current charges of \$9,584. The non-residential charges per sq.m. represent a 2% decrease (-\$0.75) over the current charges of \$36.75. The Town does not currently impose D.C.s on non-residential development.

Table 6-1
Town-Wide Services D.C. Calculation
2024-2034

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.m.
	\$	\$	\$	\$
1. Services Related to a Highway	9,806,258	3,096,713	4,170	20.98
2. Fire Protection Services	3,282,480	1,036,573	1,392	7.01
3. Parks and Recreation Services	20,912,184	1,100,641	9,129	7.66
4. Policing Services	11,619	3,669	6	0.03
5. Growth-Related Studies	189,272	45,536	85	0.33
TOTAL	\$34,201,813	\$5,283,132	\$14,782	36.00
Financing Costs/(Earnings)	\$741,591	\$57,700		
D.C.-Eligible Capital Cost	\$34,943,404	\$5,340,831		
10-Year Gross Population/GFA Growth (sq.m.)	6,463	148,366		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$5,406.68	\$36.00		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.734	\$14,782		
Other Multiples	2.179	\$11,781		
Apartments - 2 Bedrooms +	1.745	\$9,437		
Apartments - Bachelor and 1 Bedroom	1.108	\$5,991		

Table 6-2
Schedule of Calculated D.C.s

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170
Fire Protection Services	1,392	1,110	889	564	7.01	1,392
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	
Policing Services	6	5	4	2	0.03	6
Growth-Related Studies	85	68	54	34	0.33	85
Total Municipal Wide Services/Class of Services	14,782	11,783	9,437	5,989	36.00	5,653



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

Residential (Single Detached) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	6,552	4,170	(2,382)	-36%
Fire Protection Services	808	1,392	584	72%
Parks and Recreation Services	1,720	9,129	7,409	431%
Policing Services	68	6	(62)	-91%
Growth-Related Studies	436	85	(351)	-81%
Total Municipal Wide Services/Classes	9,584	14,782	5,198	54%

Non-Residential (per sq.m.) Comparison

Service/Class of Service	Current	Calculated (2024\$)	Change (\$)	Change (%)
Municipal Wide Services/Classes:				
Services Related to a Highway	29.15	20.98	(8.17)	-28%
Fire Protection Services	3.78	7.01	3.23	85%
Parks and Recreation Services	1.51	7.66	6.15	407%
Policing Services	0.32	0.03	(0.29)	-91%
Growth-Related Studies	1.99	0.33	(1.66)	-84%
Total Municipal Wide Services/Classes	36.75	36.00	(0.75)	-2%



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.

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

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

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

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

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

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

The rules provided give consideration for the recent changes to the D.C.A. resulting from Bills 109, 23, 97, 134 and 185. However, these policies are provided for Council’s consideration and may be refined prior to adoption of the by-law.



based on the amount of square feet of G.F.A. constructed for eligible uses (i.e., primary, industrial, commercial, and institutional).

2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, as follows:

- For Parks and Recreation Services, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and
- For Fire Protection Services, Police Services, and Services Related to a Highway and 76% residential and 24% non-residential attribution has been made based on a population vs. employment growth ratio over the Town-wide forecast period.
- For Growth-Related Studies, an 81% residential and 19% non-residential attribution has been made based on the allocations summarized in Table 5-6.

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 60 months (5 years) prior to the issuance of a building permit.

The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable. In cases where the existing residential dwelling cannot be removed until the new dwelling is constructed, the applicant can apply for a refund, provided the existing residential dwelling unit is removed within an agreed upon time period.



7.3.4 Exemptions (full or partial)

Statutory

- The municipality or local board thereof;
- A board of education; and
- Industrial additions of up to and including 50% of the existing 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. Exemptions will only apply to 50% of the G.F.A. prior to the first expansion for which there was an exemption to the payment of D.C.s.
- An enlargement to an existing dwelling unit;
- Additional units in existing and new residential buildings:
 - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
 - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
- Affordable Units, Attainable Units, and Inclusionary Zoning Units;
- Non-Profit Housing; and
- Universities.

Non-Statutory

- Industrial buildings;
- Non-residential farm buildings;
- Places of worship;
- Public hospitals;
- Temporary buildings and structures;
- Long-term care homes;
- Affordable housing; and
- Temporary dwelling units.

For the purposes of funding non-statutory exemptions, the charge for Farm Buildings as defined in the by-law, has been determined to be \$0.83 per sq.m. of G.F.A. reflective of the lower demand for service and density of development.



7.3.5 Transition

The by-law will come into effect on June 13, 2024.

7.3.6 Timing of Collection

The D.C.s for all services and classes 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 Town and an owner under s. 27 of the D.C.A.

Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Moreover, the D.C. amount for all developments occurring within 18 months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day of the applicable Site Plan or Zoning By-law Amendment application.

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

7.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually on June 13th (i.e., the anniversary date of the by-law coming into effect) each year in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0135-01)¹ for the most recent year-over-year period.

7.3.8 D.C Spatial Applicability

The D.C.A. historically has provided the opportunity for a municipality to impose Town-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

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



one D.C. by-law may apply to the same area. The D.C.A. now requires municipalities to consider the application of Town-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, Town-wide D.C.s. When area-specific charges are used, it is generally to underpin master servicing and front-end financing arrangements for more localized capital costs.

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

- The 15-year service level from all applicable services across the Town 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 Town, 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.
- Town-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 Town.
- Attempting to impose an area-specific D.C. potentially causes equity issues in transitioning from a Town-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 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 Town-wide D.C.s. The implementation



of area specific D.C.s 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 Town-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 Town-wide property tax rates, etc.).

Based on the foregoing and discussions with staff, the municipal practice of providing and funding services on a Town-wide basis is proposed to be maintained.

7.4 Other D.C. By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

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

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

7.4.2 By-law In-force Date

The by-law will come into force on June 13, 2024.

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 come into force (as per s.11 of O. Reg. 82/98).



7.5 Other Recommendations

It is recommended that Council:

“Adopt the D.C. approach to calculate the charges on a uniform Town-wide basis for all services within this background study.”

“Approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 12, 2024, as amended, subject to further annual review during the capital budget process.”

“Approve the D.C.s Background Study dated April 12, 2024, as amended.”

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

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



Table C-1
Cash Flow Calculation – Services Related to a Highway – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$1,525.25	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	1,716,438	1,121,084	1,121,084		646	1,525.25	985,771	1,581,125	16,488	1,597,613
2025	1,597,613	1,172,292	1,207,461		646	1,571.01	1,015,344	1,405,496	15,016	1,420,511
2026	1,420,511	2,079,770	2,206,428		646	1,618.14	1,045,805	259,888	8,402	268,290
2027	268,290	2,233,594	2,440,709		646	1,666.69	1,077,179	(1,095,241)	(12,404)	(1,107,645)
2028	(1,107,645)	801,640	902,253		646	1,716.69	1,109,494	(900,404)	(30,121)	(930,525)
2029	(930,525)	801,640	929,321		646	1,768.19	1,142,779	(717,067)	(24,714)	(741,781)
2030	(741,781)	801,640	957,201		646	1,821.23	1,177,062	(521,920)	(18,956)	(540,875)
2031	(540,875)	801,640	985,917		646	1,875.87	1,212,374	(314,418)	(12,829)	(327,247)
2032	(327,247)	801,640	1,015,494		646	1,932.15	1,248,745	(93,996)	(6,319)	(100,314)
2033	(100,314)	907,752	1,184,411		646	1,990.11	1,286,208	1,482	(1,482)	(0)
Total		11,522,696	12,950,280	0	6,463		11,300,761		-66,920	

Note: Numbers may not add due to rounding



Table C-2
Cash Flow Calculation – Services Related to a Highway – 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	\$20.982	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	542,033	354,027	354,027		14,837	20.982	311,296	499,303	5,207	504,509
2025	504,509	370,198	381,304		14,837	21.611	320,635	443,841	4,742	448,583
2026	448,583	656,770	696,767		14,837	22.259	330,254	82,070	2,653	84,723
2027	84,723	705,346	770,750		14,837	22.927	340,162	(345,865)	(3,917)	(349,783)
2028	(349,783)	253,150	284,922		14,837	23.615	350,367	(284,338)	(9,512)	(293,850)
2029	(293,850)	253,150	293,470		14,837	24.323	360,878	(226,442)	(7,804)	(234,247)
2030	(234,247)	253,150	302,274		14,837	25.053	371,704	(164,817)	(5,986)	(170,803)
2031	(170,803)	253,150	311,342		14,837	25.805	382,855	(99,290)	(4,051)	(103,341)
2032	(103,341)	253,150	320,682		14,837	26.579	394,341	(29,683)	(1,995)	(31,678)
2033	(31,678)	286,659	374,024		14,837	27.376	406,171	468	(468)	(0)
Total		3,638,746	4,089,562	0	148,366		3,568,661		-21,132	

Note: Numbers may not add due to rounding



Table C-3
Cash Flow Calculation – Fire Protection Services – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$509.24	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	559,261	93,351	93,351		646	509.24	329,119	795,030	6,771	801,801
2025	801,801	1,517,067	1,562,579		646	524.51	338,993	(421,785)	1,900	(419,885)
2026	(419,885)	1,479,067	1,569,142		646	540.25	349,163	(1,639,865)	(30,896)	(1,670,761)
2027	(1,670,761)	93,351	102,007		646	556.46	359,637	(1,413,131)	(46,258)	(1,459,389)
2028	(1,459,389)	138,951	156,390		646	573.15	370,427	(1,245,353)	(40,571)	(1,285,924)
2029	(1,285,924)	93,351	108,219		646	590.34	381,539	(1,012,604)	(34,478)	(1,047,082)
2030	(1,047,082)	100,951	120,541		646	608.05	392,986	(774,637)	(27,326)	(801,962)
2031	(801,962)	93,351	114,810		646	626.30	404,775	(511,997)	(19,709)	(531,706)
2032	(531,706)	93,351	118,254		646	645.08	416,918	(233,042)	(11,471)	(244,513)
2033	(244,513)	138,951	181,299		646	664.44	429,426	3,613	(3,613)	0
Total		3,841,741	4,126,592	0	6,463		3,772,983		-205,652	

Note: Numbers may not add due to rounding



Table C-4
Cash Flow Calculation – Fire Protection Services – 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	\$7.005	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	176,609	29,479	29,479		14,837	7.005	103,932	251,062	2,138	253,200
2025	253,200	479,074	493,446		14,837	7.215	107,050	(133,195)	600	(132,595)
2026	(132,595)	467,074	495,519		14,837	7.432	110,262	(517,852)	(9,757)	(527,609)
2027	(527,609)	29,479	32,213		14,837	7.655	113,570	(446,252)	(14,608)	(460,860)
2028	(460,860)	43,879	49,386		14,837	7.884	116,977	(393,269)	(12,812)	(406,081)
2029	(406,081)	29,479	34,174		14,837	8.121	120,486	(319,770)	(10,888)	(330,657)
2030	(330,657)	31,879	38,065		14,837	8.364	124,101	(244,622)	(8,629)	(253,251)
2031	(253,251)	29,479	36,256		14,837	8.615	127,824	(161,683)	(6,224)	(167,907)
2032	(167,907)	29,479	37,343		14,837	8.874	131,658	(73,592)	(3,622)	(77,215)
2033	(77,215)	43,879	57,252		14,837	9.140	135,608	1,141	(1,141)	(0)
Total		1,213,181	1,303,134	0	148,366		1,191,468		-64,943	

Note: Numbers may not add due to rounding



Table C-7
Cash Flow Calculation – Parks and Recreation Services – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$3,338.94	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	985,282	2,316,910	2,316,910		646	3,338.94	2,157,955	826,327	9,058	835,385
2025	835,385	765,430	788,393		646	3,439.10	2,222,693	2,269,685	15,525	2,285,210
2026	2,285,210	870,548	923,564		646	3,542.28	2,289,374	3,651,020	29,681	3,680,701
2027	3,680,701	1,028,343	1,123,698		646	3,648.55	2,358,055	4,915,058	42,979	4,958,037
2028	4,958,037	743,343	836,639		646	3,758.00	2,428,797	6,550,195	57,541	6,607,736
2029	6,607,736	743,343	861,738		646	3,870.74	2,501,661	8,247,658	74,277	8,321,935
2030	8,321,935	3,842,290	4,587,896		646	3,986.86	2,576,711	6,310,750	73,163	6,383,914
2031	6,383,914	3,842,290	4,725,533		646	4,106.47	2,654,012	4,312,393	53,482	4,365,875
2032	4,365,875	3,842,290	4,867,299		646	4,229.66	2,733,632	2,232,208	32,990	2,265,199
2033	2,265,199	3,902,678	5,092,110		646	4,356.55	2,815,641	(11,270)	11,270	(0)
Total		21,897,466	26,123,779	0	6,463		24,738,531		399,966	

Note: Numbers may not add due to rounding



Table C-8
Cash Flow Calculation – Parks and Recreation Services – 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	\$7.655	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	51,857	121,943	121,943		14,837	7.655	113,577	43,491	477	43,968
2025	43,968	40,286	41,494		14,837	7.885	116,984	119,457	817	120,274
2026	120,274	45,818	48,609		14,837	8.121	120,493	192,159	1,562	193,721
2027	193,721	54,123	59,142		14,837	8.365	124,108	258,687	2,262	260,949
2028	260,949	39,123	44,034		14,837	8.616	127,831	344,747	3,028	347,776
2029	347,776	39,123	45,355		14,837	8.874	131,666	434,087	3,909	437,997
2030	437,997	202,226	241,468		14,837	9.141	135,616	332,145	3,851	335,995
2031	335,995	202,226	248,712		14,837	9.415	139,685	226,968	2,815	229,783
2032	229,783	202,226	256,174		14,837	9.697	143,875	117,485	1,736	119,221
2033	119,221	205,404	268,006		14,837	9.988	148,192	(593)	593	0
Total		1,152,498	1,374,936	0	148,366		1,302,028		21,051	

Note: Numbers may not add due to rounding



Table C-9
Cash Flow Calculation – Growth-Related Studies – Residential

Year	D.C. Reserve Fund Opening Balance	Development Related Expenditures	Development Related Expenditures	Development Related Long-Term Debt	Population Growth	\$31.07	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 2025			D.C. Reserve Fund Interest Earnings/ (Cost)	
2024	251,408	7,110	7,110		646	31.07	20,078	264,377	2,579	266,956
2025	266,956	7,327	7,547		646	32.00	20,681	280,089	2,735	282,824
2026	282,824	272,049	288,617		646	32.96	21,301	15,508	1,492	17,000
2027	17,000	-	-		646	33.95	21,940	38,940	280	39,219
2028	39,219	32,243	36,290		646	34.97	22,598	25,528	324	25,852
2029	25,852	7,327	8,494		646	36.01	23,276	40,634	332	40,966
2030	40,966	54,410	64,968		646	37.09	23,974	(28)	205	177
2031	177	27,972	34,401		646	38.21	24,694	(9,531)	(140)	(9,671)
2032	(9,671)	-	-		646	39.35	25,434	15,763	30	15,794
2033	15,794	32,243	42,070		646	40.53	26,197	(79)	79	0
Total		440,680	489,497	0	6,463		230,174		7,915	

Note: Numbers may not add due to rounding



Table C-10
Cash Flow Calculation – Growth-Related 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	\$0.326	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 2025			D.C. Reserve Fund Interest Earnings /(Cost)	
2024	60,485	1,710	1,710		14,837	0.326	4,830	63,605	620	64,225
2025	64,225	1,763	1,816		14,837	0.335	4,975	67,385	658	68,043
2026	68,043	65,451	69,437		14,837	0.345	5,125	3,731	359	4,090
2027	4,090	-	-		14,837	0.356	5,278	9,368	67	9,436
2028	9,436	7,757	8,731		14,837	0.366	5,437	6,142	78	6,220
2029	6,220	1,763	2,044		14,837	0.377	5,600	9,776	80	9,856
2030	9,856	13,090	15,630		14,837	0.389	5,768	(7)	49	43
2031	43	6,729	8,276		14,837	0.400	5,941	(2,293)	(34)	(2,327)
2032	(2,327)	-	-		14,837	0.412	6,119	3,792	7	3,800
2033	3,800	7,757	10,121		14,837	0.425	6,303	(19)	19	0
Total		106,021	117,765	0	148,366		55,376		1,904	

Note: Numbers may not add due to rounding

Town of Tillsonburg
By-Law No. XXXX-2024

A By-law to Establish Town-Wide Development Charges for the Town of Tillsonburg

WHEREAS subsection 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 (hereinafter called “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 arising from the Development of the area to which the by-law applies;

AND WHEREAS Council has before it a report entitled “Development Charges Background Study” (the “Study”), the Town of Tillsonburg hereinafter referred to as the “Town”, dated April 12, 2024 by Watson & Associates Economists Ltd., as amended on June 10, 2024, wherein it is indicated that the Development of any land within the Town will increase the need for Services as defined herein;

AND WHEREAS Council gave notice to the public and held a public meeting pursuant to section 12 of the Act on May 27, 2024 prior to and at which the Study and the proposed Development Charge by-law were made available to the public in accordance with the Act and regulations thereto and Council heard comments and representations from all persons who applied to be heard (the “Public Meeting”);

AND WHEREAS Council intends to ensure that the increase in the need for Services attributable to the anticipated development, including any capital costs, will be met, by updating its capital budget and forecast where appropriate;

AND WHEREAS by approval of the Study, dated April 12, 2024, Council has indicated its intent that the future excess capacity identified in the Study, shall be paid for by the development charges or other similar charges.

NOW THEREFORE THE COUNCIL OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. DEFINITIONS

In this by-law,

- (1) “**Act**” means the *Development Charges Act, 1997*, c. 27, as amended;
- (2) “**Affordable housing**” means Dwelling Units and incidental facilities, primarily for persons of low and moderate income, that meet the requirements of any program for such purpose as administered by any agency of the Federal or Provincial government, the County of Oxford and/or the Area Municipality and

for which an agreement has been entered into with the County of Oxford with respect to the provision of such Dwelling Units and facilities;

- (3) “**Apartment Dwelling**” means any Dwelling Unit within a Building containing more than four Dwelling Units where the units are connected by an interior corridor. Notwithstanding the foregoing, an Apartment Dwelling includes a Stacked Townhouse Dwelling;
- (4) “**Area Municipality**” means a lower-tier municipality that forms part of the County of Oxford;
- (5) “**Back-to-back Townhouse Dwelling**” means a building containing four (4) or more Dwelling Units separated vertically by a common wall, including a rear common wall, that does not have a rear yard with amenity area;
- (6) “**Bedroom**” means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- (7) “**Board of Education**” means a board defined in subsection 1 (1) of the *Education Act*, R.S.O. 1990, c. E,2, as amended;
- (8) “**Building Code Act**” means the *Building Code Act*, R.S.O. 1992, S.O. 1992, c. 23, as amended;
- (9) “**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:
 - (a) An above-grade storage tank;
 - (b) An air-supported structure;
 - (c) An industrial tent;
 - (d) A roof-like structure over a gas-bar or service station; and
 - (e) An area attached to and ancillary to a retail Development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them;
- (10) “**Bunk House**” means a Building accessory to a permitted farming use containing kitchen and sanitary facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use. For clarity, a Bunk House is not a Residential Use;

- (11) **“Capital Cost”** means costs incurred or proposed to be incurred by the Town or a local board thereof directly or by others on behalf of, and as authorized by, the Town or local board,
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including (but not limited to),
 - (i) furniture and equipment, other than computer equipment;
 - (ii) material acquired for circulation, reference or information purposes by a library board within the meaning of the *Public Libraries Act*; and
 - (iii) rolling stock with an estimated useful life of seven years or more;
 - (e) interest on money borrowed to pay for costs in (a) to (e);
 - (f) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for provision of Services designated in this by-law within or outside the Town;

- (12) **“Council”** means the Council of the Town of Tillsonburg;
- (13) **“Development”** means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 5 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing Building or structure which do not change or intensify the use of land;
- (14) **“Development Charge”** means a charge imposed pursuant to this by-law;
- (15) **“Dwelling”** or **“Dwelling Unit”** means any part of a building or structure with a room or suite of rooms used, or designed or intended for use, by one person or persons living together, in which sanitary facilities and a separate kitchen may or may not be provided for the exclusive use of such person or persons;

- (16) **“Farm Building”** means a Building or structure associated with and located on land devoted to the practice of farming, as defined by the *Farming and Food Production Protection Act, 1998*, and that is used essentially for the housing of farm equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds, and as part of or in connection with a bona fide farming operation and includes barns, silos, Bunk Houses, and other Buildings or structures ancillary to that farming operation, but excludes:
- (a) any Building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors shops; services related to grooming, boarding, or breeding of household pets; and alcohol or cannabis production facilities;
- (17) **“Grade”** means the average level of finished ground adjoining a Building or structure at all exterior walls;
- (18) **“Gross Floor Area”** means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the Building from another Building, of all floors above the average level of finished ground adjoining the Building at its exterior walls;
- (19) **“Industrial Building”** means a Building used for or in connection with,
- (a) manufacturing, producing, processing, storing or distributing something;
 - (b) research or development in connection with manufacturing, producing or processing something;
 - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production, or processing takes place;
 - (d) office or administrative purposes, if they are;
 - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (ii) in or attached to the Building or structure used for that manufacturing, producing, processing, storage or distribution;
- and shall not include self-storage facilities or retail warehouses;

- (20) **"Institutional Development"** means development of a Building or structure intended for use,
- (a) as a long-term care home within the meaning of subsection 2(1) of the *Long-Term Care Homes Act, 2007*;
 - (b) as a retirement home within the meaning of subsection 2(2) of the *Retirement Homes Act, 2010*;
 - (c) by any of the following post-secondary institutions for the objects of the institutions:
 - (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario
 - (ii) a college or university federated or affiliated with a university described in subclause 1.19.3.2; or
 - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*
 - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - (e) as a hospice to provide end of life care;
- (21) **"Local Board"** means a municipal service board, public utility commission, public library board, board of health, police services board or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Town or any part or parts thereof, excluding a conservation authority, any municipal business corporation not deemed to be a local board under O. Reg. 168/03 under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and any corporation enacted under the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, or successor legislation;
- (22) **"Local Services"** means those services or facilities which are under the jurisdiction of the Town and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act*, or as a condition of approval under s.53 of the *Planning Act*;
- (23) **"Long-Term Care Home"** means the floor area of a facility directly related to beds that are licensed, regulated or funded by the Ministry of Health and Long-Term Care, in an approved charitable home for the aged (as defined in the *Charitable Institutions Act*, R.S.O. 1990, c. C.9), a home (as defined in the

Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13), or a nursing home (as defined in the *Nursing Homes Act*, R.S.O. 1990, c. N.7);

- (24) “**Mezzanine**” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;
- (25) “**Multiple Dwelling**” means all Dwellings other than Single Detached Dwellings, Semi-Detached Dwellings, and Apartment Dwellings, and shall include Park Model Trailers;
- (26) “**Non-Profit Housing Development**” means development of a Building or structure intended for use as residential premises by:
- (a) a corporation to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary objective is to provide housing,
 - (b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary object is to provide housing, or
 - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act, 2022*;
- (27) “**Non-Residential Uses**” means a Building or structure, or portions thereof, used, or designed or intended for a use other than a Residential Use;
- (28) “**Official Plan**” means the Official Plan of the County of Oxford and any amendments thereto;
- (29) “**Owner**” means the owner of land or a person who has made application for an approval for the development of land upon which a Development Charge is imposed;
- (30) “**Park Model Trailer**” means a trailer conforming to National Standard of Canada CAN CSA-Z241.0-92, CAN CSA-Z240 or similar standard that is up to a maximum size of 50 square metres and designed to facilitate relocation from time to time;
- (31) “**Planning Act**” means the *Planning Act, 1990*, R.S.O. 1990, c.P.13, as amended;
- (32) “**Private School**” means an academic education school to which all of the following apply:
- (a) registered with the Province as a “private school” under section 16 of the *Education Act*;

- (b) non-publicly funded;
 - (c) operated on a not-for-profit basis;
 - (d) operated by a non-share non-profit corporation, or an established or a “religious organization” as defined by the *Religious Organizations’ Land Act*; and
 - (e) offering elementary or secondary academic education;
- (33) **“Regulation”** means any regulation made pursuant to the Act;
- (34) **“Rental Housing Development”** means development of a Building or structure with four or more residential units all of which are intended for use as rented residential premises;
- (35) **“Residential Uses”** means lands, Buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include Single Detached Dwelling, Semi-Detached Dwelling, Multiple Dwelling, Apartment Dwelling, and the residential portion of a mixed-use Building or structure;
- (36) **“Row Townhouse Dwelling”** means a Building vertically divided into three or more Dwelling Units by common walls extending from the base of the foundation to the roof. Each Dwelling Unit shall have separate entrance directly to the outside;
- (37) **“Semi-Detached Dwelling”** means a Building divided vertically into two Dwelling Units each of which has a separate entrance and access to grade;
- (38) **“Services”** means services set out in Schedule “A” to this by-law;
- (39) **“Single Detached Dwelling”** means a completely detached Building containing only one Dwelling Unit;
- (40) **“Special Care/Special Need Dwelling”** means a Building, or part of a Building:
- (a) containing two or more Dwelling Units which units have a common entrance from street level;
 - (b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common rooms and accessory Buildings;
 - (c) that is designed to accommodate persons with specific needs, including but not limited to independent permanent living arrangements; and

- (d) where support services, such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at any one or more various levels;

and includes, but is not limited to, retirement homes or lodges, charitable dwellings, group homes (including correctional group homes) and hospices;

Special Care/Special Needs Dwellings will be charged the D.C. rate for Bachelor and 1 Bedroom Apartment Units;

- (41) **“Stacked Townhouse Dwelling”** means a Building, other than a Row Townhouse or Back to Back Townhouse, containing at least 3 Dwelling Units; each Dwelling Unit separated from the other vertically and/or horizontally and each Dwelling Unit having a separate entrance to grade;
- (42) **“Temporary Building or Structure”** means a Building or structure constructed or erected or placed on land for a continuous period not exceeding twelve months, or an addition or alteration to a Building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding twelve months;
- (43) **“Temporary Dwelling Unit”** means a Dwelling Unit, which is:
- (a) designed to be portable (e.g. mobile home);
 - (b) clearly ancillary to, and fully detached from, an existing permanent Dwelling Unit located on the same lot;
 - (c) only permitted to be in place for a limited period of time; and
 - (d) subject to an agreement with the Area Municipality specifying the maximum period of time the Dwelling Unit is to be permitted and any other matters that may be deemed necessary or appropriate by the Area Municipality, such as installation, maintenance and removal provisions, financial security requirements and restrictions on occupancy;
- (44) **“Total 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;
- (a) includes the floor area of a mezzanine, atrium, or air supported structure, and the space occupied by interior wall partitions;

- (b) excludes those areas used exclusively for parking garages or structures; and
 - (c) where a Building or structure does not have any walls, the total 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;
- (45) **“Wind Turbine”** means any wind energy conversion system with a nameplate generating capacity greater than 300 kilowatts, that converts wind energy into electricity for sale to an electrical utility or intermediary.

2. CALCULATION OF DEVELOPMENT CHARGES

- (1) Subject to the provisions of this by-law, the Development Charge against land in the Town shall be imposed, calculated and collected in accordance with the rates set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” relating to the Services set out in Schedule “A”.
- (2) Council hereby determines that the Development of land, Buildings or structures for Residential and Non-Residential uses will require the provision, enlargement or expansion of the Services referenced in Schedule “A”; and shall be calculated as follows:
 - (a) In the case of Residential Development, or a Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of:
 - (i) the number of Dwelling Units of each type, multiplied by,
 - (ii) the corresponding total dollar amount for such Dwelling Unit as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (b) In the case of Non-Residential Development, or a Non-Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of
 - (i) the Total Floor Area of Non-Residential Development or Non-Residential portion of mixed-use Development multiplied by,
 - (ii) the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (c) In the case of Wind Turbines, the sum of the number of Wind Turbines multiplied by the corresponding amount for each Wind Turbine as set

out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13.

- (d) The Development Charge payable for Rental Housing developments will be reduced based on the number of bedrooms in each unit as follows:
 - (i) Three or more bedrooms – 25% reduction;
 - (ii) Two bedrooms – 20% reductions; and
 - (iii) All other bedroom quantities – 15% reduction.

3. **APPLICABLE LANDS**

- (1) Subject to the exceptions and exemptions described in the following subsections, this by-law applies to all lands in the Town, whether or not the land or use is exempt from taxation under section 3 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended.
- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
 - (a) a Board of Education;
 - (b) any municipality or Local Board thereof;
 - (c) a Place of Worship exempt under s.3 of the *Assessment Act*, R.S.O. 1990, c. A31, as amended;
 - (d) a Public Hospital under the *Public Hospitals Act*, R.S.O. 1990, c. P.40, as amended;
 - (e) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education if the Development in respect of which Development Charges would otherwise be payable is intended to be occupied and used by the university.
- (3) This by-law shall not apply to:
 - (a) Industrial Buildings as defined herein, excluding Wind Turbines;
 - (b) Farm Buildings as defined herein;
 - (c) Private Schools as defined herein;
 - (d) Temporary Buildings or structures as defined herein;

- (e) Affordable Housing as defined herein;
- (f) Temporary Dwelling Units as defined herein;
- (g) Long-Term Care home, as defined herein;
- (h) Lands shown in Schedule "C". For greater certainty, these lands are designated as "Central Business District" and "Entrepreneurial District" in the County of Oxford Official Plan, Schedule T-1.
- (i) Notwithstanding any other provision of this by-law, no Development Charge is payable with respect to an enlargement of the Gross Floor Area of an existing Industrial Building where the Gross Floor Area is enlarged by 50 percent or less. If the Gross Floor Area of an existing Industrial Building is enlarged by greater than 50 percent, the amount of the Development Charge payable in respect of the enlargement is the amount of the Development Charge that would otherwise be payable multiplied by Gross Floor Area created that is greater than 50% of the existing Gross Floor Area:
 - (iv) notwithstanding subsection 3 (3) (i), the exemption for an existing Industrial Building shall be applied to a maximum of fifty percent (50%) of the Gross Floor Area before the first enlargement for which an exemption from the payment of Development Charges was granted pursuant to this by-law or its predecessor.
 - (v) The Total Floor Area of an existing Industrial Building is enlarged where there is a bona fide increase in the size of the existing Industrial Building, the enlarged area is attached to the existing Industrial Building, there is a direct means of ingress and egress from the existing Industrial Building to and from the enlarged area for persons, goods and equipment and the existing Industrial Building and the enlarged area are used for or in connection with an Industrial purpose as set out in subsection 1(1) of the Regulation. 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 parking facility.
- (j) Affordable residential units required pursuant to section 34 and 16(4) of the *Planning Act* (Inclusionary Zoning);
- (k) Affordable and attainable residential units as follows:

- (i) As of the date on which section 4.1 of the Act is proclaimed into force, affordable residential units that meet the criteria set out in subsection 4.1 (2) or 4.1 (3) of the Act shall be exempt from Development Charges
- (ii) As of the date on which subsection 4.1 (4) of the Act is proclaimed into force, attainable residential units that meet the criteria set out in subsection 4.1 (4) of the Act shall be exempt from Development Charges

4. **RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF HOUSING**

- (1) Notwithstanding section 3 above, no Development Charges shall be imposed with respect to Developments or portions of Developments as follows:
 - (a) The enlargement of an existing Dwelling Unit;
 - (b) a second residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all Buildings and structures ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling cumulatively contain no more than one residential Dwelling Unit;
 - (c) a third residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units;
 - (d) one residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land, if the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains no more than two residential Dwelling Units and no other Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units; or
 - (e) in an existing rental residential Building, which contains four or more residential Dwelling Units, the creation of the greater of one residential Dwelling Unit or one per cent of the existing residential Dwelling Units;
- (2) For the purposes of subsections 4 (1) (d) a residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling,

Semi-Detached Dwelling, or Row-Townhouse Dwelling must be clearly secondary and subordinate to the principal Dwelling Unit on the lot and:

- (a) have Gross Floor Area of no greater than 60% of the Gross Floor Area of the principal Dwelling Unit, to a maximum of 140 m²; and
- (b) shall be located a maximum distance of 30 m from the principal Dwelling Unit.

5. **TIMING OF CALCULATION FOR DEVELOPMENT CHARGES**

- (1) Subject to subsection 5 (2), Development Charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for Residential and Non-Residential Use, where, the Development requires;
 - (a) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (c) conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act*, R. S.O. 1990, c.P.13 applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (e) a consent under section 53 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (f) the approval of a description under section 9 of the *Condominium Act*, S.O. 1998, c.9, as amended; or
 - (g) the issuing of a permit under the *Building Code Act*, 1992, S.O. 1992, c.23, as amended in relation to a Building or structure.
- (2) Subsection 5 (1) shall not apply in respect to:
 - (a) Local Services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) Local Services installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*, R.S.O. 1990 c.P.13.
- (3) A Development Charge shall be calculated and payable in full in money or by provision of Services as may be agreed upon, or by credit granted pursuant to the Act or this by-law, on the date that the first building permit is issued in

relation to a Building or structure on land to which a Development Charge applies.

- (4) Where a Development Charge applies to land in relation to which a building permit is required, the building permit shall not be issued until the Development Charge has been paid in full.
- (5) Notwithstanding subsection 5 (1), Development Charges for Rental Housing and Institutional Developments are due and payable in 6 equal installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (6) Notwithstanding subsections 5 (1) and 5 (3), where the development of land results from the approval of a Site Plan or Zoning By-law Amendment application received on or after January 1, 2020, and the approval of the application occurred within the prescribed amount of time of building permit issuance, the Development Charges under section 2 shall be calculated based on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the planning application. Where both planning applications apply, Development Charges under section 2 shall be calculated on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the later planning application.
- (7) Interest for the purposes of subsections 5 (5) and 5 (6) shall be calculated as per the Town's Development Charge Interest Rate Policy.

6. **LOCAL SERVICE INSTALLATION**

- (1) Nothing in this by-law prevents Council from requiring, as a condition of an agreement under section 51 or 53 of the *Planning Act* that the Owner, at his or her own expense, shall install or pay for such Local Services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

7. **MULTIPLE CHARGES**

- (1) Where two or more of the actions described in subsection 5 (1) are required before land to which a Development Charge applies can be developed, only one Development Charge shall be calculated and collected in accordance with the provisions of this by-law, as prescribed in section 5.
- (2) Notwithstanding subsection 7 (1), if two or more of the actions described in subsection 5 (1) occur at different times, and if the subsequent action has the effect of a net increase in the number of Residential Dwelling Units and/or a net increase in the amount of Non-Residential Gross Floor Area, additional Development Charges shall be calculated and collected in accordance with the provisions of this by-law.

8. SERVICES IN LIEU

- (1) Council may authorize an Owner, through an agreement under section 38 of the Act, to substitute such part of the Development Charge applicable to the Owner's Development as may be specified in the agreement, by the provision at the sole expense of the Owner, of services in lieu. Such agreement shall further specify that where the Owner provides services in lieu in accordance with the agreement, Council shall give to the Owner a credit against the Development Charge in accordance with the agreement provisions and the provisions of section 39 of the Act, equal to the reasonable cost to the Owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total Development Charge payable by an Owner to the Town in respect of the Development to which the agreement relates.
- (2) In any agreement under subsection 8 (1), Council may also give a further credit to the Owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.
- (3) The credit provided for in subsection 8 (2) shall not be charged to any Development Charge reserve fund.

9. FRONT-ENDING AGREEMENTS

- (1) Council may authorize a front-ending agreement in accordance with the provisions of Part III of the Act, upon such terms as Council may require, in respect of the Development of land.

10. DEMOLITION AND CONVERSION CREDITS FOR REDEVELOPMENT OF LAND

- (1) If a Development involves the demolition of and replacement of all or part of a Building or structure, or the conversion from one principal use to another, a credit shall be allowed, provided that the land was improved by occupied structures, or structures capable of being occupied without structural improvement, within the five years prior to the issuance of the building permit, and the building permit has been issued for the development within five years from the date the demolition permit has been issued; and;
- (2) Subject to subsection 10 (3), the credit shall be calculated:
 - (a) in the case of the demolition or conversion of a Building, or a part of a Building, used for a Residential purpose, by multiplying the number and type of Dwelling Units demolished or converted by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law; or

- (b) in the case of the demolition or conversion of a Building, or part of a Building, used for a Non-Residential purpose, by multiplying the Non-Residential Total Floor Area demolished or converted, by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law.
- (3) A credit can, in no case, exceed the amount of the development charge that would otherwise be payable. No credit is available if the use for which the demolished/converted buildings or structures was last lawfully occupied is exempt under this by-law.
- (4) Notwithstanding subsection 10 (1) above, where the Building cannot be demolished until the new Building has been erected, the Owner shall notify the Town in writing and pay the applicable Development Charge for the new Building in full and, if the existing Building is demolished not later than twelve (12) months from the date a building permit is issued for the new Building, the Town shall provide a refund calculated in accordance with this section to the Owner without interest. If more than twelve (12) months is required to demolish the existing Building, the Owner may make a written request to the Town, and the Town's Treasurer or designate, in his or her sole and absolute discretion and upon such terms and conditions as he or she considers necessary or appropriate, may extend the time in which the existing Building must be demolished, and such decision shall be made prior to the issuance of the first building permit for the new Building.

11. RESERVE FUNDS

- (1) Monies received from payment of Development Charges under this by-law shall be maintained in a separate reserve fund for each Service category set out in Schedule "A".
- (2) Monies received for the payment of Development Charges shall be used only in accordance with the provisions of section 35 of the Act.
- (3) Council directs the Town Treasurer to divide the reserve fund created hereunder into separate accounts in accordance with the Service categories set out in Schedule "A" to which the Development Charge payments, together interest earned thereon, shall be credited.
- (4) Where any Development Charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll for the property on which the Development occurred and shall be collected as taxes.
- (5) Where any unpaid Development Charges are collected as taxes under subsection 13 (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection 13 (1).

- (6) The Town Treasurer shall in each year commencing in 2025 for the 2024 year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in section 12 of O. Reg. 82/98.

12. BY-LAW AMENDMENT OR APPEAL

- (1) Where this by-law or any Development Charge prescribed thereunder is amended or repealed either by order of the Ontario Land Tribunal (OLT) or by resolution of Council, the Town Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection 12 (1) shall be paid with interest to be calculated as follows:
- (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
- (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection 12 (1) shall include the interest owed under this section.

13. BY-LAW INDEXING

- (1) The Development Charges set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” to this by-law shall be adjusted annually as of June 13, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

14. SEVERABILITY

- (1) In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be void, voidable, unenforceable or ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

15. BY-LAW ADMINISTRATION

- (1) This by-law shall be administered by the Town Treasurer.

16. SCHEDULES TO THE BY-LAW

- (1) The following Schedules to this by-law form an integral part of this by-law:
- Schedule A – Schedule of Municipal Services

Schedule B1 – Schedule of Development Charges – Services Related to a Highway

Schedule B2 – Schedule of Development Charges – Fire Protection Services

Schedule B3 – Schedule of Development Charges – Parks and Recreation Services

Schedule B4 – Schedule of Development Charges – Policing Services

Schedule B5 – Schedule of Development Charges – Growth-Related Studies

Schedule C – Schedule of Lands exempt from the Town-Wide Development Charge By-law-2024

- (2) Any or all Schedules may be amended, revised and/or replaced from time to time during the term of the by-law as set out in accordance with the provisions of the *Development Charges Act, 1997*, S.O. 1997, c.27 as may be amended and/or replaced from time to time.

17. DATE BY-LAW EFFECTIVE

- (1) This by-law shall come into force and effect on June 13, 2024.

18. EXISTING BY-LAW REPEAL

- (1) By-law 4315 as amended by By-law 2021-036 is repealed on the date this by-law comes into effect.

19. SHORT TITLE

- (1) This by-law may be cited as the “2024 Town of Tillsonburg Development Charge By-law”.

READ a first and second time this 12th day of June, 2024.

READ a third time and finally passed in Open Council this 12th day of June, 2024.

MAYOR

CLERK

SCHEDULE "A"
TO BY-LAW NO. XXXX-2024

DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

- (1) Services Related to a Highway
- (2) Fire Protection Services
- (3) Parks and Recreation Services
- (4) Policing Services
- (5) Growth-Related Studies

**SCHEDULE "B1"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – SERVICES RELATED TO A HIGHWAY

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170

**SCHEDULE "B2"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – FIRE PROTECTION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Fire Protection Services	1,392	1,110	889	564	7.01	1,392

SCHEDULE "B3"
TO BY-LAW NO. XXXX-2024

SCHEDULE OF DEVELOPMENT CHARGES – PARKS AND RECREATION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	-

**SCHEDULE "B4"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – POLICING SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Policing Services	6	5	4	2	0.03	6

**SCHEDULE "B5"
TO BY-LAW NO. XXXX-2024**

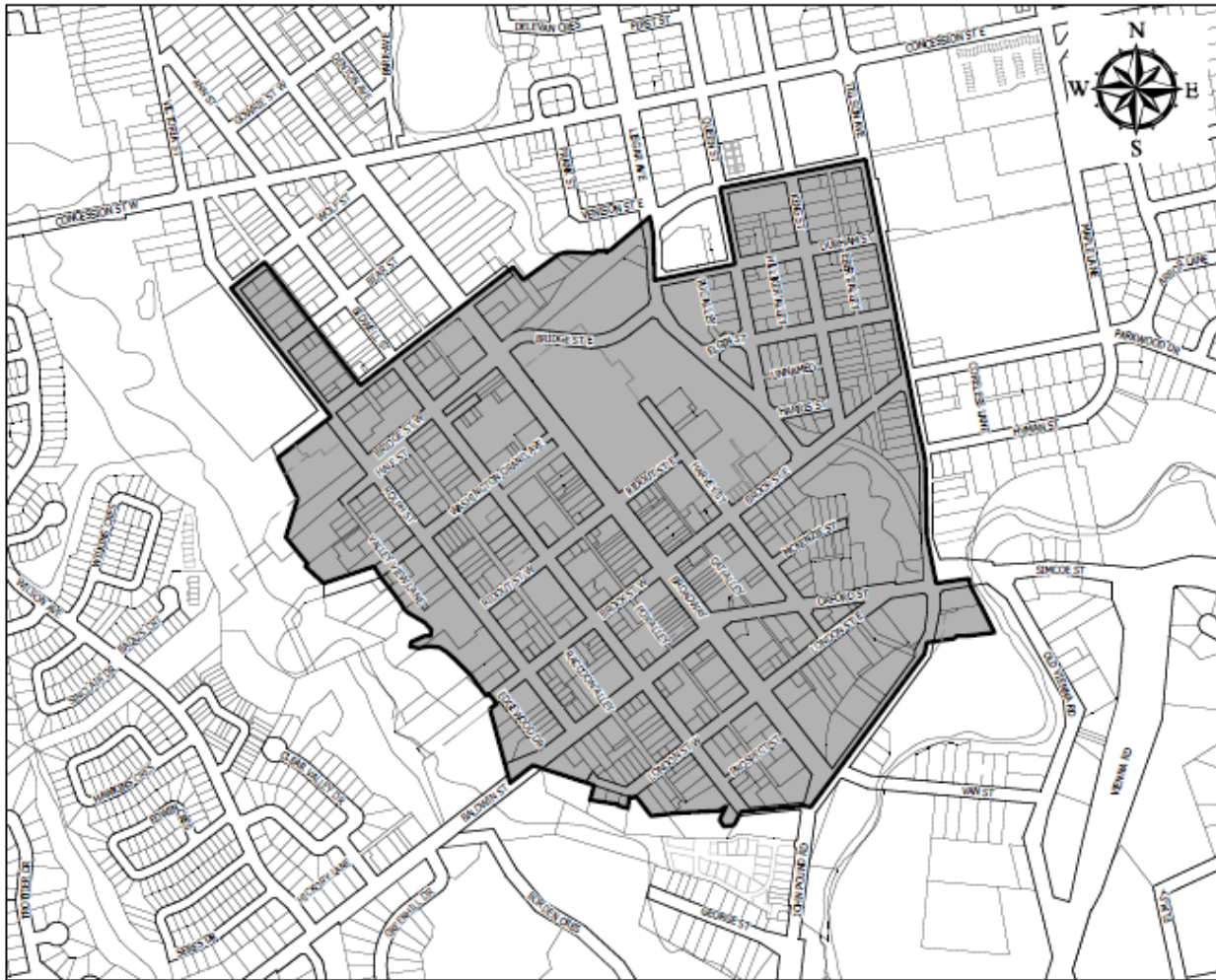
SCHEDULE OF DEVELOPMENT CHARGES – GROWTH-RELATED STUDIES


Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Growth-Related Studies	85	68	54	34	0.33	85

**SCHEDULE "C"
TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF LANDS EXEMPT FROM THE
DEVELOPMENT CHARGE BY-LAW**

**COUNTY OF OXFORD - TOWN OF TILLSONBURG
CENTRAL BUSINESS DISTRICT**



 LANDS TO WHICH THE BY-LAW DOES NOT APPLY



Subject: Trans Canada Trail – Award of Grant

Report Number: RCP 24-025

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Acting Director of Recreation, Culture & Parks

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 12, 2024

RECOMMENDATION

- A. THAT report RCP 24-025 titled “Trans Canada Trail – Award of Grant” be received as information; and
- B. THAT a By-law to authorize the Mayor and Clerk to execute all agreements and contracts associated with this project be presented to Council for consideration.

BACKGROUND

The purpose of this report is to inform Council that the Town of Tillsonburg was successful in receiving a grant from the Trans Canada Trail under the *Trail Funding Program: Minor Maintenance Stream*.

This project involves resurfacing of the town managed section of Trans Canada Trail to improve the quality of the surface and safety for users; installation of drainage system - culverts - to mitigate rain water pooling, runoff and erosion. Additionally, rental of mulching head-type machinery to trim and reduce encroachment of sumac trees along the trail pathways as well as removal of invasive species including phragmites.

The maximum contribution amounts for planning, design and construction phases are limited to \$7,500 for projects costs between \$10,000 and \$25,000.

DISCUSSION

The Minor Maintenance Stream of funding was designed to support maintenance projects along the Trans Canada Trail to ensure the long-term sustainability and integrity of the network, as well as improve the safety and comfort of users. Further, this stream will support Trail groups as they increase and maintain the engagement of trail volunteers. The Trans Canada Trail provides financial support to successful applicants for their minor maintenance projects through this stream, based on work to be completed and eligible expenses.

The total cost of the project is estimated to be \$19,200.00 and includes:

RCP 24-025 Trans Canada Trail – Award of Grant

- Cost of materials in the amount of \$8,500.00 plus \$1,200.00 for bridges and culverts and
- Equipment rentals in the amount of \$3,500.00.
- Other expenses include regulatory signage and staff labour in the amount of \$6,000.00.

The grant has been awarded in the amount of \$7,500.00 and the remainder will be allocated from Parks operating budget.

The project timeline is from June to November 2024.

CONSULTATION

This report was prepared in consultation with the Supervisor of Cemetery and Parks and the Finance Department.

FINANCIAL IMPACT/FUNDING SOURCE

This project will be funded from Parks operating budget in the amount of \$11,700.00 and Trans Canada Trail in the amount of \$7,500.00.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyle.

Strategic Direction – Provide an expanded, accessible network of parks and trails.

Priority Project – *Short Term* – Trail system upgrades.

RCP 24-025 Trans Canada Trail – Award of Grant

ATTACHMENTS

Appendix A – TCT Contribution Agreement



Trans Canada Trail

Contribution Agreement

Project Code: 107065

Contribution Agreement

Name of Organization: Town of Tillsonburg (the “Recipient”)

Organization Representative: Margaret Puhr

Name of the Trail Operator: Town of Tillsonburg

Project Name: ON - Town of Tillsonburg, Resurfacing and drainage improvements (2024) (the “Project”) **Province:** Ontario

Project Code: 107065

TCT Representative: Lexi Rosen

SUMMARY

1. This project is being funded, in part, by Trans Canada Trail (“TCT”), under the Trail Funding Program - Connection and Maintenance stream, (TFP).
2. TCT will fund 43.60% of actual eligible expenditures for the Project, up to the maximum contribution amount set out below.
3. The maximum contribution amount from TCT to the Recipient, to be put towards the completion of this Project, is \$7,500.00.
4. The term of this contribution agreement (“this Agreement”) commences from the date of signature by TCT to 2024/12/30, unless extended by TCT, in writing to the Recipient.
5. The **Scope of the Project** (including the purpose of the contribution, a brief summary of the Project, the eligible costs, Project schedule, Project budget, and expected results) is set out in **Appendix A**.
6. The **Scope of the Project** will not change without advance written approval from TCT.
7. The **Appendices** to this Agreement form part of this Agreement.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

DEFINITIONS

TCT - Is the organization managing The Trans Canada Trail network.

The Trans Canada Trail Network - consists of more than 28,000 kilometres of multi-use trails, linking Canada and Canadians.

Trail Operator - Is the individual, entity, trail organization or government organization that is leading the planning, design, construction, maintenance, trail experience and general operation of a Trail Section.

Trail Section - is a defined type of infrastructure that is designed and used to enable one or more trail-based recreation activities. To be recognized as a trail, the infrastructure must meet the following criteria:

- Be approved by the public and/or private land manager
- Be mapped
- Marked with proper signage, and
- Be actively managed and maintained by a trail operator, or combination of operators, that has accepted the responsibility for the management and maintenance of the trail and associated infrastructure.
- For this Agreement, Trail Section refers to those operated by the Trail Operator.

Trail Code - TCT number of reference to identify the trail section.

THE RECIPIENT AND THE TRAIL OPERATOR ACKNOWLEDGE AND CONFIRM:

- (1) That before signing this Agreement, they concluded an agreement to clearly identify their roles and responsibilities in regard to this Project and the operation of the trail.
- (2) That, by submitting this project, they have read, understood and agreed to the latest guidelines related to the TFP program (including stream guidelines) which are incorporated by reference into this Agreement.
- (3) That, the Project is located on the Trans Canada Trail network, on a local trail system defined as a **Greenway** and **Trails and Paths**, with permitted activities on this section established by TCT's trail definitions and types at the time of the Project being submitted to TCT.
- (4) That:
 - A maintenance plan has been/will be implemented
 - Safety rules and trail etiquette are clearly set out in trail signage to users, and are enforced by local law enforcement or trail wardens.
 - Trail conditions are suitable for cyclists, paddlers or walkers/hikers to enjoy the best possible experience on the Trail.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

- (5) That, the Trail is only being used for lawfully permitted activities, and as otherwise permitted by the major category and primary type under which the Trail section was built and registered with TCT - defined above in point (2). Prior to any change in the major category and primary type of a registered Trail section, the Recipient must first notify TCT and receive written advance approval for the proposed change. In the event of non-compliance with this provision, TCT may, at any time, require reimbursement by the Recipient for any contribution that has been provided by TCT. Within 14 days of any such reimbursement request sent to the Recipient by TCT, the Recipient will reimburse TCT the full amount of the request, up to the total amount indicated in the signed contribution agreement.
- (6) That, as Recipient, they have the full authority and permission from all the land owners, trail operators and trail managers to sign this Agreement, and conduct and manage the Project.

THE RECIPIENT AND THE TRAIL OPERATOR AGREE TO:

- (1) Complete each stage of the Project, as well as the entire Project, on time, as set out in **Appendix A**.
- (2) Comply with the requirements set out in **Appendix B**.
- (3) Comply with TCT's [acknowledgement guidelines](#).
- (4) Comply with TCT's signage guidelines with regards to wayfinders and other signage, for the area covered by the project. Contact project@tctrail.ca if a wayfinding project is being planned.
- (5) Post the following phrase on trailheads and signs of significance (rules of trail, etc.):

Recreational Trail | Sentier Récréatif
Use at Own Risk | À utiliser à vos propres risques
- (6) Comply with the reporting schedule set out in this Agreement.
- (7) Comply with all applicable federal, provincial/territorial and local legislation, bylaws, codes, regulations, and current best practices in relation to the Project and the area covered by the Project, including but not limited to these in relation to construction, health and safety, accessibility and environmental practices.
- (8) Obtain all approvals and permits required for the Project and local trail system.
- (9) Take full responsibility for the ownership, maintenance and repair of the Trail, infrastructure and signage, for the area covered by the Project, subject to this Agreement.
- (10) Take full responsibility when defining a Trail section as being accessible or universally accessible. Where a trail is defined as accessible or universally accessible, ensure an accessible or universally accessible standard is maintained, with appropriate signage, whenever the trail and all related infrastructure is open to users.
- (11) Comply with and respect TCT's guidelines and policies. The Recipient should contact its TCT representative to obtain the latest version of TCT's guidelines and policies.
- (12) Consent to the publication by TCT of any and all information related to the Project, including but not limited to, the amount and details of TCT's financial contribution, the name of the Recipient organization, the Project description and any other related information.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

REPORTING AND PAYMENT CONDITIONS

- (1) The Recipient must use TCT's [online template](#) to deliver all written progress reports for the Project to TCT in accordance with this Agreement, including Appendix A. Progress reports must include the following information:
 - Confirmation that each aspect of the Scope of the Project has not changed (an explanation, as well as advance approval from TCT, is required for any changes);
 - The previous month's expenses and total cost to date;
 - Any other information or documentation required by this Agreement;
 - Supporting documentation for any expenses incurred for the Project, as required by TCT, in its sole discretion.

- (2) The Recipient must use TCT's [online template](#) to deliver a final report for the Project to TCT within 30 days of the substantial completion of the Project. The final report must include the following information:
 - Pictures (before and after the Project);
 - Proof of insurance, with TCT identified as one of the insured entities;
 - Signage report, including final GIS locations and trail alignment;
 - Description of how TCT's contribution has been or will be recognized;
 - The previous month's expenses and total costs to date;
 - Matching funds sources;
 - In the case of a study, the final design, report or any other documentation produced during the study;
 - Any other information or documentation required by this Agreement
 - Maintenance plan;
 - Supporting documentation, as required by TCT, in its sole discretion.

- (3) If TCT does not receive progress reports, or a final report, in accordance with this Agreement, it may withhold payments until the reports are received and determined by TCT to be in accordance with this Agreement. Aside from all other available remedies, TCT may terminate this Agreement if any such report, otherwise in accordance with this Agreement, is not received by TCT within sixty (60) days of the date on which the report was due.

- (4) In addition to the scheduled reports, TCT, in its sole discretion, may require the Recipient to submit additional reports, verbally or in writing, on such timing as required by TCT.

- (5) During the term of this Agreement, the Recipient must demonstrate that it is overseeing the Project in accordance with this Agreement, including but not limited to, the Scope of the Project, and that it has the ability to complete the Project in accordance with this Agreement. The Recipient may be subject to work inspections and validation of financial data by TCT, in its sole discretion, which must be kept up to date throughout the Project.

- (6) The Recipient must maintain all records associated with the Project, and retain them for at least six (6) years after the expiry of this Agreement. If requested by TCT, the Recipient will provide any

Trans Canada Trail

Contribution Agreement

Project Code: 107065

requested records, including pay stubs, to TCT for inspection, verification or copying, and must allow access to work sites for inspection. Staff, volunteers or subcontractors involved in the Project must be made available to TCT for interview purposes as required by TCT in its sole discretion.

- (7) The Recipient may be asked to participate in an evaluation or audit of the Project or contribution under this Agreement. In such case, the Recipient will make available any records required for such evaluations or audits.

PAYMENTS

- (1) Each payment will be made within 90 days of the signing of the contribution agreement and/or approval of a project report by Trans Canada Trail. Payments will be made according to the schedule in Appendix A.
- (2) The total contribution will be based on the actual approved Project expenditures up to the maximum contribution amount set out in this Agreement. The total contribution amount may be lower than originally specified, as set out in this Agreement, including if the eligible expenses incurred by the Recipient are less than those detailed in the Scope of the Project.
- (3) Spending on the Project by the Recipient must be within the agreed upon budget allocation included in the Scope of the Project (Appendix A). The Recipient must report any budget reallocation within the budget categories in the next progress report, as well as in the final report.
- (4) Any unspent funds must be returned to TCT, unless TCT has provided the Recipient with prior written approval for such funds to be spent on other items or activities that are consistent with the Project's purpose, in TCT's sole discretion.
- (5) All payments under this Agreement are conditional upon TCT receiving sufficient funding from its funding sources. The Recipient understands and agrees that if TCT determines, in its sole discretion, that it does not have sufficient funding for the amounts payable to the Recipient under this Agreement, TCT may reduce the payments or terminate this Agreement, without any further obligation or liability by TCT. In such case, the Recipient will have no recourse or rights against TCT.

DEFAULTS

- (1) Each of the following actions constitutes a default under this Agreement:
- Any named default in this Agreement;
 - False statements to TCT by the Recipient;
 - Failure of the Recipient to meet any term condition, requirement or obligation contained in this Agreement;
 - TCT determines, in its sole discretion, that the Recipient will be unable to complete the Project in an acceptable manner or otherwise in accordance with this Agreement.
- (2) TCT will deliver notice to the Recipient and the Trail Operator, in writing, of any such defaults (the "Default Notice"). The Recipient will be required to comply with the conditions set out in the Default Notice. Upon receipt of the Default Notice, the Recipient will have 30 days to remedy the default. If

Trans Canada Trail Contribution Agreement Project Code: 107065

the Recipient does not remedy the default, or otherwise comply with the Default Notice to TCT's satisfaction, in its sole discretion, TCT may:

- Suspend or terminate this Agreement, including any payments required under this Agreement;
- Suspend or terminate any other agreements between the Recipient and/or the Trail Operator and TCT, including any payments required under those agreements;
- Refuse to support any future projects of the Recipient;
- Recover some or all of TCT's contribution for the Project;
- Remove Trans Canada Trail designation from any area associated with the Recipient and/or the Trail Operator;
- Take any other action or remedy permitted under this Agreement or at law.

(3) The failure by TCT to take any action in response to a default under this Agreement does not constitute a waiver of TCT's right to take future action with respect to said default.

CLAIMS, TRANSFER, TERMINATION AND RECOURSE

(1) The Recipient and/or the Trail Operator will not make any claim against TCT for any delay or deficiency in the completion of the Project, nor for any inaccuracies in information provided to the Recipient and/or the Trail Operator under this Agreement or otherwise.

(2) The Recipient and/or the Trail Operator shall release, indemnify and hold harmless TCT and its directors, officers, employees, agents, assigns and representatives from and against any and all costs, claims, demands, expenses, actions, and causes of action (the "Claims"), howsoever caused, which arise out of, relate to, or result from the Project, including but not limited to, TCT's contribution under this Agreement, including but not limited to any Claims for damage to property or injury to persons (including death). TCT also holds this indemnity in trust for parties who are not signatories to this Agreement.

(3) TCT is not liable for any borrowings, leases or other obligations that the Recipient and/or the Trail Operator may have incurred with respect to any obligations or expenses towards which contribution under this Agreement is made.

(4) In addition to any other available remedies, this Agreement may be terminated immediately by TCT if the Recipient and/or Trail Operator ceases operations, liquidates its business, is placed in receivership, becomes insolvent or declares bankruptcy.

(5) In the event of a dispute arising from or in connection with this Agreement, the parties agree to engage in good faith discussions for 30 days, or such further period as may be agreed by the parties in writing, in an attempt to resolve the dispute. If the dispute is not resolved within the aforesaid period, either party may refer the matter to an arbitration.

(6) This Agreement is not transferable by the Recipient and/or the Trail Operator.

(7) This Agreement shall be governed solely by the laws of Ontario.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

AUTHORIZED SIGNATURES

The undersigned hereby certify the following:

- I am duly authorized to bind our organization;
- The information included in this Agreement, including in the appendices, is accurate.

Name of Recipient Signing Authority

Name of TCT Signing Authority

Signature (Recipient)

Signature (TCT)

Date Signed

Date Signed

If different than the Recipient:

Name of Trail Operator Signing Authority

Signature (Operator)

Date Signed

Trans Canada Trail

Contribution Agreement

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APPENDIX A — SCOPE OF PROJECT

Information	
Project Name	ON - Town of Tillsonburg, Resurfacing and drainage improvements (2024)
Total Cost (budget)	\$17,200.00
TCT max Contribution	\$7,500.00
% of total cost (contribution)	43.60%
Schedule	
Start date	2024/06/03
Completion date	2024/11/29
Expiration date	2024/12/30

Project Deliverables

Deliverable	Due Date
Contribution Agreement	2024/05/20
Progress Report 1	2024/07/20
Progress Report 2	2024/08/20
Progress Report 3	2024/09/20
Acknowledgement Signs	2024/09/20
Final Report	2024/11/20

Payment schedule

Deliverable	% of the contribution
Contribution Agreement	25% of 100%
Progress report (50% completion stage)	50% of 100%
Final Report	25% of 100%

Description

This project will include resurfacing of the town managed section of TCT to improve the quality of the surface and better safety for users; installation of drainage system - culverts - to mitigate rain water pooling, runoff and erosion. Additionally, rental of mulching head-type machinery to trim and reduce encroachment of sumac trees along the trail pathways as well as removal of invasive species including phragmites.

Trans Canada Trail

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APPENDIX B — Promotion and Recognition

Appendix B is provided to ensure that TCT (national) and the Recipient (local) benefit as much as possible from the unique and valuable relationship we share.

TCT recognizes that the Recipient commonly engages in a variety of fundraising activities, in addition to receiving financial support from TCT.

The Recipient recognizes that TCT also fundraises for local Trail projects in their provincial/territorial jurisdiction, in addition to providing fundraising advice and limited support to recipients requiring assistance.

Guiding Principles

Collaboration: TCT and the Recipient recognize their shared responsibility to collaborate on achieving their goals and priorities, and are committed to a multi-sector approach.

Stewardship: The Recipient recognizes that donors have entrusted TCT to invest their support in order to ensure the greatest impact. The Recipient will work with TCT to meet their commitment to donors.

This appendix is a commitment by the Recipient to TCT. The contribution provided through this agreement has been supplied, in part, through donations to Trans Canada Trail and TCT is committed to recognizing these donors for their support.

Trans Canada Trail agrees to:

- (1) Give a contribution to the Recipient for the completion of the Project, as set out in this Agreement.
- (2) At its sole discretion, promote trail sections, funded programs and initiatives within the Province/Territory through a variety of channels, including but not limited to: TCT's website, social media channels, as well as campaign and promotional materials.
- (3) When feasible, consult and provide guidance with respect to fundraising upon request in order to, among other things, reduce donor confusion.
- (4) Ensure regular and timely communications with the Recipient on any matter that may affect their relationship with TCT or the terms of this Agreement.

The Recipient and Trail Operator agree to:

- (1) Follow the acknowledgement requirement – [See TCT's acknowledgement guidelines](#).
- (2) Prepare or collaborate, as required, on the development of an event to acknowledge the Project (i.e. announcement of contribution, trail opening, etc.) and provide a speaking opportunity for a TCT representative.
- (3) Portray Trans Canada Trail positively in all verbal and written communication to the public.
- (4) Protect TCT's brand identity by following brand and logo usage guidelines.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

- (5) Display signage that is provided, recognizing Trans Canada Trail as a funder. This signage should be placed in a high-traffic area or at the construction site.
- (6) Collaborate with TCT throughout the term of this Agreement to support marketing and content materials such as blogs, newsletters and other engagement programs that help to demonstrate our work together in the Province/Territory.
- (7) Refrain from fundraising from national corporations who may have already given to TCT. TCT will, in turn, refrain from fundraising from local and provincial branches of similar national corporations. If there are questions about who these national corporate donors are, and/or if advice is required to coordinate a stronger approach to ensure success of your organization.
- (8) Participate in donor recognition initiatives, such as thanking donors, when appropriate, thereby making a tangible connection between donations to TCT and improvements to the Trans Canada Trail.
- (9) Provide, for TCT's review, any publication, printed recognition, or signage featuring the TCT logo, prior to publication, which will not occur without TCT's advance approval.
- (10) Notify TCT in advance of any public events related to the Project, and provide an opportunity for TCT representation and recognition at the event. Demonstrating tangible recognition of local donors who have contributed to the success of the Project, including notifying TCT, will reflect positively on the Recipient and will be considered in future funding requests submitted to TCT.

TCT also requires recipients to follow Trans Canada Trail on social media and share its content when possible, for the duration of the agreement.



tion of the Town of Tillsonburg / Advisory Committee Meeting MINUTES

Thursday, March 7, 2024
5:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Scott Gooding
Chris Parker
Scott Vitias
Taylor Campbell
Joe Sym
Stephen Gradish
Carrie Lewis
Kristy Milmine
Christian Devlin

Regrets: Deb Gilvesy
Andrew Gradish
Susie Wray

Staff: Andrea Greenway
Margaret Puhr

Regrets: Julie Ellis
Julie Columbus

1. Call to Order

The meeting was called to order at 5:30pm

2. Adoption of Agenda

Resolution # 1**Moved By:** Carrie Lewis**Seconded By:** Stephen Gradish

THAT the Agenda as prepared for the March 7th Recreation & Sports Advisory Committee be adopted

Carried**3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures.

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Christian Devlin**Seconded By:** Joe Sym

THAT the minutes as prepared for the January 30th Recreation & Sports Advisory Committee be adopted.

Carried**5. Information Items****5.1 Master Plan update - memo**

Andrea summarized the update on Master Plan.

Councillor Parker provided feedback that was given to the consultants regarding the document.

5.2 RCP budget update - memo

Andrea provided some expanded information as per attached memo.

RCP has many projects scheduled for the year.

5.3 Hall of Fame subcommittee update Memo

The logo and the invitation styles have been approved and will be sent out to the committee shortly.

Ticket price has been set as \$45.00

Beres Butchers and Deli will be the caterer.

Pins have been ordered.

6. General Business & Reports

6.1 Council update: Pickleball/Tennis - Chris Parker

Councillor Parker provided that the target completion date is set for June.

An open house will be held on March 19th, with Pickleball Ontario reps attending to provide some information.

6.2 Council update: Aquatic facility renovation - Chris Parker

Information provided in the report attached to the agenda.

6.3 Lake Lisgar Water Park update

Bathroom renovation is now complete. Council has approved the new canteen project, with the project completion scheduled to be in time for the opening day/grand opening in June.

A Trillium grant application has been submitted for replacement of the water park roof.

7. Next Meeting

8. Adjournment

The meeting was adjourned at 6:30

Resolution # 3

Moved By: Joe Sym

Seconded By: Carrie Lewis

THAT the meeting be adjourned at ____

Carried



**tion of the Town of Tillsonburg
ication & Cemeteries Committee
Meeting
MINUTES**

Tuesday, April 2, 2024
5:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Mike Dean
Maurice Verhoeve
Kristine Vandebussche
Martha Kirkpatrick
Isaac Card
Joan Weston
Karen Clipson
Paul DeCloet
Pete Luciani
Deb Gilvesy

Regrets: Ron Walder
Barbara Wareing
Susan Saelens

Staff: Julie Columbus
Margaret Puhr

Regrets: Matt Johnson

1. Call to Order

The meeting was called to order at 5:00 p.m.

2. Adoption of Agenda**Resolution # 1****Moved By:** Joan Weston**Seconded By:** Mike Dean

THAT the April 2 agenda as prepared for the Parks, Beautification & Cemeteries Advisory Committee be adopted.

Carried**3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no pecuniary interests disclosed.

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Mike Dean**Seconded By:** Pete Luciani

THAT the minutes from February 27 meeting of the Parks, Beautification & Cemeteries Advisory Committee be adopted.

Carried**5. Presentations****5.1 Tillsonburg Horticultural Society Presentation**

Christine Nagy spoke about Bert Newman park fencing, per email attached to agenda. Historical Society would like to remove three sides of fencing and put in new pathways to leave it open, to see if that alleviates the issues associated with the use.

Resolution # 3**Moved By:** Mike Dean**Seconded By:** Paul DeCloet

THAT the presentation by Christine Nagy, President of Tillsonburg Horticultural Society, be received by the committee.

AND THAT the committee supports removing three sides of the fencing around Newman Park on a trial basis after other remediation is completed.

Carried

6. Information Items

6.1 Parks by-law public consultation draft - link

The deadline for public consultation has been extended to April 5, 2024.

6.2 Cemetery update memo

Director spoke to the memo as attached to the agenda.

6.3 Pickleball update memo

Director provided update per memo attached to the agenda. Mayor added that the pickleball courts are being paid for by development charges rather than taxpayers money.

7. General Business & Reports

8. Next Meeting

9. Adjournment

Resolution # 4

Moved By: Joan Weston

Seconded By: Maurice Verhoeve

THAT the Parks, Beautification & Cemeteries Advisory Committee meeting be adjourned at 5:56 p.m.

Carried



**tion of the Town of Tillsonburg
 igation & Cemeteries Committee
 Meeting
 MINUTES**

Tuesday, April 30, 2024
 5:00 PM
 Boardroom CSC
 10 Lisgar Ave.

ATTENDANCE: ___ Ron Walder
 ___ Mike Dean
 ___ Maurice Verhoeve
 ___ Barbara Wareing
 ___ Kristine Vandebussche
 ___ Martha Kirkpatrick
 ___ Isaac Card
 ___ Joan Weston
 ___ Paul DeCloet
 ___ Pete Luciani
 ___ Deb Gilvesy

Staff: ___ Andrea Greenway
 ___ Margaret Puhr

-
1. **Call to Order**
 2. **Adoption of Agenda**
 Moved By: Paul DeCloet
 Seconded By: Pete Luciani

THAT the Agenda as amended for the Parks, Beautification & Cemeteries Advisory Committee be adopted.

Carried / Defeated / Deferred / Recorded Vote

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Pete Luciani

Seconded By: Deb Gilvesy

THAT the minutes as prepared from the April 2nd meeting be adopted.

Carried / Defeated / Deferred / Recorded Vote

5. Presentations

6. Information Items

6.1 Lake Lisgar silt issues - letter from Ron Walder

Ron summarized the perspective on silt in the lake as well as a subsequent meeting with town staff, members of the Lake Lisgar Revitalization Committee and LPRCA. The meeting was to review options for silt removal and remediation for future as well as the reconditioning of the weir at the south end. Lack of remediation and clearing of the silt will cause loss of lake water, loss of wildlife and potential dangers related to entering on silt.

If the weir is not fixed and maintained, it poses danger in case of large rainfall where the weir cannot be opened, Concession Street West at serious danger of flooding, as is lower section of Simcoe Street. LPRCA representative suggested maintenance on the weir to be semi annually. The last time the weir has been serviced was in 1968.

6.2 Committee vacancies

Wayne Beard

Sue Saelens

Karen Clipson

7. General Business & Reports

7.1 Parks By-law review**Resolution # 3****Moved By:** Joan Weston**Seconded By:** Kristine Vandebussche

THAT the council review the updates arising from public consultation for the proposed Parks By-law

Carried / Defeated / Deferred / Recorded Vote**7.2 Newman Park fence****7.3 Discussion: Beautification of the East/West former railway trail - Paul DeCloet**

This item was deferred to the next meeting.

7.4 Discussion: Identification of invasive species on public land; Tree by-law - Paul DeCloet

This item was deferred to the next meeting

8. Next Meeting**9. Adjournment****Moved By:** Martha Kirkpatrick**Seconded By:** Joan Weston

THAT the April 30th meeting be adjourned at 6:45pm

Carried / Defeated / Deferred / Recorded Vote



tion of the Town of Tillsonburg / Advisory Committee Meeting MINUTES

Thursday, May 2, 2024
5:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Scott Gooding
Chris Parker
Deb Gilvesy
Scott Vitias
Stephen Gradish
Andrew Gradish
Kristy Milmine
Christian Devlin

Regrets: Taylor Campbell
Joe Sym
Carrie Lewis
Susie Wray

Staff: Andrea Greenway
Margaret Puhr

Regrets: Julie Ellis

-
- 1. Call to Order**
The meeting wa
 - 2. Adoption of Agenda**
Resolution # 1

Moved By: Scott Vitias

Seconded By: Christian Devlin

THAT the agenda for the May 2nd Recreation & Sports Advisory Committee, be adopted with the following amendment:

the addition of item #6.4 titled Draft Parks By-law

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Andrew Gradish

Seconded By: Kristy Milmine

THAT the minutes as prepared for the April 4th meeting, be adopted.

Carried

5. Presentations

6. Information Items

6.1 Hall of Fame event update

Andrea provided update.

Dress code information will be sent.

The event is ready to go.

6.2 Tillsonburg Pickleball Club update

Per Andrea's memo, update was provided.

The court resurfacing will take approximately 3 weeks, at which time the tennis courts will not be available. The outdoor rink will be adapted for that time for tennis use.

6.3 Summer Camp update

Update provided by Andrea.

6.4 Draft Parks By-law

7. General Business & Reports

8. Next Meeting

9. Adjournment

Moved By: Kristy Milmine

Seconded By: Andrew Gradish

That the meeting be adjourned at 6:20pm.

Carried

Town of Tillsonburg

By-Law No. 2024-067

A By-law to Establish Town-Wide Development Charges for the Town of Tillsonburg

WHEREAS subsection 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c.27 (hereinafter called “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 arising from the Development of the area to which the by-law applies;

AND WHEREAS Council has before it a report entitled “Development Charges Background Study” (the “Study”), the Town of Tillsonburg hereinafter referred to as the “Town”, dated April 12, 2024 by Watson & Associates Economists Ltd., as amended on June 10, 2024, wherein it is indicated that the Development of any land within the Town will increase the need for Services as defined herein;

AND WHEREAS Council gave notice to the public and held a public meeting pursuant to section 12 of the Act on May 27, 2024 prior to and at which the Study and the proposed Development Charge by-law were made available to the public in accordance with the Act and regulations thereto and Council heard comments and representations from all persons who applied to be heard (the “Public Meeting”);

AND WHEREAS Council intends to ensure that the increase in the need for Services attributable to the anticipated development, including any capital costs, will be met, by updating its capital budget and forecast where appropriate;

AND WHEREAS by approval of the Study, dated April 12, 2024, Council has indicated its intent that the future excess capacity identified in the Study, shall be paid for by the development charges or other similar charges.

NOW THEREFORE THE COUNCIL OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. DEFINITIONS

In this by-law,

- (1) “**Act**” means the *Development Charges Act, 1997*, c. 27, as amended;
- (2) “**Affordable housing**” means Dwelling Units and incidental facilities, primarily for persons of low and moderate income, that meet the requirements of any program for such purpose as administered by any agency of the Federal or Provincial government, the County of Oxford and/or the Area Municipality and

for which an agreement has been entered into with the County of Oxford with respect to the provision of such Dwelling Units and facilities;

- (3) “**Apartment Dwelling**” means any Dwelling Unit within a Building containing more than four Dwelling Units where the units are connected by an interior corridor. Notwithstanding the foregoing, an Apartment Dwelling includes a Stacked Townhouse Dwelling;
- (4) “**Area Municipality**” means a lower-tier municipality that forms part of the County of Oxford;
- (5) “**Back-to-back Townhouse Dwelling**” means a building containing four (4) or more Dwelling Units separated vertically by a common wall, including a rear common wall, that does not have a rear yard with amenity area;
- (6) “**Bedroom**” means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- (7) “**Board of Education**” means a board defined in subsection 1 (1) of the *Education Act*, R.S.O. 1990, c. E,2, as amended;
- (8) “**Building Code Act**” means the *Building Code Act*, R.S.O. 1992, S.O. 1992, c. 23, as amended;
- (9) “**Building**” means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and, notwithstanding the generality of the foregoing, includes, but is not limited to:
 - (a) An above-grade storage tank;
 - (b) An air-supported structure;
 - (c) An industrial tent;
 - (d) A roof-like structure over a gas-bar or service station; and
 - (e) An area attached to and ancillary to a retail Development delineated by one or more walls or part walls, a roof-like structure, or any one or more of them;
- (10) “**Bunk House**” means a Building accessory to a permitted farming use containing kitchen and sanitary facilities and sleeping accommodation in individual or combination rooms for seasonal workers directly employed by the permitted use. For clarity, a Bunk House is not a Residential Use;

- (11) **“Capital Cost”** means costs incurred or proposed to be incurred by the Town or a local board thereof directly or by others on behalf of, and as authorized by, the Town or local board,
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including (but not limited to),
 - (i) furniture and equipment, other than computer equipment;
 - (ii) material acquired for circulation, reference or information purposes by a library board within the meaning of the *Public Libraries Act*; and
 - (iii) rolling stock with an estimated useful life of seven years or more;
 - (e) interest on money borrowed to pay for costs in (a) to (e);
 - (f) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study

required for provision of Services designated in this by-law within or outside the Town;

- (12) **“Council”** means the Council of the Town of Tillsonburg;
- (13) **“Development”** means any activity or proposed activity in respect of land that requires one or more of the actions referred to in section 5 of this by-law and including the redevelopment of land or the redevelopment, expansion, extension or alteration of a use, building or structure except interior alterations to an existing Building or structure which do not change or intensify the use of land;
- (14) **“Development Charge”** means a charge imposed pursuant to this by-law;
- (15) **“Dwelling”** or **“Dwelling Unit”** means any part of a building or structure with a room or suite of rooms used, or designed or intended for use, by one person or persons living together, in which sanitary facilities and a separate kitchen may or may not be provided for the exclusive use of such person or persons;

- (16) **“Farm Building”** means a Building or structure associated with and located on land devoted to the practice of farming, as defined by the *Farming and Food Production Protection Act, 1998*, and that is used essentially for the housing of farm equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds, and as part of or in connection with a bona fide farming operation and includes barns, silos, Bunk Houses, and other Buildings or structures ancillary to that farming operation, but excludes:
- (a) any Building or portion thereof used or intended to be used for any other Non-Residential Use, including, but not limited to: retail sales; commercial services; restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; contractors shops; services related to grooming, boarding, or breeding of household pets; and alcohol or cannabis production facilities;
- (17) **“Grade”** means the average level of finished ground adjoining a Building or structure at all exterior walls;
- (18) **“Gross Floor Area”** means the total floor area measured between the outside of exterior walls, or between the outside of exterior walls and the centre line of party walls dividing the Building from another Building, of all floors above the average level of finished ground adjoining the Building at its exterior walls;
- (19) **“Industrial Building”** means a Building used for or in connection with,
- (a) manufacturing, producing, processing, storing or distributing something;
 - (b) research or development in connection with manufacturing, producing or processing something;
 - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production, or processing takes place;
 - (d) office or administrative purposes, if they are;
 - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (ii) in or attached to the Building or structure used for that manufacturing, producing, processing, storage or distribution;

and shall not include self-storage facilities or retail warehouses;

- (20) **"Institutional Development"** means development of a Building or structure intended for use,
- (a) as a long-term care home within the meaning of subsection 2(1) of the *Long-Term Care Homes Act, 2007*;
 - (b) as a retirement home within the meaning of subsection 2(2) of the *Retirement Homes Act, 2010*;
 - (c) by any of the following post-secondary institutions for the objects of the institutions:
 - (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario
 - (ii) a college or university federated or affiliated with a university described in subclause 1.19.3.2; or
 - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*
 - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - (e) as a hospice to provide end of life care;
- (21) **"Local Board"** means a municipal "service board, public utility commission, public library board, board of health, police services board or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Town or any part or parts thereof, excluding a conservation authority, any municipal business corporation not deemed to be a local board under O. Reg. 168/03 under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and any corporation enacted under the *Electricity Act, 1998*, S.O. 1998, c. 15, Sched. A, as amended, or successor legislation;
- (22) **"Local Services"** means those services or facilities which are under the jurisdiction of the Town and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under s.51 of the *Planning Act*, or as a condition of approval under s.53 of the *Planning Act*;
- (23) **"Long-Term Care Home"** means the floor area of a facility directly related to beds that are licensed, regulated or funded by the Ministry of Health and Long-Term Care, in an approved charitable home for the aged (as defined in the *Charitable Institutions Act*, R.S.O. 1990, c. C.9), a home (as defined in the

Homes for the Aged and Rest Homes Act, R.S.O. 1990, c. H.13), or a nursing home (as defined in the *Nursing Homes Act*, R.S.O. 1990, c. N.7);

- (24) “**Mezzanine**” means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;
- (25) “**Multiple Dwelling**” means all Dwellings other than Single Detached Dwellings, Semi-Detached Dwellings, and Apartment Dwellings, and shall include Park Model Trailers;
- (26) “**Non-Profit Housing Development**” means development of a Building or structure intended for use as residential premises by:
- (a) a corporation to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary objective is to provide housing,
 - (b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act, 2010* applies, that is in good standing under that Act and whose primary object is to provide housing, or
 - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act, 2022*;
- (27) “**Non-Residential Uses**” means a Building or structure, or portions thereof, used, or designed or intended for a use other than a Residential Use;
- (28) “**Official Plan**” means the Official Plan of the County of Oxford and any amendments thereto;
- (29) “**Owner**” means the owner of land or a person who has made application for an approval for the development of land upon which a Development Charge is imposed;
- (30) “**Park Model Trailer**” means a trailer conforming to National Standard of Canada CAN CSA-Z241.0-92, CAN CSA-Z240 or similar standard that is up to a maximum size of 50 square metres and designed to facilitate relocation from time to time;
- (31) “**Planning Act**” means the *Planning Act, 1990*, R.S.O. 1990, c.P.13, as amended;
- (32) “**Private School**” means an academic education school to which all of the following apply:
- (a) registered with the Province as a “private school” under section 16 of the *Education Act*,

- (b) non-publicly funded;
 - (c) operated on a not-for-profit basis;
 - (d) operated by a non-share non-profit corporation, or an established or a “religious organization” as defined by the *Religious Organizations’ Land Act*; and
 - (e) offering elementary or secondary academic education;
- (33) “**Regulation**” means any regulation made pursuant to the Act;
- (34) “**Rental Housing Development**” means development of a Building or structure with four or more residential units all of which are intended for use as rented residential premises;
- (35) “**Residential Uses**” means lands, Buildings or structures or portions thereof used, or designed or intended for use as a home or residence of one or more individuals, and shall include Single Detached Dwelling, Semi-Detached Dwelling, Multiple Dwelling, Apartment Dwelling, and the residential portion of a mixed-use Building or structure;
- (36) “**Row Townhouse Dwelling**” means a Building vertically divided into three or more Dwelling Units by common walls extending from the base of the foundation to the roof. Each Dwelling Unit shall have separate entrance directly to the outside;
- (37) “**Semi-Detached Dwelling**” means a Building divided vertically into two Dwelling Units each of which has a separate entrance and access to grade;
- (38) “**Services**” means services set out in Schedule “A” to this by-law;
- (39) “**Single Detached Dwelling**” means a completely detached Building containing only one Dwelling Unit;
- (40) “**Special Care/Special Need Dwelling**” means a Building, or part of a Building:
- (a) containing two or more Dwelling Units which units have a common entrance from street level;
 - (b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common rooms and accessory Buildings;
 - (c) that is designed to accommodate persons with specific needs, including but not limited to independent permanent living arrangements; and

- (d) where support services, such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at any one or more various levels;

and includes, but is not limited to, retirement homes or lodges, charitable dwellings, group homes (including correctional group homes) and hospices;

Special Care/Special Needs Dwellings will be charged the D.C. rate for Bachelor and 1 Bedroom Apartment Units;

- (41) **“Stacked Townhouse Dwelling”** means a Building, other than a Row Townhouse or Back to Back Townhouse, containing at least 3 Dwelling Units; each Dwelling Unit separated from the other vertically and/or horizontally and each Dwelling Unit having a separate entrance to grade;
- (42) **“Temporary Building or Structure”** means a Building or structure constructed or erected or placed on land for a continuous period not exceeding twelve months, or an addition or alteration to a Building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding twelve months;
- (43) **“Temporary Dwelling Unit”** means a Dwelling Unit, which is:
- (a) designed to be portable (e.g. mobile home);
 - (b) clearly ancillary to, and fully detached from, an existing permanent Dwelling Unit located on the same lot;
 - (c) only permitted to be in place for a limited period of time; and
 - (d) subject to an agreement with the Area Municipality specifying the maximum period of time the Dwelling Unit is to be permitted and any other matters that may be deemed necessary or appropriate by the Area Municipality, such as installation, maintenance and removal provisions, financial security requirements and restrictions on occupancy;
- (44) **“Total 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;
- (a) includes the floor area of a mezzanine, atrium, or air supported structure, and the space occupied by interior wall partitions;

- (b) excludes those areas used exclusively for parking garages or structures; and
 - (c) where a Building or structure does not have any walls, the total 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;
- (45) **“Wind Turbine”** means any wind energy conversion system with a nameplate generating capacity greater than 300 kilowatts, that converts wind energy into electricity for sale to an electrical utility or intermediary.

2. CALCULATION OF DEVELOPMENT CHARGES

- (1) Subject to the provisions of this by-law, the Development Charge against land in the Town shall be imposed, calculated and collected in accordance with the rates set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” relating to the Services set out in Schedule “A”.
- (2) Council hereby determines that the Development of land, Buildings or structures for Residential and Non-Residential uses will require the provision, enlargement or expansion of the Services referenced in Schedule “A”; and shall be calculated as follows:
 - (a) In the case of Residential Development, or a Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of:
 - (i) the number of Dwelling Units of each type, multiplied by,
 - (ii) the corresponding total dollar amount for such Dwelling Unit as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (b) In the case of Non-Residential Development, or a Non-Residential portion of a mixed-use Development or redevelopment, the Development Charge shall be the sum of the products of
 - (i) the Total Floor Area of Non-Residential Development or Non-Residential portion of mixed-use Development multiplied by,
 - (ii) the corresponding total dollar amount per square metre of Total Floor Area, as set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13; and
 - (c) In the case of Wind Turbines, the sum of the number of Wind Turbines multiplied by the corresponding amount for each Wind Turbine as set

out in Schedules “B1”, “B2”, “B3”, “B4” and “B5”, further adjusted by section 13.

- (d) The Development Charge payable for Rental Housing developments will be reduced based on the number of bedrooms in each unit as follows:
 - (i) Three or more bedrooms – 25% reduction;
 - (ii) Two bedrooms – 20% reductions; and
 - (iii) All other bedroom quantities – 15% reduction.

3. **APPLICABLE LANDS**

- (1) Subject to the exceptions and exemptions described in the following subsections, this by-law applies to all lands in the Town, whether or not the land or use is exempt from taxation under section 3 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended.
- (2) This by-law shall not apply to land that is owned by and used for the purposes of:
 - (a) a Board of Education;
 - (b) any municipality or Local Board thereof;
 - (c) a Place of Worship exempt under s.3 of the *Assessment Act*, R.S.O. 1990, c. A31, as amended;
 - (d) a Public Hospital under the *Public Hospitals Act*, R.S.O. 1990, c. P.40, as amended;
 - (e) land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education if the Development in respect of which Development Charges would otherwise be payable is intended to be occupied and used by the university.
- (3) This by-law shall not apply to:
 - (a) Industrial Buildings as defined herein, excluding Wind Turbines;
 - (b) Farm Buildings as defined herein;
 - (c) Private Schools as defined herein;
 - (d) Temporary Buildings or structures as defined herein;

- (e) Affordable Housing as defined herein;
- (f) Temporary Dwelling Units as defined herein;
- (g) Long-Term Care home, as defined herein;
- (h) Lands shown in Schedule "C". For greater certainty, these lands are designated as "Central Business District" and "Entrepreneurial District" in the County of Oxford Official Plan, Schedule T-1.
- (i) Notwithstanding any other provision of this by-law, no Development Charge is payable with respect to an enlargement of the Gross Floor Area of an existing Industrial Building where the Gross Floor Area is enlarged by 50 percent or less. If the Gross Floor Area of an existing Industrial Building is enlarged by greater than 50 percent, the amount of the Development Charge payable in respect of the enlargement is the amount of the Development Charge that would otherwise be payable multiplied by Gross Floor Area created that is greater than 50% of the existing Gross Floor Area:
 - (iv) notwithstanding subsection 3 (3) (i), the exemption for an existing Industrial Building shall be applied to a maximum of fifty percent (50%) of the Gross Floor Area before the first enlargement for which an exemption from the payment of Development Charges was granted pursuant to this by-law or its predecessor.
 - (v) The Total Floor Area of an existing Industrial Building is enlarged where there is a bona fide increase in the size of the existing Industrial Building, the enlarged area is attached to the existing Industrial Building, there is a direct means of ingress and egress from the existing Industrial Building to and from the enlarged area for persons, goods and equipment and the existing Industrial Building and the enlarged area are used for or in connection with an Industrial purpose as set out in subsection 1(1) of the Regulation. 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 parking facility.
- (j) Affordable residential units required pursuant to section 34 and 16(4) of the *Planning Act* (Inclusionary Zoning);
- (k) Affordable and attainable residential units as follows:

- (i) As of the date on which section 4.1 of the Act is proclaimed into force, affordable residential units that meet the criteria set out in subsection 4.1 (2) or 4.1 (3) of the Act shall be exempt from Development Charges
- (ii) As of the date on which subsection 4.1 (4) of the Act is proclaimed into force, attainable residential units that meet the criteria set out in subsection 4.1 (4) of the Act shall be exempt from Development Charges

4. **RULES WITH RESPECT TO EXEMPTIONS FOR INTENSIFICATION OF HOUSING**

- (1) Notwithstanding section 3 above, no Development Charges shall be imposed with respect to Developments or portions of Developments as follows:
 - (a) The enlargement of an existing Dwelling Unit;
 - (b) a second residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if all Buildings and structures ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling cumulatively contain no more than one residential Dwelling Unit;
 - (c) a third residential Dwelling Unit in an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land on which Residential Use, other than ancillary Residential Use, is permitted, if no Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units;
 - (d) one residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling on a parcel of land, if the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains no more than two residential Dwelling Units and no other Building or structure ancillary to the existing or new Single Detached Dwelling, Semi-Detached Dwelling, or Row-Townhouse Dwelling contains any residential Dwelling Units; or
 - (e) in an existing rental residential Building, which contains four or more residential Dwelling Units, the creation of the greater of one residential Dwelling Unit or one per cent of the existing residential Dwelling Units;
- (2) For the purposes of subsections 4 (1) (d) a residential Dwelling Unit in a Building or structure ancillary to an existing or new Single Detached Dwelling,

Semi-Detached Dwelling, or Row-Townhouse Dwelling must be clearly secondary and subordinate to the principal Dwelling Unit on the lot and:

- (a) have Gross Floor Area of no greater than 60% of the Gross Floor Area of the principal Dwelling Unit, to a maximum of 140 m²; and
- (b) shall be located a maximum distance of 30 m from the principal Dwelling Unit.

5. **TIMING OF CALCULATION FOR DEVELOPMENT CHARGES**

- (1) Subject to subsection 5 (2), Development Charges shall be calculated and collected in accordance with the provisions of this by-law and be imposed on land to be developed for Residential and Non-Residential Use, where, the Development requires;
 - (a) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (c) conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act*, R. S.O. 1990, c.P.13 applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (e) a consent under section 53 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (f) the approval of a description under section 9 of the *Condominium Act*, S.O. 1998, c.9, as amended; or
 - (g) the issuing of a permit under the *Building Code Act*, 1992, S.O. 1992, c.23, as amended in relation to a Building or structure.
- (2) Subsection 5 (1) shall not apply in respect to:
 - (a) Local Services installed or paid for by the owner within a plan of subdivision or within the area to which the plan relates, as a condition of approval under section 51 of the *Planning Act*, R.S.O. 1990, c.P.13;
 - (b) Local Services installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*, R.S.O. 1990 c.P.13.
- (3) A Development Charge shall be calculated and payable in full in money or by provision of Services as may be agreed upon, or by credit granted pursuant to the Act or this by-law, on the date that the first building permit is issued in

relation to a Building or structure on land to which a Development Charge applies.

- (4) Where a Development Charge applies to land in relation to which a building permit is required, the building permit shall not be issued until the Development Charge has been paid in full.
- (5) Notwithstanding subsection 5 (1), Development Charges for Rental Housing and Institutional Developments are due and payable in 6 equal installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (6) Notwithstanding subsections 5 (1) and 5 (3), where the development of land results from the approval of a Site Plan or Zoning By-law Amendment application received on or after January 1, 2020, and the approval of the application occurred within the prescribed amount of time of building permit issuance, the Development Charges under section 2 shall be calculated based on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the planning application. Where both planning applications apply, Development Charges under section 2 shall be calculated on the rates set out in Schedules "B1", "B2", "B3", "B4" and "B5" on the date of the later planning application.
- (7) Interest for the purposes of subsections 5 (5) and 5 (6) shall be calculated as per the Town's Development Charge Interest Rate Policy.

6. **LOCAL SERVICE INSTALLATION**

- (1) Nothing in this by-law prevents Council from requiring, as a condition of an agreement under section 51 or 53 of the *Planning Act* that the Owner, at his or her own expense, shall install or pay for such Local Services, within the Plan of Subdivision or within the area to which the plan relates, as Council may require.

7. **MULTIPLE CHARGES**

- (1) Where two or more of the actions described in subsection 5 (1) are required before land to which a Development Charge applies can be developed, only one Development Charge shall be calculated and collected in accordance with the provisions of this by-law, as prescribed in section 5.
- (2) Notwithstanding subsection 7 (1), if two or more of the actions described in subsection 5 (1) occur at different times, and if the subsequent action has the effect of a net increase in the number of Residential Dwelling Units and/or a net increase in the amount of Non-Residential Gross Floor Area, additional Development Charges shall be calculated and collected in accordance with the provisions of this by-law.

8. SERVICES IN LIEU

- (1) Council may authorize an Owner, through an agreement under section 38 of the Act, to substitute such part of the Development Charge applicable to the Owner's Development as may be specified in the agreement, by the provision at the sole expense of the Owner, of services in lieu. Such agreement shall further specify that where the Owner provides services in lieu in accordance with the agreement, Council shall give to the Owner a credit against the Development Charge in accordance with the agreement provisions and the provisions of section 39 of the Act, equal to the reasonable cost to the Owner of providing the services in lieu. In no case shall the agreement provide for a credit which exceeds the total Development Charge payable by an Owner to the Town in respect of the Development to which the agreement relates.
- (2) In any agreement under subsection 8 (1), Council may also give a further credit to the Owner equal to the reasonable cost of providing services in addition to, or of a greater size or capacity, than would be required under this by-law.
- (3) The credit provided for in subsection 8 (2) shall not be charged to any Development Charge reserve fund.

9. FRONT-ENDING AGREEMENTS

- (1) Council may authorize a front-ending agreement in accordance with the provisions of Part III of the Act, upon such terms as Council may require, in respect of the Development of land.

10. DEMOLITION AND CONVERSION CREDITS FOR REDEVELOPMENT OF LAND

- (1) If a Development involves the demolition of and replacement of all or part of a Building or structure, or the conversion from one principal use to another, a credit shall be allowed, provided that the land was improved by occupied structures, or structures capable of being occupied without structural improvement, within the five years prior to the issuance of the building permit, and the building permit has been issued for the development within five years from the date the demolition permit has been issued; and;
- (2) Subject to subsection 10 (3), the credit shall be calculated:
 - (a) in the case of the demolition or conversion of a Building, or a part of a Building, used for a Residential purpose, by multiplying the number and type of Dwelling Units demolished or converted by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law; or

- (b) in the case of the demolition or conversion of a Building, or part of a Building, used for a Non-Residential purpose, by multiplying the Non-Residential Total Floor Area demolished or converted, by the relevant Development Charge in effect under this by-law on the date when the Development Charge with respect to the redevelopment is payable pursuant to this by-law.
- (3) A credit can, in no case, exceed the amount of the development charge that would otherwise be payable. No credit is available if the use for which the demolished/converted buildings or structures was last lawfully occupied is exempt under this by-law.
- (4) Notwithstanding subsection 10 (1) above, where the Building cannot be demolished until the new Building has been erected, the Owner shall notify the Town in writing and pay the applicable Development Charge for the new Building in full and, if the existing Building is demolished not later than twelve (12) months from the date a building permit is issued for the new Building, the Town shall provide a refund calculated in accordance with this section to the Owner without interest. If more than twelve (12) months is required to demolish the existing Building, the Owner may make a written request to the Town, and the Town's Treasurer or designate, in his or her sole and absolute discretion and upon such terms and conditions as he or she considers necessary or appropriate, may extend the time in which the existing Building must be demolished, and such decision shall be made prior to the issuance of the first building permit for the new Building.

11. RESERVE FUNDS

- (1) Monies received from payment of Development Charges under this by-law shall be maintained in a separate reserve fund for each Service category set out in Schedule "A".
- (2) Monies received for the payment of Development Charges shall be used only in accordance with the provisions of section 35 of the Act.
- (3) Council directs the Town Treasurer to divide the reserve fund created hereunder into separate accounts in accordance with the Service categories set out in Schedule "A" to which the Development Charge payments, together interest earned thereon, shall be credited.
- (4) Where any Development Charge, or part thereof, remains unpaid after the due date, the amount unpaid shall be added to the tax roll for the property on which the Development occurred and shall be collected as taxes.
- (5) Where any unpaid Development Charges are collected as taxes under subsection 13 (4), the monies so collected shall be credited to the development charge reserve funds referred to in subsection 13 (1).

- (6) The Town Treasurer shall in each year commencing in 2025 for the 2024 year, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in section 12 of O. Reg. 82/98.

12. BY-LAW AMENDMENT OR APPEAL

- (1) Where this by-law or any Development Charge prescribed thereunder is amended or repealed either by order of the Ontario Land Tribunal (OLT) or by resolution of Council, the Town Treasurer shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection 12 (1) shall be paid with interest to be calculated as follows:
- (a) Interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
 - (b) The Bank of Canada interest rate in effect on the date of enactment of this by-law shall be used.
- (3) Refunds that are required to be paid under subsection 12 (1) shall include the interest owed under this section.

13. BY-LAW INDEXING

- (1) The Development Charges set out in Schedules “B1”, “B2”, “B3”, “B4” and “B5” to this by-law shall be adjusted annually as of June 13, without amendment to this by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

14. SEVERABILITY

- (1) In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be void, voidable, unenforceable or ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

15. BY-LAW ADMINISTRATION

- (1) This by-law shall be administered by the Town Treasurer.

16. SCHEDULES TO THE BY-LAW

- (1) The following Schedules to this by-law form an integral part of this by-law:
- Schedule A – Schedule of Municipal Services

Schedule B1 – Schedule of Development Charges – Services Related to a Highway

Schedule B2 – Schedule of Development Charges – Fire Protection Services

Schedule B3 – Schedule of Development Charges – Parks and Recreation Services

Schedule B4 – Schedule of Development Charges – Policing Services

Schedule B5 – Schedule of Development Charges – Growth-Related Studies

Schedule C – Schedule of Lands exempt from the Town-Wide Development Charge By-law-2024

- (2) Any or all Schedules may be amended, revised and/or replaced from time to time during the term of the by-law as set out in accordance with the provisions of the *Development Charges Act, 1997*, S.O. 1997, c.27 as may be amended and/or replaced from time to time.

17. DATE BY-LAW EFFECTIVE

- (1) This by-law shall come into force and effect on June 13, 2024.

18. EXISTING BY-LAW REPEAL

- (1) By-law 4315 as amended by By-law 2021-036 is repealed on the date this by-law comes into effect.

19. SHORT TITLE

- (1) This by-law may be cited as the “2024 Town of Tillsonburg Development Charge By-law”.

READ a first and second time this 12th day of June, 2024.

READ a third time and finally passed in Open Council this 12th day of June, 2024.

MAYOR

CLERK

SCHEDULE "A"
TO BY-LAW NO. XXXX-2024

DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

- (1) Services Related to a Highway
- (2) Fire Protection Services
- (3) Parks and Recreation Services
- (4) Policing Services
- (5) Growth-Related Studies

**SCHEDULE "B1"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – SERVICES RELATED TO A HIGHWAY

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Services Related to a Highway	4,170	3,324	2,662	1,690	20.98	4,170

**SCHEDULE "B2"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – FIRE PROTECTION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Fire Protection Services	1,392	1,110	889	564	7.01	1,392

**SCHEDULE "B3"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – PARKS AND RECREATION SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Parks and Recreation Services	9,129	7,276	5,828	3,699	7.66	-

**SCHEDULE "B4"
TO BY-LAW NO. XXXX-2024**

SCHEDULE OF DEVELOPMENT CHARGES – POLICING SERVICES

Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Policing Services	6	5	4	2	0.03	6

**SCHEDULE "B5"
TO BY-LAW NO. XXXX-2024**

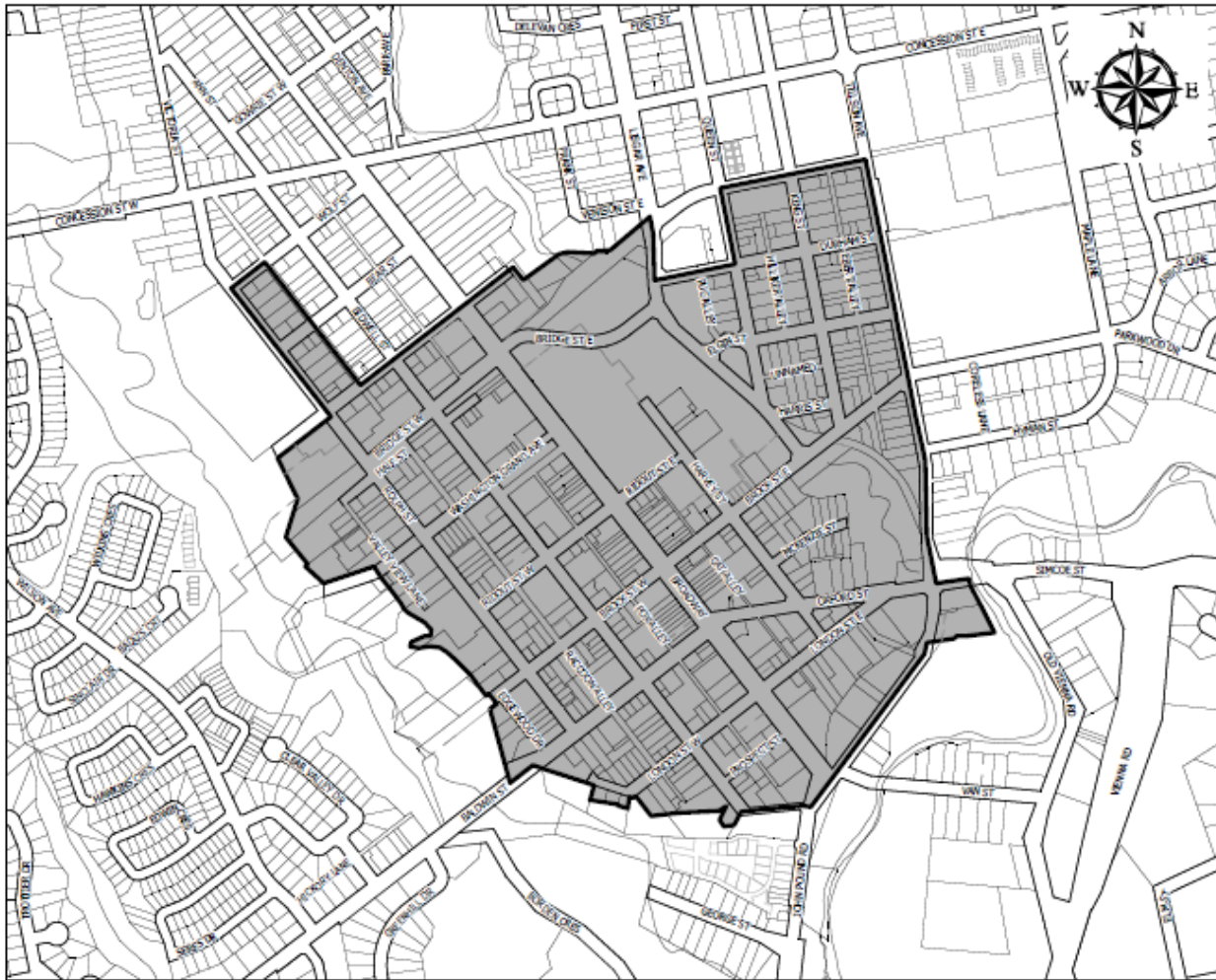
SCHEDULE OF DEVELOPMENT CHARGES – GROWTH-RELATED STUDIES


Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.m. of Gross Floor Area)	(per Wind Turbine)
Growth-Related Studies	85	68	54	34	0.33	85

**SCHEDULE "C"
TO BY-LAW NO. XXXX-2024**

**SCHEDULE OF LANDS EXEMPT FROM THE
DEVELOPMENT CHARGE BY-LAW**

**COUNTY OF OXFORD - TOWN OF TILLSONBURG
CENTRAL BUSINESS DISTRICT**



 LANDS TO WHICH THE BY-LAW DOES NOT APPLY

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2024-068**

A BY-LAW to authorize an agreement with Trans Canada Trail for a grant for resurfacing and drainage improvements.

WHEREAS the Town of Tillsonburg is desirous of entering into an agreement with Trans Canada Trail for a grant for resurfacing and drainage improvements;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Town of Tillsonburg as follows:

1. THAT Schedule 'A' attached hereto forms part of this by-law; and
2. THAT the Mayor and Clerk be hereby authorized to execute the attached agreement marked as Schedule 'A' on behalf of The Corporation of the Town of Tillsonburg; and
3. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 12th day of JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 12th day of JUNE, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels



Trans Canada Trail

Contribution Agreement

Project Code: 107065

Contribution Agreement

Name of Organization: Town of Tillsonburg (the “Recipient”)

Organization Representative: Margaret Puhr

Name of the Trail Operator: Town of Tillsonburg

Project Name: ON - Town of Tillsonburg, Resurfacing and drainage improvements (2024) (the “Project”) **Province:** Ontario

Project Code: 107065

TCT Representative: Lexi Rosen

SUMMARY

1. This project is being funded, in part, by Trans Canada Trail (“TCT”), under the Trail Funding Program - Connection and Maintenance stream, (TFP).
2. TCT will fund 43.60% of actual eligible expenditures for the Project, up to the maximum contribution amount set out below.
3. The maximum contribution amount from TCT to the Recipient, to be put towards the completion of this Project, is \$7,500.00.
4. The term of this contribution agreement (“this Agreement”) commences from the date of signature by TCT to 2024/12/30, unless extended by TCT, in writing to the Recipient.
5. The **Scope of the Project** (including the purpose of the contribution, a brief summary of the Project, the eligible costs, Project schedule, Project budget, and expected results) is set out in **Appendix A**.
6. The **Scope of the Project** will not change without advance written approval from TCT.
7. The **Appendices** to this Agreement form part of this Agreement.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

DEFINITIONS

TCT - Is the organization managing The Trans Canada Trail network.

The Trans Canada Trail Network - consists of more than 28,000 kilometres of multi-use trails, linking Canada and Canadians.

Trail Operator - Is the individual, entity, trail organization or government organization that is leading the planning, design, construction, maintenance, trail experience and general operation of a Trail Section.

Trail Section - is a defined type of infrastructure that is designed and used to enable one or more trail-based recreation activities. To be recognized as a trail, the infrastructure must meet the following criteria:

- Be approved by the public and/or private land manager
- Be mapped
- Marked with proper signage, and
- Be actively managed and maintained by a trail operator, or combination of operators, that has accepted the responsibility for the management and maintenance of the trail and associated infrastructure.
- For this Agreement, Trail Section refers to those operated by the Trail Operator.

Trail Code - TCT number of reference to identify the trail section.

THE RECIPIENT AND THE TRAIL OPERATOR ACKNOWLEDGE AND CONFIRM:

- (1) That before signing this Agreement, they concluded an agreement to clearly identify their roles and responsibilities in regard to this Project and the operation of the trail.
- (2) That, by submitting this project, they have read, understood and agreed to the latest guidelines related to the TFP program (including stream guidelines) which are incorporated by reference into this Agreement.
- (3) That, the Project is located on the Trans Canada Trail network, on a local trail system defined as a **Greenway** and **Trails and Paths**, with permitted activities on this section established by TCT's trail definitions and types at the time of the Project being submitted to TCT.
- (4) That:
 - A maintenance plan has been/will be implemented
 - Safety rules and trail etiquette are clearly set out in trail signage to users, and are enforced by local law enforcement or trail wardens.
 - Trail conditions are suitable for cyclists, paddlers or walkers/hikers to enjoy the best possible experience on the Trail.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

- (5) That, the Trail is only being used for lawfully permitted activities, and as otherwise permitted by the major category and primary type under which the Trail section was built and registered with TCT - defined above in point (2). Prior to any change in the major category and primary type of a registered Trail section, the Recipient must first notify TCT and receive written advance approval for the proposed change. In the event of non-compliance with this provision, TCT may, at any time, require reimbursement by the Recipient for any contribution that has been provided by TCT. Within 14 days of any such reimbursement request sent to the Recipient by TCT, the Recipient will reimburse TCT the full amount of the request, up to the total amount indicated in the signed contribution agreement.
- (6) That, as Recipient, they have the full authority and permission from all the land owners, trail operators and trail managers to sign this Agreement, and conduct and manage the Project.

THE RECIPIENT AND THE TRAIL OPERATOR AGREE TO:

- (1) Complete each stage of the Project, as well as the entire Project, on time, as set out in **Appendix A**.
- (2) Comply with the requirements set out in **Appendix B**.
- (3) Comply with TCT's [acknowledgement guidelines](#).
- (4) Comply with TCT's signage guidelines with regards to wayfinders and other signage, for the area covered by the project. Contact project@tctrail.ca if a wayfinding project is being planned.
- (5) Post the following phrase on trailheads and signs of significance (rules of trail, etc.):

Recreational Trail | Sentier Récréatif
Use at Own Risk | À utiliser à vos propres risques
- (6) Comply with the reporting schedule set out in this Agreement.
- (7) Comply with all applicable federal, provincial/territorial and local legislation, bylaws, codes, regulations, and current best practices in relation to the Project and the area covered by the Project, including but not limited to these in relation to construction, health and safety, accessibility and environmental practices.
- (8) Obtain all approvals and permits required for the Project and local trail system.
- (9) Take full responsibility for the ownership, maintenance and repair of the Trail, infrastructure and signage, for the area covered by the Project, subject to this Agreement.
- (10) Take full responsibility when defining a Trail section as being accessible or universally accessible. Where a trail is defined as accessible or universally accessible, ensure an accessible or universally accessible standard is maintained, with appropriate signage, whenever the trail and all related infrastructure is open to users.
- (11) Comply with and respect TCT's guidelines and policies. The Recipient should contact its TCT representative to obtain the latest version of TCT's guidelines and policies.
- (12) Consent to the publication by TCT of any and all information related to the Project, including but not limited to, the amount and details of TCT's financial contribution, the name of the Recipient organization, the Project description and any other related information.

Trans Canada Trail

Contribution Agreement

Project Code: 107065

REPORTING AND PAYMENT CONDITIONS

- (1) The Recipient must use TCT's [online template](#) to deliver all written progress reports for the Project to TCT in accordance with this Agreement, including Appendix A. Progress reports must include the following information:
 - Confirmation that each aspect of the Scope of the Project has not changed (an explanation, as well as advance approval from TCT, is required for any changes);
 - The previous month's expenses and total cost to date;
 - Any other information or documentation required by this Agreement;
 - Supporting documentation for any expenses incurred for the Project, as required by TCT, in its sole discretion.

- (2) The Recipient must use TCT's [online template](#) to deliver a final report for the Project to TCT within 30 days of the substantial completion of the Project. The final report must include the following information:
 - Pictures (before and after the Project);
 - Proof of insurance, with TCT identified as one of the insured entities;
 - Signage report, including final GIS locations and trail alignment;
 - Description of how TCT's contribution has been or will be recognized;
 - The previous month's expenses and total costs to date;
 - Matching funds sources;
 - In the case of a study, the final design, report or any other documentation produced during the study;
 - Any other information or documentation required by this Agreement
 - Maintenance plan;
 - Supporting documentation, as required by TCT, in its sole discretion.

- (3) If TCT does not receive progress reports, or a final report, in accordance with this Agreement, it may withhold payments until the reports are received and determined by TCT to be in accordance with this Agreement. Aside from all other available remedies, TCT may terminate this Agreement if any such report, otherwise in accordance with this Agreement, is not received by TCT within sixty (60) days of the date on which the report was due.

- (4) In addition to the scheduled reports, TCT, in its sole discretion, may require the Recipient to submit additional reports, verbally or in writing, on such timing as required by TCT.

- (5) During the term of this Agreement, the Recipient must demonstrate that it is overseeing the Project in accordance with this Agreement, including but not limited to, the Scope of the Project, and that it has the ability to complete the Project in accordance with this Agreement. The Recipient may be subject to work inspections and validation of financial data by TCT, in its sole discretion, which must be kept up to date throughout the Project.

- (6) The Recipient must maintain all records associated with the Project, and retain them for at least six (6) years after the expiry of this Agreement. If requested by TCT, the Recipient will provide any

Trans Canada Trail

Contribution Agreement

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requested records, including pay stubs, to TCT for inspection, verification or copying, and must allow access to work sites for inspection. Staff, volunteers or subcontractors involved in the Project must be made available to TCT for interview purposes as required by TCT in its sole discretion.

- (7) The Recipient may be asked to participate in an evaluation or audit of the Project or contribution under this Agreement. In such case, the Recipient will make available any records required for such evaluations or audits.

PAYMENTS

- (1) Each payment will be made within 90 days of the signing of the contribution agreement and/or approval of a project report by Trans Canada Trail. Payments will be made according to the schedule in Appendix A.
- (2) The total contribution will be based on the actual approved Project expenditures up to the maximum contribution amount set out in this Agreement. The total contribution amount may be lower than originally specified, as set out in this Agreement, including if the eligible expenses incurred by the Recipient are less than those detailed in the Scope of the Project.
- (3) Spending on the Project by the Recipient must be within the agreed upon budget allocation included in the Scope of the Project (Appendix A). The Recipient must report any budget reallocation within the budget categories in the next progress report, as well as in the final report.
- (4) Any unspent funds must be returned to TCT, unless TCT has provided the Recipient with prior written approval for such funds to be spent on other items or activities that are consistent with the Project's purpose, in TCT's sole discretion.
- (5) All payments under this Agreement are conditional upon TCT receiving sufficient funding from its funding sources. The Recipient understands and agrees that if TCT determines, in its sole discretion, that it does not have sufficient funding for the amounts payable to the Recipient under this Agreement, TCT may reduce the payments or terminate this Agreement, without any further obligation or liability by TCT. In such case, the Recipient will have no recourse or rights against TCT.

DEFAULTS

- (1) Each of the following actions constitutes a default under this Agreement:
- Any named default in this Agreement;
 - False statements to TCT by the Recipient;
 - Failure of the Recipient to meet any term condition, requirement or obligation contained in this Agreement;
 - TCT determines, in its sole discretion, that the Recipient will be unable to complete the Project in an acceptable manner or otherwise in accordance with this Agreement.
- (2) TCT will deliver notice to the Recipient and the Trail Operator, in writing, of any such defaults (the "Default Notice"). The Recipient will be required to comply with the conditions set out in the Default Notice. Upon receipt of the Default Notice, the Recipient will have 30 days to remedy the default. If

Trans Canada Trail Contribution Agreement Project Code: 107065

the Recipient does not remedy the default, or otherwise comply with the Default Notice to TCT's satisfaction, in its sole discretion, TCT may:

- Suspend or terminate this Agreement, including any payments required under this Agreement;
- Suspend or terminate any other agreements between the Recipient and/or the Trail Operator and TCT, including any payments required under those agreements;
- Refuse to support any future projects of the Recipient;
- Recover some or all of TCT's contribution for the Project;
- Remove Trans Canada Trail designation from any area associated with the Recipient and/or the Trail Operator;
- Take any other action or remedy permitted under this Agreement or at law.

(3) The failure by TCT to take any action in response to a default under this Agreement does not constitute a waiver of TCT's right to take future action with respect to said default.

CLAIMS, TRANSFER, TERMINATION AND RECOURSE

(1) The Recipient and/or the Trail Operator will not make any claim against TCT for any delay or deficiency in the completion of the Project, nor for any inaccuracies in information provided to the Recipient and/or the Trail Operator under this Agreement or otherwise.

(2) The Recipient and/or the Trail Operator shall release, indemnify and hold harmless TCT and its directors, officers, employees, agents, assigns and representatives from and against any and all costs, claims, demands, expenses, actions, and causes of action (the "Claims"), howsoever caused, which arise out of, relate to, or result from the Project, including but not limited to, TCT's contribution under this Agreement, including but not limited to any Claims for damage to property or injury to persons (including death). TCT also holds this indemnity in trust for parties who are not signatories to this Agreement.

(3) TCT is not liable for any borrowings, leases or other obligations that the Recipient and/or the Trail Operator may have incurred with respect to any obligations or expenses towards which contribution under this Agreement is made.

(4) In addition to any other available remedies, this Agreement may be terminated immediately by TCT if the Recipient and/or Trail Operator ceases operations, liquidates its business, is placed in receivership, becomes insolvent or declares bankruptcy.

(5) In the event of a dispute arising from or in connection with this Agreement, the parties agree to engage in good faith discussions for 30 days, or such further period as may be agreed by the parties in writing, in an attempt to resolve the dispute. If the dispute is not resolved within the aforesaid period, either party may refer the matter to an arbitration.

(6) This Agreement is not transferable by the Recipient and/or the Trail Operator.

(7) This Agreement shall be governed solely by the laws of Ontario.

Trans Canada Trail
Contribution Agreement
Project Code: 107065

AUTHORIZED SIGNATURES

The undersigned hereby certify the following:

- I am duly authorized to bind our organization;
- The information included in this Agreement, including in the appendices, is accurate.

Name of Recipient Signing Authority

Name of TCT Signing Authority

Signature (Recipient)

Signature (TCT)

Date Signed

Date Signed

If different than the Recipient:

Name of Trail Operator Signing Authority

Signature (Operator)

Date Signed

Trans Canada Trail

Contribution Agreement

Project Code: 107065

APPENDIX A — SCOPE OF PROJECT

Information	
Project Name	ON - Town of Tillsonburg, Resurfacing and drainage improvements (2024)
Total Cost (budget)	\$17,200.00
TCT max Contribution	\$7,500.00
% of total cost (contribution)	43.60%
Schedule	
Start date	2024/06/03
Completion date	2024/11/29
Expiration date	2024/12/30

Project Deliverables

Deliverable	Due Date
Contribution Agreement	2024/05/20
Progress Report 1	2024/07/20
Progress Report 2	2024/08/20
Progress Report 3	2024/09/20
Acknowledgement Signs	2024/09/20
Final Report	2024/11/20

Payment schedule

Deliverable	% of the contribution
Contribution Agreement	25% of 100%
Progress report (50% completion stage)	50% of 100%
Final Report	25% of 100%

Description

This project will include resurfacing of the town managed section of TCT to improve the quality of the surface and better safety for users; installation of drainage system - culverts - to mitigate rain water pooling, runoff and erosion. Additionally, rental of mulching head-type machinery to trim and reduce encroachment of sumac trees along the trail pathways as well as removal of invasive species including phragmites.

Trans Canada Trail

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APPENDIX B — Promotion and Recognition

Appendix B is provided to ensure that TCT (national) and the Recipient (local) benefit as much as possible from the unique and valuable relationship we share.

TCT recognizes that the Recipient commonly engages in a variety of fundraising activities, in addition to receiving financial support from TCT.

The Recipient recognizes that TCT also fundraises for local Trail projects in their provincial/territorial jurisdiction, in addition to providing fundraising advice and limited support to recipients requiring assistance.

Guiding Principles

Collaboration: TCT and the Recipient recognize their shared responsibility to collaborate on achieving their goals and priorities, and are committed to a multi-sector approach.

Stewardship: The Recipient recognizes that donors have entrusted TCT to invest their support in order to ensure the greatest impact. The Recipient will work with TCT to meet their commitment to donors.

This appendix is a commitment by the Recipient to TCT. The contribution provided through this agreement has been supplied, in part, through donations to Trans Canada Trail and TCT is committed to recognizing these donors for their support.

Trans Canada Trail agrees to:

- (1) Give a contribution to the Recipient for the completion of the Project, as set out in this Agreement.
- (2) At its sole discretion, promote trail sections, funded programs and initiatives within the Province/Territory through a variety of channels, including but not limited to: TCT's website, social media channels, as well as campaign and promotional materials.
- (3) When feasible, consult and provide guidance with respect to fundraising upon request in order to, among other things, reduce donor confusion.
- (4) Ensure regular and timely communications with the Recipient on any matter that may affect their relationship with TCT or the terms of this Agreement.

The Recipient and Trail Operator agree to:

- (1) Follow the acknowledgement requirement – [See TCT's acknowledgement guidelines](#).
- (2) Prepare or collaborate, as required, on the development of an event to acknowledge the Project (i.e. announcement of contribution, trail opening, etc.) and provide a speaking opportunity for a TCT representative.
- (3) Portray Trans Canada Trail positively in all verbal and written communication to the public.
- (4) Protect TCT's brand identity by following brand and logo usage guidelines.

Trans Canada Trail

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- (5) Display signage that is provided, recognizing Trans Canada Trail as a funder. This signage should be placed in a high-traffic area or at the construction site.
- (6) Collaborate with TCT throughout the term of this Agreement to support marketing and content materials such as blogs, newsletters and other engagement programs that help to demonstrate our work together in the Province/Territory.
- (7) Refrain from fundraising from national corporations who may have already given to TCT. TCT will, in turn, refrain from fundraising from local and provincial branches of similar national corporations. If there are questions about who these national corporate donors are, and/or if advice is required to coordinate a stronger approach to ensure success of your organization.
- (8) Participate in donor recognition initiatives, such as thanking donors, when appropriate, thereby making a tangible connection between donations to TCT and improvements to the Trans Canada Trail.
- (9) Provide, for TCT's review, any publication, printed recognition, or signage featuring the TCT logo, prior to publication, which will not occur without TCT's advance approval.
- (10) Notify TCT in advance of any public events related to the Project, and provide an opportunity for TCT representation and recognition at the event. Demonstrating tangible recognition of local donors who have contributed to the success of the Project, including notifying TCT, will reflect positively on the Recipient and will be considered in future funding requests submitted to TCT.

TCT also requires recipients to follow Trans Canada Trail on social media and share its content when possible, for the duration of the agreement.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2024-066

A BY-LAW to confirm the proceedings of Council at its meeting held on JUNE 12, 2024.

WHEREAS Section 5 (1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation shall be exercised by its council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001*, as amended, provides that municipal powers shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Town of Tillsonburg as follows:

1. All actions of the Council of the Corporation of the Town of Tillsonburg at its meeting held on June 12, 2024, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of Tillsonburg.
4. That this By-Law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 12th day of JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 12th day of JUNE, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels